

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

BATON ROUGE • NEW ORLEANS • SHREVEPORT

## **BOARD OF SUPERVISORS MEETING**

Committee Of The Whole

Hyatt Regency

601 Loyola Ave.

New Orleans, Louisiana 70813

Friday, November 25, 2022

9:00 a.m.

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

BATON ROUGE • NEW ORLEANS • SHREVEPORT

## **BOARD OF SUPERVISORS MEETING**

### **COMMITTEE OF THE WHOLE**

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**SOUTHERN UNIVERSITY BOARD OF SUPERVISORS MEETING  
COMMITTEE OF THE WHOLE  
Hyatt Regency Hotel  
601 Loyola Ave. | New Orleans, LA 70113  
Friday, November 25, 2022  
9:00 a.m.**

**AGENDA**

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Election of Board Officers for 2023
  - A. Chairman
  - B. Vice Chairman
6. Adoption of the Agenda
7. Public Comments
8. Greetings from Dr. Rick Gallot, President of Grambling State University
9. Above and Beyond
10. Special Presentations
  - A. SHE-CAN (McBride Sisters) Check Presentation to the Southern University Agricultural Research and Extension Center and the College of Agricultural, Family and Consumer Sciences (SUAREC)
  - B. Legacy House Media, LLC and Matador Spirits Check Presentation (SUAREC)
  - C. Special Presentation (SUNO)
    - a. William K Kellogg Foundation
    - b. The Institute of Mental Hygiene
    - c. The SUNO Foundation and the SUNO Alumni Association
    - d. Anonymous Giver

- D. Special Presentation by United Health Group (SUBR)
- E. Special Presentation by the School of Nursing (SUBR)
- F. Special Presentation for Reverend Lionel Johnson

11. Action Item(s)

- A. Approval of Minutes of the October 21, 2022, SUS Board of Supervisors Meeting
- B. Request Approval of the Intercollegiate Athletics Travel Policy (SUS)  
*This policy is being updated to comply with the State Travel Policy (Policy and Procedures Memorandum 49). The rates have changed from Tier Rates to GSA Rates as required by the Office of State Travel.*
- C. Request for authorization to increase energy surcharge fee from four (\$4) dollars per credit hour with a cap of 12 credit hours to ten (\$10) dollars per credit hours with a cap of 12 credit hours effective Spring 2023. (SUBR)
- D. Request Approval of the ADA Policy (SUS)  
*The policy was revised to incorporate the requirements of La.R.S.46:2594. A summary of the statute is listed below:*
  - 1. Develop a policy to comply with ADA and La. R.S. 2594*
    - a. Requires an interactive process for processing and providing a reasonable accommodation for employees and visitors*
    - b. Requires a grievance process*
    - c. Requires supervisor’s training*
    - d. Requires all campuses have an ADA coordinator*
    - e. Requires all employee self-identify their disability*
  - 2. Comply with all statute reporting requirements.*
- E. Request Approval of Revisions to the Southern University Law Center's Faculty Handbook regarding the promotions for academic support personnel (SULC)  
*Amends the handbook to provide for promotional structure for academic support personnel.*
- F. Request Approval of Personnel Action on Positions equal to or greater than \$60,000 (SUS)

Name	Position/Campus	Salary	Funding Source
1. Tyler Hayes	DoIT System Administrator <i>New Appointment</i>	\$65,000.00	Federal
2. Janene Tate	Director of Communications <i>Salary Adjustment</i>	\$92,000.00	State

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

Name	Position/Campus	Salary	Funding Source
1. Laina Jolivett	Program Manager for the Center for Prevention and Advocacy <i>New Position</i>	\$60,000.00	DOJ Grant
2. Niara Woods	Director of Communication and Public Relations and Interim Sports Information Director (SID) <i>New Appointment</i>	\$ 65,000.00 \$ 5,000.00	State

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

Name	Position/Campus	Salary	Funding Source
1. Si-Arah McCray	Assistant Specialist/ Nutrition <i>New Appointment</i>	\$65,000.00	State

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

Name	Position/Campus	Salary	Funding Source
1. Stephenne Calhoun	Mental Health Therapist II <i>Salary Adjustment</i>	\$64,000.00	Federal
2. Ajeanne Dillon	Director of Academics for Athletics <i>Salary Adjustment</i>	\$69,165.00	State
3. Adrea Travis	Mental Health Therapist II <i>Salary Adjustment</i>	\$64,000.00	Federal
4. Denise Rankins	Assistant Director of Development <i>New Appointment</i>	\$95,000	State/Foundation

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

Name	Position/Campus	Salary	Funding Source
1. Calaundra Clark	Associate Vice-Chancellor of Financial Aid Services <i>New Position</i>	\$138, 600.00	State
2. Chanel Jackson	Mental Health Counselor <i>New Position</i>	\$78,000.00	State
3. Karvett Tillery	Director of Travel Services <i>New Position</i>	\$90,000.00	State
4. Candace Webb	Director of Finance and Budget <i>New Appointment</i>	\$90, 500.00	State

- K. Request Approval of Petition for Prior Service Credit by Associate Professor Katherine Macfarlane (SULC)  
*Associate Professor Katherine Macfarlane respectfully has requested that the Southern University Board of Supervisors consider her petition to the Board to exercise its discretion in granting her 4-years of probationary credit for prior service at other higher education institutions. Ms. Macfarlane has served as a faculty member for 5-years at the University of Idaho College of Law, 2-years at the Louisiana State University Paul Hebert Law Center, and 1-year at the Chapman University Fowler School of Law.*
- L. Request Approval of Memorandum of Understanding between SUBR School of Nursing and Ochsner – SUSON Capacity and Workforce (SUBR)

12. Resolutions

13. Informational Item(s)

- A. Update on Cooperative Endeavor Agreement (CEA) by and between the Louisiana Minority Business Development Agency (MBDA) Business Center, the Folger Coffee Company, Gulf Partners, LLC, and Southern University Law Center (SULC)
- B. Update on the Semester in Shreveport 2023 Spring Semester Activities at the Southern University Law Center Off Campus Instructional Site (SULC) (OCIS)
- C. Facilities Planning Updates
  - 1. *Harding/Scenic Crosswalk*
  - 2. *E-Court submission*
  - 3. *Additional funding for Demo projects*
  - 4. *Drainage issue Harding and Swan*
  - 5. *Architectural Selection Committee*
- D. Interim Financial Report
- E. President's Report
- F. Chancellor's Reports

14. Other Business

15. Adjournment

## **ACADEMIC AFFAIRS COMMITTEE**

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

### **MINUTES**

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Attorney Edwin Shorty.

The invocation was given by Derrick Shavers, Pastor of St Paul Missionary Baptist Church. The Pledge of Allegiance was led by student from Southern University Lab School

Board Chair Atty. Edwin Shorty announced the convening of the Academic Affairs Committee. Chair Mr. Sam Gilliam called the committee meeting to order.

#### **AGENDA ITEM 2: Roll Call**

##### **Roll Call by President Dennis J. Shields**

**Present:** Mr. Sam Gilliam - Chairman, Dr. Leon Tarver, II, Mr. Myron Lawson, Mrs. Christy Reeves, Mrs. Ann Smith, Dr. Arlanda Williams and Atty. Edwin Shorty - Ex Officio

**Absent:** None

#### **AGENDA ITEM 3: ADOPTION OF THE AGENDA**

There was a motion by Dr. Leon Tarver and second by Mrs. Christy Reeves recommending the agenda for adoption.

Motion Approved.

#### **AGENDA ITEM 5: PUBLIC COMMENTS**

None

#### **AGENDA ITEM 6: SPECIAL PRESENTATION**

##### **A. Above and Beyond**

The Above and Beyond Award was presented by Mr. Maurice Pitts and Dr. Sandra Brown. They presented the award to Mr. Reginald "Steve" Labrie who is the Plumber/Pipefitter and The Office of Facility Service and School of Nursing Jag Mobile Driver.

There was a special above and beyond award presented to Mrs. Ann Smith. She was the board member that started the above and beyond award. Dr. Whitfield presented the award to Mrs. Ann Smith along with flowers.

B. Alliant Insurance

Dr. Derrick Warren – Associate Dean of College of Business introduced Mr. Mike Tucker – Alliant Insurance who spoke and introduced Ms. Lillian and Patrick Bell who are both with Alliant. They discussed the Risk Management and Insurance Program partnership that will provide scholarships to students in the College of Business.

C. School of Education (SUBR)

Dr. Sahoo gave a summary of the School of Education. He received questions from several board members. After a lengthy discussion, the board recommend additional discussion at the committee level. They would like to hear additional information later. This discussion will be tabled until later date.

## AGENDA ITEM 7: ACTION ITEMS

Motion was made by Dr. Arlanda Williams and seconded by Mrs. Ann Smith to approve Action Items 6A and 6B in global.

Motion Approved

Dr. Ammons gave a summary of each item.

- A. Request Approval to move the Associate of Arts (A.A.) and Bachelor of Science (B.S.) in Addictive Behaviors Counseling and Prevention (ABCP) from the College of Arts and Sciences to the School of Social Work (SUNO)  
*SUNO offers the Associate of Arts (A.A.) and Bachelor of Science (B.S.) degrees in Addictive Behaviors Counseling and Prevention (ABCP) through the College of Arts and Sciences in the Department of Social Sciences (CIP code 511501). Both programs have low completion rates. SUNO plans to address this concern by aligning the ABCP program with the School of Social Work.*
- B. Request Approval to propose a New Cybersecurity Bachelor of Science Program, Cybersecurity Proposal (SUNO)  
*Due to the growing demand for cybersecurity experts both nationally and internationally, SUNO is proposing a Bachelor of Science Program in Cybersecurity. The proposed new program is in alignment with SUNO's 3-Year Academic Plan and with R.S. 17:3138.9 which established the Louisiana Cybersecurity Talent Initiative Fund. Other Business*

## AGENDA ITEM 8: ADJOURMENT

Dr. Leon Tarver made a motion to adjourn the meeting.



## **FACILITIES AND PROPERTY COMMITTEE**

(Following the Academic Affairs Committee)  
Board of Supervisors' Meeting Room  
J. S. Clark Administration Bldg. 2nd Floor  
Baton Rouge, LA.

### **MINUTES**

Board Chair Atty. Edwin Shorty announced the convening of the Facilities and Property Committee. Chair Mr. Sam Gilliam called the committee meeting to order.

#### **AGENDA ITEM 2: Roll Call**

##### **Roll Call by President Dennis J. Shields**

**Present:** Mr. Sam Gilliam- Chairman, Dr. Rani Whitfield, Mr. Richard Hilliard, Mr. John Barthelemy, Dr. Leon Tarver, II, Mr. Myron Lawson and Atty. Edwin Shorty - Ex Officio

**Absent:** None

#### **AGENDA ITEM 3: ADOPTION OF THE AGENDA**

There was a motion by Dr. Rani Whitfield and second by Mr. Richard Hilliard recommending the agenda for adoption.

Motion Approved.

#### **AGENDA ITEM 4: PUBLIC COMMENTS**

None

#### **AGENDA ITEM 5: ACTION ITEM(S)**

Motion was made by Dr. Leon Tarver and seconded by Dr. Rani Whitfield to approve Action Items 5A.

Motion Approved

Mr. Kenneth Dawson gave a summary of each item.

- A. Request Approval of Cooperative Endeavor Agreement between Southern University, The State of Louisiana and the Department of Transportation and Development (SUS)  
*CEA with DOTD on the Information Center Project is intended to memorialize the payment of change work orders through Southern University self-generated funds. DOTD is agreeing to pay for the Information Center upon substantial Completion.*

**AGENDA ITEM 6: INFORMATIONAL ITEM(S)**

All updates are in the board packet. President Shields complimented Mr. Dawson and asked that he keep on track with updates.

- A. Facilities Planning Updates
- *Harding/Scenic Crosswalk*
  - *E-Court submission*
  - *Additional funding for Demo projects*
  - *Drainage issue Harding and Swan*
  - *Residential Housing Project*

**AGENDA ITEM 7: OTHER BUSINESS**

None

**AGENDA ITEM 8: ADJOURNMENT**

Dr. Rani Whitfield made a motion to adjourn the meeting.

**FINANCE COMMITTEE**  
**(Following Facilities and Property Committee)**  
**Board of Supervisors' Meeting Room**  
**J. S. Clark Administration Bldg. 2nd Floor**  
**Baton Rouge, LA.**

**MINUTES**

Board Chair Atty. Edwin Shorty announced the convening of the Finance Committee. Dr. Arlanda Williams called the committee meeting to order.

**AGENDA ITEM 2: Roll Call**

**Roll Call by President Dennis J. Shields**

**Present:** Dr. Arlanda Williams- Chairman, Atty. Domoine Rutledge, Mr. Sam Gilliam, Mr. Myron Lawson–Vice-Chair, Ms. Christy Reeves, Dr. Leon Tarver, and Atty. Edwin Shorty - Ex Officio

**Absent:** NONE

**AGENDA ITEM 3: ADOPTION OF THE AGENDA**

There was a motion by Ms Christy Reeves and second by Mr. Myron Lawson recommending the agenda for adoption.

Motion Approved.

**AGENDA ITEM 4: PUBLIC COMMENTS**

None

**AGENDA ITEM 5: ACTION ITEM(S):**

Motion was made by Mr. Myron Lawson and seconded by Mr. Sam Gilliam to approve Action Items 5A.

Motion Approved

- A. Request Approval to Reinstate the \$5.00 Cheer/Dance Fee (SUNO)  
*Approval of this action will provide funding for uniforms, equipment, training and travel for the Cheer and Dance teams*

Mr. Sam Gilliam asked question in relation to SUSLA paid students. Dr. Appeaning gave number of paid students.

Motion was made by Dr. Leon Tarver and seconded by Mr. Sam Gilliam to approve Action Items 5B

Motion Approved

B. Request approval for FY 2023-2024 Budget Requests and Addenda

1. *Southern University Board and System Administration (SUS)*
2. *Southern University and A&M College (SUBR)*
3. *Southern University Law Center (SULC)*
4. *Southern University New Orleans Campus (SUNO)*
5. *Southern University Shreveport Campus (SUSLA)*
6. *Southern University Agricultural Research and Extension Center (SUAREC)*

**AGENDA ITEM 6: INFORMATIONAL ITEM(S):**

A. Interim Financial Reports

Mr. McClinton mention the report is in the packet. He will address any questions. There were none.

**AGENDA ITEM 6: OTHER BUSINESS**

None

**AGENDA ITEM 7: ADJOURNMENT**

Mr. Sam Gilliam made motion to adjourn the meeting.

**GOVERNANCE COMMITTEE**  
(Following Finance Committee)  
Board of Supervisors' Meeting Room  
J. S. Clark Administration Bldg. 2nd Floor  
Baton Rouge, LA.

**MINUTES**

Board Chair Atty. Edwin Shorty announced the convening of the Governance Committee. Chair Mr. Myron Lawson called the committee meeting to order.

Roll Call by President Dennis J. Shields

Present: Mr. Myron Lawson, Dr. Leon Tarver, Dr. Leroy Davis Miss Naudia Foster, Ms. Christy Reeves

Atty. Edwin Shorty - Ex Officio

Absent: None

**AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Ms. Christy Reeves and second by Dr. Leon Tarver, II, the agenda was recommended for adoption.

Motion passed.

**AGENDA ITEM 4: PUBLIC COMMENTS**

Mr. Willie Zanders – Re: SUNO Foundation agreement

**AGENDA ITEM 5: ACTION ITEM(S)**

Motion was made by Dr. Leroy Davis and second by Ms. Christy Reeves to approve Action Item (5A – 5C) in global.

- A. Request Approval of Agreements and Contracts Policy (SUS)  
*This policy is to enable the Southern University System to achieve uniformity in its contracting practices and assist with more effective and efficient management of the System's agreements. This policy will also ensure compliance with the Louisiana Procurement Code and the Louisiana Code of Governmental Ethics.*
  
- B. Request Approval if Affiliated Nonprofits Organizations Disbursement Policy (SUS)  
*This policy is to enable the Southern University System to achieve uniformity in its affiliated nonprofit organizations disbursements and ensure compliance with the laws of the State of Louisiana.*

C. Request Approval of the Revised Uniformed Personnel Actions Policy (SUS)

*The purpose of this policy is to create uniform personnel procedures for the SUS in accordance with the provisions of Article VII, Chapter II, and Chapter III of the Bylaws and Regulations. This Uniform Personnel Actions Policy delineates the specific and express delegations of authority by the Board to the System President and Chancellors to execute certain types of personnel actions.*

**AGENDA ITEM 6: OTHER BUSINESS**

None

**AGENDA ITEM 7: ADJOURNMENT**

Dr. Leroy Davis made motion to adjourn the meeting.

## PERSONNEL AFFAIRS COMMITTEE

(Following Governance Committee)  
Board of Supervisors' Meeting Room  
J. S. Clark Administration Bldg. 2nd Floor  
Baton Rouge, LA.

### MINUTES

Board Chair Atty. Edwin Shorty announced the convening of the Personnel Affairs Committee Chair Dr. Leon Tarver, II called the committee meeting to order.

Roll Call by President Dennis J. Shields

Present: Dr. Leon Tarver - Chairman, Atty Jody Amedee, Mr. Raymond Fondel, Ms. Christy Reeves, Rev. Samuel Tolbert, Dr. Arlanda Williams, and Atty. Edwin Shorty - Ex Officio

Absent: None

### AGENDA ITEM 3: ADOPTION OF THE AGENDA

Chairman Tarver mentioned the agenda has a change to Action Item 5C (8). This item will be removed from the agenda. Upon the motion by Mr. Raymond Fondel and second by Dr. Arlanda Williams the agenda was recommended for adoption with the noted change.

Motion adopted.

### AGENDA ITEM 4: PUBLIC COMMENTS

None

### AGENDA ITEM 5: ACTION ITEM(S)

Motion was made by Mr. Raymond Fondel and second by Dr. Arlanda Williams to approve Action Item (5A – 5F) in global with change to 5C (8).

Motion passed

#### 5. Action Item(s)

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

Name	Position/Campus	Salary	Funding Source
1. Christ Beaner	Associate General Counsel for Civil Rights, Employment Law and Policies and Procedures <i>New Appointment</i>	\$85,000.00	State

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2. Jeremiah Sams	Associate General Counsel for Procurement, Contracts, Leases and Public Records <i>Salary Adjustment</i>	\$90,000.00	State
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B. Request Approval of Personnel Action on Positions equal to or greater than \$60,000  
(SUNO)

Name	Position/Campus	Salary	Funding Source
1. Bruce Adams	Director, Chief of Police and Campus Safety <i>Salary Adjustment</i>	\$75,000.00	State
2. Jada Boudin	Director of Admissions and Recruitment <i>New Appointment</i>	\$75,000.00	State
3. Shrylin Davis	VC for Student Affairs and Student Enrollment Management <i>Salary Adjustment</i>	\$140,000.00	State
4. Angel Grady	Assistant Professor Nursing Program <i>New Appointment</i>	\$81,000.00	State
5. Adriel Hilton	VC for Student Affairs and Enrollment Management <i>Salary Adjustment</i>	\$140,000.00	State
6. Brenda Jackson	VC for Research/Strategic Initiatives and Title III Executive Director <i>Salary Adjustment</i>	\$140,000.00	Federal \$57,894 State \$38,596
7. Melinda Perry	Executive Online Director <i>New Position</i>	\$90,000.00	State
8. Kim Rugon	Vice Chancellor for Advancement <i>Salary Adjustment</i>	\$140,000.00	State
9. Shannon Williams	Interim Associate Vice Chancellor for Administration and Finance <i>New Appointment</i>	\$81,000.00	State

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

Name	Position/Campus	Salary	Funding Source
1. Harry Anderson	Co-Director of Digital Media Arts <i>New Appointment</i>	\$70,000.00	Federal
2. Avis O'Bryant-Chaney	Executive Admin Asst to AVC/Director of Univ College Special Programs <i>Title Change Only</i>	\$61,125.00	Federal
3. Jennifer Page	Instructional Designer/ Concourse Syllabus Management System Coordinator <i>New Appointment</i>	\$75,000.00	Federal 93.33% State 6.67%
4. Veronica Richardson	Director Transfer Center <i>New Position</i>	\$62,500.00	Federal



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5. Darrell Roberson	Co-Director of Digital Media Arts <i>New Position</i>	\$70,000.00	Federal
6. Davitria Stubbs	Bursar <i>New Appointment</i>	\$65,000.00	State
7. Charmaine Williams	Director of Executive Ph.D. Program <i>New Position</i>	\$80,000.00	State
<del>8. Ashagre Yigletu</del>	<del>SUBR Dean of Graduate Studies <i>New Appointment</i></del>	<del>\$160,000.00</del>	<del>State</del>

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

Name	Position/Campus	Salary	Funding Source
1. Amanda Flynn	Interim Executive Director for Small Business Development <i>New Appointment</i>	\$80,000.00	State \$62,224 Federal \$17,776
2. Brandy Jacobsen	Interim Vice Chancellor for Finance and Administration <i>New Appointment</i>	\$95,160.00	State

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

Name	Position/Campus	Salary	Funding Source
1. Allison Ezidore-Tassin	Creative Specialist/Graphic & Digital Designer <i>New Appointment</i>	\$66,000.00	State
2. Tamika Porter	Associate Comptroller <i>New Position</i>	\$75,000.00	State

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

Name	Position/Campus	Salary	Funding Source
1. Carla Ball	Unit Coordinator and Lead Catalog Administrator for Academic Support <i>New Position</i>	\$72,000.00	State
2. Marina Biragova	Director for Intellectual Property and Global Business Programs <i>New Position</i>	\$120,000.00	Federal
3. Kimberly Decker	Mental Health Counselor <i>New Position</i>	\$96,000.00	State

4. Marla Dickerson	Associate Vice Chancellor for Innovation and Strategic Partnerships and Initiatives <i>Iyr Salary Adjustment</i>	\$168,000.00	State
5. Jasmine Hunter	Director of Communications <i>Iyr Salary Adjustment</i>	\$97,176.00	State
6. Terri Mayes	Strategic Partnership Coordinator <i>Iyr Salary Adjustment</i>	\$82,947.50	State
7. Orriel Moore	Creative Services Coordinator <i>Iyr Salary Adjustment</i>	\$69,744.00	State
8. Alycia Grace O’Bear	Asst. Professor of Clinical Education/Disaster Relief <i>Iyr Salary Adjustment</i>	\$101,790.00	State
9. Ahvery Thomas	Deputy Title IX/ Campus Safety Coordinator <i>New Position</i>	\$85,000.00	State

Dr. Ammons gave summary of Item G.

Motion was made by Dr. Arlanda Williams and second by Atty Jody Amedee to approve Action Item 5G.

Motion passed

- G. Request Approval for Salary Adjustment for Unclassified Staff at Southern University at New Orleans (SUNO)  
*This action would follow the increases that the faculty received to bring their salaries in line with the SREB average, for promotion, retention, equity, and merit.*

#### **AGENDA ITEM 6: OTHER BUSINESS**

None

#### **AGENDA ITEM 7: ADJOURNMENT**

Dr. Arlanda Williams made motion to adjourn the meeting.

## **SOUTHERN UNIVERSITY BOARD OF SUPERVISORS**

**(Following Personnel Affairs Committee)  
Board of Supervisors' Meeting Room  
J. S. Clark Administration Bldg. 2nd Floor  
Baton Rouge, LA.**

### **MINUTES**

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

Roll Call by President Dennis J. Shields

#### **Present:**

Atty Jody Amedee, Mr. John Barthelemy, Dr. Leroy Davis, Mr. Raymond Fondel, Ms. Naudia Foster, Mr. Sam Gilliam, Mr. Richard Hilliard, Mr. Myron Lawson, Ms. Christy Reeves Atty Domoine Rutledge, Atty Edwin Shorty, Mrs. Ann A. Smith, Leon R. Tarver II, Rev. Samuel Tolbert, Dr. Rani Whitfield and Ms. Arlanda Williams

#### **Absent:**

None

### **AGENDA ITEM 3: ADOPTION OF THE AGENDA**

There was a motion by Atty Domoine Rutledge and second by Dr. Rani Whitfield to adopt the agenda.

Motion adopted.

### **AGENDA ITEM 4: PUBLIC COMMENTS**

Mr. Albert Samuels – Comment on Action Item 5D

### **AGENDA ITEM 5: ACTION ITEMS**

Motion was made by Atty Domoine Rutledge and seconded by Dr. Rani Whitfield to approve Action Items 5A and 5B in global.

Motion Approved

- A. Request Approval of Minutes of the June 24, 2022, SUS Board of Supervisors Meeting

B. Request Approval of Committee Reports and Recommendations

Motion was made by Atty Domoine Rutledge and seconded by Rev. Samuel Tolbert to approve Action Items 5C.

Motion Approved (Ms. Christy Reeves did not vote on this item)

- C. Request Approval of Sports Medicine Services Agreement between SUNO and Ochsner Clinic Foundation (SUNO)  
***Ochsner will provide athletic trainers, physicians, and other qualified healthcare providers for student athletes.***

Motion was made by Dr. Leroy Davis and unanimous seconded by Mr. John Barthelemy to approve Action Items 5D.

Motion Approved

- D. Request Approval for the Removal of Campus Ban of 1972 Southern University Student Protest (SULC)

Motion was made by Atty Domoine Rutledge and seconded by Rev. Samuel Tolbert to approve Action Items 5E- and 5F in global.

Motion Approved

- E. Request Approval of Memorandum of Understanding between Southern University Student Health Center and BRBAC Metro Health (SUS)  
***This MOU is to provide at-home HIV self-testing kits and distribution logs for data collection***
- F. Request Approval of Grant Agreement with Alliant Insurance Foundation (SUS)  
***Grant for SUBR, College of Business to Develop the Alliant Insurance Foundation Degree Program of Risk Management and Insurance.***

G. Resolutions

Dr. Allen Vital, Chief of Staff read resolutions and commendations for the following:

***Resolutions***

- Rev. Dr. Jesse B. Bilberry, Jr.
- Mr. Robert "Bob" Jones

Motion was made by Dr. Rani Whitfield and seconded by Mr. Richard Hilliard to approve Action Item 5G.

Motion Approved

**AGENDA ITEM 8: INFORMATIONAL ITEM(S)**

A. President's Report

President Shields mentioned the SUSLA Chancellor search is underway, and he appointed Mr. Fred Moss as the Chairman of the Search Committee. There was a listening session. He will update the board as the process goes on. He welcomed everyone to the campus this week for Homecoming and he is excited about his first Homecoming and meeting alums.

B. Chancellor's Report

All Chancellors gave a brief report. Detail Chancellor reports are in the Board office as well as online.

**AGENDA ITEM 8: OTHER BUSINESS**

Chairman Shorty acknowledged visitors and thanked everyone for being at the meeting during Homecoming. Look forward to all the homecoming activities.

**AGENDA ITEM 9: ADJOURNMENT**

Atty Domoine Rutledge made a motion to adjourn the meeting.



*"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  
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(225) 771-2242  
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www.suagcenter.com

**OFFICE OF THE CHANCELLOR-DEAN**

President Dennis Shields  
J.S. Clark Administration Building-4<sup>th</sup> floor  
Baton Rouge, LA 70813

November 21, 2022

Dear President Shields,

As you are aware the Southern University Ag Center and the College of Agriculture, Family and Consumer Science consistently seeks impactful collaborations to advance its tripartite mission of teaching, research, and extension. As such, we are excited to announce a newly established partnership with Legacy House Media, LLC and Matador Spirits, LLC to implement the following:

1. A curriculum-based program in distilling and fermentation to provide students with opportunities to engage in such industry;
2. Experiential learning opportunities for students and professionals to gain research experience in the area of raw material preparation, distillation and fermentation;
3. New laboratories specializing in distillery and fermentation will be established with the support of Matador Spirits, LLC. Other research and development activities will include crop improvement, through natural selection and genetic methods, associated with yield and raw material quality of sugarcane; and
4. Summer and after school programs to expose youth to the various careers in agriculture which can support the future workforce of the industry.

Additionally, Legacy House Media, LLC and Matador Spirits, LLC has committed \$250,000 towards the investment of this partnership, and I humbly request your approval for a brief check presentation during the upcoming November 25, 2022 meeting of the Board of Supervisors in New Orleans.

Thank you for your usual support. Should you have any questions please let me know.

Sincerely,

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

Orlando F. McMeans, PhD  
Chancellor-Dean

November 15, 2022

Mr. Dennis J. Shields  
President-Chancellor  
Southern University  
Baton Rouge, LA 70814

Dear Mr. Shields:

A review of our fiscal year (FY) 2022-23 utility bills (specifically electricity) has indicated that energy costs have increased dramatically over the last four months.

Anticipating a slight increase in electricity cost, my budget officer increased our general fund allocation for FY 2022-23 by \$820,000 dollars. However, the attached spreadsheet which represents the actual and projected cost for FY 23 reflects expenditures that exceed the current approved budget by \$1.8 million dollars.

The University currently has an established energy surcharge student fee (see attached) that bills students at a rate of four dollars (\$4) per credit hour with a 12-hour cap of forty-eight dollars (\$48).

I am recommending an energy surcharge fee **increase** of six dollars (**\$6**) per credit hour, effective Spring 2023 semester. The total fee of ten dollars (\$10) per credit hour depending on the number of credit hours taken will cap at \$120 per student a maximum increase of **\$72**. After consultation with the Financial Aid Office, it has been determined that student's Spring 23 budget can be adjusted to include this increase. Increasing a student's cost of attendance budget may in some cases increase the student's financial aid award.

A review of energy surcharge fees charged at other state institutions reveals that the revised fee of ten dollars (\$10) per credit hour is consistent with most schools in the U.L. System

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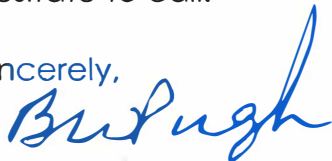
Mr. Dennis J. Shields  
November 15, 2022  
Page 2

The total amount of new funding projected from this increase is \$386,118. Additional funding from an increase in Summer 23 energy surcharge fees will generate \$29,838. Total projected new funding for Spring and Summer 23 is \$415,956.

**The Board of Supervisors has the authority to adjust this new fee downward as soon as the energy market corrects its prices.**

Your approval and the approval of the Southern University Board of Supervisors is requested. I would like to provide as much notice as possible to our returning students if approved. If you have any questions or concerns, please don't hesitate to call.

Sincerely,



Benjamin Pugh  
VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

cc: Flandus McClinton

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## Benjamin Pugh

---

**From:** Henry Thurman  
**Sent:** Wednesday, October 26, 2022 10:37 AM  
**To:** Benjamin Pugh  
**Cc:** Flandus McClinton; Maurice Pitts; chertzo@entergy.com; Tisharo Parmis; Linda Antoine  
**Subject:** RE: Electricity Analysis

Mr. Pugh,

I just spoke with our Entergy representative, Ms. Carol Hertzog, this morning and she has gone over our current rates and fees with the billing department at Entergy. It appears they have confirmed that the Fuel Adjustment charges are consistent with the other increases across the board and are correct. This appears to be an average of an additional \$260,000 per month.

I have included her in this email if you have any additional questions.

**Henry L. Thurman, III, Asst. Executive Director**

Southern University and A & M College  
Office of Facility Services  
Benjamin Kraft Bldg., James L. Hunt St.  
P.O. Box 11815  
Baton Rouge, LA 70813  
225.771.2413 office 225.771.2378 fax  
ΩΨΦ



**From:** Henry Thurman  
**Sent:** Thursday, October 13, 2022 1:21 PM  
**To:** Benjamin Pugh <benjamin\_pugh@subr.edu>  
**Cc:** Flandus McClinton <flandus\_mcclinton@sus.edu>; Maurice Pitts <maurice\_pitts@subr.edu>  
**Subject:** Re: Electricity Analysis - 22-23.xlsx (Revised)

Yes I spoke to our contact on yesterday and she's having the billing team to look over the Fuel Adjustment charges. Should hear back from her shortly.

Sent from my iPhone

On Oct 13, 2022, at 12:06 PM, Benjamin Pugh <benjamin\_pugh@subr.edu> wrote:

Henry, have you heard anything from Entergy?

**From:** LaEtitica Wilkinson <laetitica\_wilkinson@subr.edu>  
**Sent:** Thursday, October 13, 2022 11:40 AM  
**To:** Benjamin Pugh <benjamin\_pugh@subr.edu>

Board of Regents  
Form BOR-4A  
Detail of Departmental Costs by Function

Institution: Southern University and A&M College

DEPARTMENT	ACTUAL 2021-2022	BUDGETED 2021-2022	BUDGETED 2022-2023	OVER/UNDER 2021-2022
<b>MAINTENANCE</b>				
<b>F.G. Clark Activity Center - 26162</b>				
Personal Services:				
Salaries	\$ 114,478	\$ 191,270	\$ 140,724	\$ (50,546)
Other Compensation	117,130	4,100	-	(4,100)
Related Benefits	58,243	72,683	52,772	(19,911)
<b>Total Personal Services</b>	<b>\$ 289,850</b>	<b>\$ 268,053</b>	<b>\$ 193,496</b>	<b>\$ (74,557)</b>
Travel	-	-	-	-
Operating Services	6,222	10,000	10,000	-
Supplies	10,893	5,000	5,000	-
Professional Services	-	-	-	-
Other Charges	-	-	-	-
Acquisitions	-	5,000	5,000	-
Major Repairs	-	-	-	-
<b>Department Total</b>	<b>\$ 306,965</b>	<b>\$ 288,053</b>	<b>\$ 213,496</b>	<b>\$ (74,557)</b>
<b>Automotive - 26164</b>				
Personal Services:				
Salaries	\$ 219,753	\$ 177,532	\$ 182,619	\$ 5,087
Other Compensation	-	-	-	-
Related Benefits	82,551	67,462	68,482	1,020
<b>Total Personal Services</b>	<b>\$ 302,305</b>	<b>\$ 244,994</b>	<b>\$ 251,101</b>	<b>\$ 6,107</b>
Travel	-	-	-	-
Operating Services	18,491	5,000	5,000	-
Supplies	85,861	15,000	15,000	-
Professional Services	-	-	-	-
Other Charges	-	2,500	2,500	-
Acquisitions	-	-	-	-
Major Repairs	-	-	-	-
<b>Department Total</b>	<b>\$ 406,657</b>	<b>\$ 267,494</b>	<b>\$ 273,601</b>	<b>\$ 6,107</b>
<b>Utilities - 26166</b>				
Personal Services:				
Salaries	\$ -	\$ -	\$ -	\$ -
Other Compensation	-	-	-	-
Related Benefits	-	-	-	-
<b>Total Personal Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Travel	-	-	-	-
Operating Services	4,363,554	3,679,787	4,500,000	820,213
Supplies	-	-	-	-
Professional Services	-	10,000	10,000	-
Other Charges	-	-	-	-
Acquisitions	-	-	-	-
Major Repairs	-	-	-	-

ENTERGY LOUISIANA, LLC  
**ELETRICITY BILL ANALYSIS**  
 2021-2022 TO 2022-2023

Bill Adjustment Comparison (Account #) 32108060	Month												Total
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
FY 22 - Invoice	153,749.87	177,123.66	167,330.14	155,110.27	142,726.14	137,509.04	138,991.33	141,214.96	147,551.35	156,550.65	174,975.42	190,532.06	1,883,364.89
FY 22 - Adjustment	147,929.28	148,921.08	141,669.00	155,778.90	139,093.20	122,803.98	104,425.20	108,334.20	144,027.12	134,559.60	217,271.34	282,652.35	1,847,465.25
<b>Total Invoice</b>	<b>301,679.15</b>	<b>326,044.74</b>	<b>308,999.14</b>	<b>310,889.17</b>	<b>281,819.34</b>	<b>260,313.02</b>	<b>243,416.53</b>	<b>249,549.16</b>	<b>291,578.47</b>	<b>291,110.25</b>	<b>392,246.76</b>	<b>473,184.41</b>	<b>3,730,830.14</b>
FY 23 - Invoice	189,863.18	215,638.92	212,022.58	205,841.56	205,841.56	205,841.56	205,841.56	205,841.56	205,841.56	205,841.56	205,841.56	205,841.56	2,470,098.72
FY 23 - Adjustment	281,358.48	250,608.96	247,953.48	259,973.64	259,973.64	259,973.64	259,973.64	259,973.64	259,973.64	259,973.64	259,973.64	259,973.64	3,119,683.68
<b>Total Invoice</b>	<b>471,221.66</b>	<b>466,247.88</b>	<b>459,976.06</b>	<b>465,815.20</b>	<b>465,815.20</b>	<b>465,815.20</b>	<b>465,815.20</b>	<b>465,815.20</b>	<b>465,815.20</b>	<b>465,815.20</b>	<b>465,815.20</b>	<b>465,815.20</b>	<b>5,589,782.40</b>
Difference	(169,542.51)	(140,203.14)	(150,976.92)	(154,926.03)	(183,995.86)	(205,502.18)	(222,398.67)	(216,266.04)	(174,236.73)	(174,704.95)	(73,568.44)	7,369.21	<b>(1,858,952.26)</b>

Institution	Energy Surcharge per Credit Hour	FY23 Budgeted Revenue Collections
<b>UL System</b>		
Grambling	\$10.00	\$1,183,912
Louisiana Tech	\$10.00	\$1,999,374
McNeese	\$10.00	\$1,022,995
Nicholls	\$10.00	\$1,430,698
Northwestern	\$0.00	\$0
Southeastern	\$10.00	\$2,670,676
UL Lafayette	\$8.50	\$1,960,000
UL Monroe	\$5.50	\$750,000
UNO	\$0.00	\$0
<b>LSU System</b>		
LSU BR	\$0.00	\$0
LSU S	\$2.00	\$99,000
LSU A	\$2.70	\$80,000
LSU E	\$3.00	\$165,000
<b>Southern</b>		
SU BR	\$4.00	\$559,254
SUNO	\$4.00	\$193,003
SU S	\$4.00	\$174,768
<b>LCTCS</b>		
BRCC	\$0.00	\$0
BPCC	\$0.00	\$0
Delgado	\$0.00	\$0
Fletcher	\$0.00	\$0
LDCC	\$0.00	\$0
Nunez	\$0.00	\$0
Northshore Technical CC	\$0.00	\$0
RPCC	\$0.00	\$0
SLCC	\$0.00	\$0
Sowela	\$0.00	\$0
Central LA TCC	\$0.00	\$0
Northwest LA TCC	\$0.00	\$0
<b>Higher Education Total</b>		<b>\$12,288,680</b>
Revenue information submitted through BOR forms.		



**POLICY TITLE**  
***Intercollegiate Athletics Travel Policy***

**POLICY NUMBER**  
***6-008***

<b>Responsible Unit:</b> <i>Office of Vice President for Finance and Business Affairs</i>	<b>Effective Date:</b> <i>12/01/2022</i>
<b>Responsible Official:</b> <i>Vice President for Finance and Business Affairs</i>	<b>Last Reviewed Date:</b> <i>11/25/2022</i>
<b>Policy Classification:</b> <i>Governance</i>	<b>Origination Date:</b> <i>04/08/2022</i>

**I. POLICY STATEMENT AND RATIONALE**

Travel regulations as contained in the Division of Administration (DOA) Travel PPM-49 ([PPM 49 - TRAVEL GUIDE - Louisiana Division of Administration \(la.gov\)](#)) hereafter referred to as PPM- 49, and the Louisiana State Travel Guides apply to all departments of the university, including the Department of Intercollegiate Athletics.

The Southern University System Board of Supervisors (System) established this policy to provide a systematic method for travel for the Department of Athletics that are specific exceptions to the travel regulations as contained in the Division of Administration (DOA) Travel PPM-49 and the Louisiana State Travel Guides.

**II. POLICY SCOPE AND AUDIENCE**

These guidelines are formulated to provide uniform direction regarding methods of travel for athletic departments of the System. This policy will apply to all System Departments of Athletics.

**III. POLICY COMPLIANCE**

Failure to adhere to the policy may result in actions under the appropriate Handbook for faculty and staff.

**IV. POLICY IMPLEMENTATION PROCEDURES**

**A. Authorization/Approval**

1. The Athletic Director has the authority to authorize travel subject to final approval by the President or his designee.

2. A quarterly authorization for routine administrative in-state travel for Athletic Department staff who must travel in the course of performing his/her duties may be given by the Athletic Director once each quarter and must be renewed each quarter. Team travel and other out-of-state travel must be approved by the Athletic Director and the campus Chancellor or his/her designee.

## **B. Team Travel**

1. Authorization for Payment of Team Travel Expenses for Team Members and Individuals Accompanying Teams on Road Trips
  - a. Only student athletes who are eligible and who have been officially certified by the University to compete as per the NCAA regulations may be allowed to travel.
  - b. Approval of the Annual Athletic Budget shall include the approval for team travel, including practice games. The Athletic Director's approval of the Team Travel Budgets will constitute authorization for the advance purchase of team travel, as authorized and designated by the Board of Supervisors.

Individual travel request submitted for team travel will require appropriate documentation in accordance with University purchasing and travel policies. Subject to this approval, the Athletic Department shall be authorized to provide transportation, lodging, and meals for team members when in travel status for road games and also for other University personnel who are members of the official University team party.

- c. The official University team party may include the following: team members, coaches, graduate assistants, student assistants, team managers, team doctors, team trainers, administrative assistants, members of the Board of Supervisors and Board staff, University President, Faculty Athletic Representative(s), two (2) members of the faculty or campus administration, the Athletic Director, Associate Athletic Director(s), Academic Counselor(s), photographer, Athletic Business Manager, Sports Information Director, Assistant Sports Information Directors, cinematographer, a four- (4) person film crew, one communications person, security personnel as required, travel coordinator, sound technician, coaches, show cameramen and producer, two- (2) person radio crew, the cheerleaders/spirit groups and their sponsor, mascot, the band and band staff, and up to two (2) announcers, and a statistician.

In addition, the Athletic Director, with approval of the President as authorized by the Board of Supervisors, may authorize team travel for other athletic personnel not listed above if he/she feels his/her services are essential to the traveling team.

- d. Whenever a University-owned bus is used to transport a team, the bus driver is considered a member of the official University team party and travel expenses are authorized for the bus driver. Travel expenses are also authorized for non-University personnel who provide security and escort for the official team party and the band. Meals may also be provided for bus drivers and security personnel and medical personnel traveling with the

team.

Depending upon the sport, the size of the official University team party may range to 170 persons, excluding the band and band staff, cheerleaders/spirit groups, mascot, and their sponsor(s). However, it is the policy of the Athletic Department to keep the size of the team party to a minimum and only personnel whose services are essential to the traveling team are allowed to travel.

e. The Athletic Director is responsible for the use of available transportation, lodging, and meals in the most cost-effective way. When space is available on charter flights or buses, the Athletic Director is authorized to provide transportation for other invited guests to accompany the team on road trips if there is no increase in the cost of the charter or buses. All invited guests must complete a Hold Harmless form (<https://www.doa.la.gov/media/jcfji2il/nse-acknowledgement.pdf>)

All expenses for lodging and meals are the sole responsibility of the invited guest and not the University. On commercial flights, invited guests must pay for their own tickets and all other travel, lodging and meal costs. Invited guests should be selected from the following categories:

1. Contributors to the university
2. Potential contributors
3. University employees not otherwise covered under the provisions of this policy.
4. Selected non-University guests

NOTE: Invited guests ARE NOT members of the official team party and SHALL BE responsible for any and all expenses incurred.

- f. The Department must identify by name and above category each individual for whom transportation is provided. For charter flights, a flight manifest must be provided identifying by name and category each passenger on the charter.
- g. All travel expenses to be paid for team travel must be submitted by the Athletic Department to Vice Chancellor for Finance and Administration via travel expense form to be audited and processed. Invoices, passenger manifests, lodging records, rooming lists, meal lists, and/or other supporting documentation as are appropriate should be provided with all such travel expense form.

No expenses for invited guests shall be on the travel expense account. The Athletic Department must have such reimbursement records on file for audit review.

## **2. Transportation and Lodging Expenses for Team Travel**

Arrangements for charter services must be made by purchase order through the University's Purchasing Office or through the official travel agency for the State of Louisiana with prior approval of the Purchasing Officer. Chartering a privately owned aircraft must be in accordance with the Procurement Code. Commercial airline transportation for team travel must be made by the

Athletic Travel Coordinator through the official agency for the State of Louisiana.

Team lodging and meal expenses may also be charged to the University when in travel status. This authorization to charge transportation, lodging, and meal expenses only extends to team travel, to include team members and members of the official team party for whom expenses are authorized to be paid by the University.

### **3. Meal Expenses for Team Travel**

The Athletic Department shall be authorized to provide all necessary team meals on an actual expense basis, not to exceed GSA per diem rates plus 25% (U.S. General Services Administration Per Diem Rates <https://www.gsa.gov/travel/plan-book/per-diem-rates>). Due to the irregularity of meal schedules, the DOA Travel PPM-49 daily rate will be the inclusive meal cost calculated on a daily basis. When in travel status, this will include team members and members of the official team party for whom expenses are authorized to be paid by the University. Team meals should be prearranged meals, when appropriate, with a set cost per person.

**Note: All meals will require roster and wet signature.**

The cost of such meals may be charged directly to the University or reimbursed on travel expense form. All meals are to be paid on an actual cost basis (subject to above PPM-49 limits) and must be documented with an itemized cash register or itemized credit card receipt and a meal list identifying all participants (the team travel roster will satisfy this requirement). The "tear type" receipts are not acceptable for this type of meals. Cash meal allowances provided directly to members of the official travel party during travel status must be supported by statements signed by the individuals receiving the funds. This statement replaces the need for receipts for cash advances as otherwise required by PPM-49.

### **4. Authorization of Expenses for Team Rooms**

- a. The Athletic Department negotiates room rates with hotels and strives to get the lowest rate possible for team travel. Negotiated rates are typically flat rates (same rate double or single occupancy) and rarely exceed allowable state rates for double occupancy; however, there are times when the negotiated rate exceeds the allowable state rate for single occupancy.
- b. The Athletic Department shall be authorized to provide rooms for team travel on an actual expense basis when in travel status, not to exceed the per person GSA Lodging rate plus 50%. This will include team members and members of the official party for whom expenses are authorized to be paid by the University. The cost of such rooms may be directly charged to the University or reimbursed on the travel expense report. This will be applied to single and double occupancy rooms.

### **5. Team Entertainment**

- a. The Athletic Director is authorized to approve reasonable expenditures for team entertainment when in travel status for road games, to include team members and members of the official team party for whom expenses are



authorized to be paid by the University. Local entertainment of team members prior to competition may be approved by the Athletic Director for reasonable entertainment expenditures on game day or the day before the game. Reimbursement cannot be made for souvenir type items.

- b. In no case will more than one entertainment expense be allowed per sporting event or game, unless prior approval from the President or his designee has been obtained. All expenses for team entertainment must be supported by itemized receipts and a listing identifying all participants (the official team travel roster will satisfy this requirement). Team entertainment expenditures shall not exceed the lesser of NCAA's recommendations or the daily GSA meal allowance plus 25% as prescribed in PPM-49.

#### **6. Miscellaneous**

- a. Reasonable laundry expenses for cleaning team uniforms will be allowed. Such expenditures must be supported by itemized receipts or other appropriate substantiation.
- b. Reasonable expenses for snacks, pre-game and post-game meals for teams in competition will be allowed and reimbursed on an actual basis, not to exceed GSA rates plus 25% when supported by itemized receipts or appropriate explanation. Pre-game and post-game meals provided as cash meal allowances will be allowed when accompanied by signed statements by the individuals receiving the funds. This statement replaces the need for receipts for cash advances as otherwise required by PPM-49. Meal allowances may not exceed GSA rates plus 25%.

#### **C. Authorization of Expenses for Athletic Recruiting**

1. Travel on the Controlled Billed Account (CBA) for recruits must have prior approval of the Athletic Director and the Vice Chancellor for Finance and Administration. All travel must be signed off by the Athletic Director, CFO for Athletics, SUBR Travel Manager and the Vice Chancellor for Finance and Administration. All supporting documentation must be attached or travel will be returned to the department for corrections. Once signature(s) have been obtained, travel documents should be submitted to the Comptroller's Travel Office to make sure funds are available for final processing of travel.
2. Consistent with NCAA regulations, the Department of Intercollegiate Athletics is authorized to provide transportation expenses (including prepaid transportation), lodging expenses, and meal expenses for athletic recruits and their families (not to exceed GSA rates plus 25%, or 50% for lodging). Recruits traveling by private motor vehicle to campus may be reimbursed for mileage up to the PPM-49 state mileage rate. The Department of Intercollegiate Athletics may arrange for one student each day to host each recruit while on campus and provide (consistent with NCAA regulations) entertainment expense allowances for a maximum of two days.
3. All expenses must be supported by itemized cash register or itemized credit card receipts or other appropriate documentation, and individuals involved in entertainment must be identified by title. The "tear type" receipts are not

acceptable for these types of expenses.

4. Miscellaneous: All costs of newspapers, game admissions, and game programs are allowable expenses for coaches when recruiting if supported by itemized original receipts or explanation.

**D. Mileage Reimbursement**

Employees using "courtesy cars" furnished to the Department of Intercollegiate Athletics by automobile dealers and/or supporters may be reimbursed for official mileage not to exceed fifty percent (50%) of the mileage rate designated in PPM-49. Whenever an individual is claiming mileage reimbursement, the expense form will show whether the car was used as a personal car or a courtesy car. Those individuals who are provided "courtesy cars" must have prior approval from the Athletic Director before they can use their personal cars when claiming mileage reimbursement.

**E. Authorization to Provide Local Housing and Meals for Team Members When Dormitories are Closed and During Emergency Situations**

1. The Department of Intercollegiate Athletics shall be authorized to pay for local housing and meals for team members required to be on campus for competition and/or practice during times when dormitories are closed or when emergency situations exist. Prior approval of the Athletic Director must be obtained before such expenditures may be incurred, and evidence of such approval must be attached to the travel expense form processed to pay such expenses.
2. Individual cash meal allowances not to exceed GSA rates plus 25% provided to team members for local meals must be supported by statements signed by the individuals receiving the funds. This statement replaces the need for receipts for cash advances as otherwise required by PPM-49.
3. The Athletic Director is authorized to approve team meals contracted locally with restaurants in the community if the University Food Service is closed and it is necessary for the team to eat together as a group. All such meals must be documented with appropriate itemized cash register or itemized credit card receipts, as well as a listing identifying all participants. The "tear type" receipts are not acceptable for this type of meals. Cost of meals shall not exceed the GSA rates plus 25% inclusively.

**F. Requests for Exceptions**

Requests by the Department of Intercollegiate Athletics for exceptions to the provisions of this procedure must be submitted in advance to the President or his designee for his review and consideration and forwarded to the Commissioner of Administration. Payment or reimbursement for exceptions will not be made by the University unless evidence of approval by the President or his/her designee and the Commissioner of Administration is attached to the travel expense forms when received from the Department of Intercollegiate Athletics.

## **G. Post Season Games**

1. For Bowl games and post-season competition, the Athletic Director will develop a budget of revenues and expenses, which will be forwarded to the Athletics Council for review and approval by the President. Reimbursement of expenses will be at actual cost not to exceed GSA rates plus 25% or 50% of lodging in accordance with the approved budget.
2. The official party accompanying a team to a bowl game or post-season event will be consistent with that of regular season road trips. The official party accompanying other sports to post season tournaments will be consistent with that of regular season road trips; however, the Athletic Director may authorize travel for additional personnel that may be needed to service additional needs of the teams as approved by the President or his/her designee.
3. Universities may arrange travel for Bowl and NCAA post-season games through the NCAA's designated travel agency when all or a portion of the costs are being paid by the NCAA.

## **H. Air Travel and Hazardous Materials**

It is imperative that all athletic teams travel safely and in accordance with all Federal Aviation Administration ("FAA") regulations. Each institution shall designate an individual(s) who is responsible for ensuring compliance with all FAA regulations regarding the carrying of hazardous materials on aircraft. Training programs as well as any policies and procedures to ensure FAA compliance should be created and implemented prior to air travel as determined necessary and appropriate by this individual.

## **V. POLICY RELATED INFORMATION**

This policy is required by the State of Louisiana Division of Administration (DOA) Travel PPM-49 ([PPM 49 - TRAVEL GUIDE - Louisiana Division of Administration \(la.gov\)](#)), and the Louisiana State Travel Guides.

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

This is a new policy effective April 08, 2022. This policy is subject to a five-year policy review cycle.

## **VII. POLICY URL**

The information regarding the intercollegiate athletic travel policy will be posted to the System Board's website under Board Policies at [www.sus.edu](http://www.sus.edu).

**VIII. 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 Mr. Edwin Shorty***  
*Chair - Southern University System Board of Supervisors*

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***Effective Date of Policy***



**POLICY TITLE**

***Americans with Disabilities Act***

**POLICY NUMBER**

**7-00**

<b>Responsible Unit:</b> <i>System Office of Human Resources</i>	<b>Effective Date:</b> <i>10/01/2022</i>
<b>Responsible Official:</b> <i>Associate Vice President for Human Resources</i>	<b>Last Reviewed Date:</b> <i>11/10/2015</i>
<b>Policy Classification:</b> <i>Human Resources</i>	<b>Origination Date:</b> <i>11/10/2015</i>

**I. POLICY STATEMENT AND RATIONALE**

The Southern University System (the System) is fully committed to ensuring compliance with the requirements of the Americans with Disabilities Act and its Amending Act of 2008 (collectively ADA) to include:

- **Title I:** Prohibits discrimination against qualified individuals with disabilities in all employment practices, including recruitment, hiring, advancement, compensation, fringe benefits, job training and other terms, conditions and privileges of employment. Upon request, the System shall engage in an interactive process and may approve a reasonable accommodation, unless the employee is not a qualified individual; doing so poses an undue hardship to the agency; or poses a direct threat to the health or safety of the individual with a disability or others.
- **Title II:** Ensures qualified individuals with disabilities have equal access to the full range of programs, services, activities and facilities of the System. Upon request, the System may provide a reasonable accommodation, unless the Requestor is not a qualified individual; doing so would fundamentally alter the nature of the agency's service, program or activity; or poses a direct threat to the health or safety of the individual with a disability or others.

As part of its effort to comply with the ADA requirements as well as similar state laws, the System is committed to engaging in the interactive process and providing reasonable accommodations to any individual with a disability, unless such accommodations would create an undue hardship or pose a direct threat to the health and safety of the individual or others. The System fully embraces its obligations in this regard and expects all employees to actively engage in an interactive process to identify and assess potential accommodations that will enable qualified individuals with disabilities to better perform the essential functions of the position they hold or seek.

**II. POLICY SCOPE AND AUDIENCE**

This policy and procedure apply to all employees, applicants, students and members of the general public to provide equal opportunity to access the University's programs, services, activities and facilities.

### III. POLICY COMPLIANCE

This policy applies to all System employees, employment applicants, and members of the general public that receive services from the System.

### IV. POLICY DEFINITIONS

**Disability** - Under the ADA, an individual with a disability is a person who:

1. Has a physical or mental impairment that substantially limits one or more major life activities;
2. Has a record of such impairment; or
3. Is regarded as having such impairment as described in item #1 above.

**Impairment** – Any physiological, mental or psychological disorder or condition, including those that are episodic or in remission, that substantially limits one or more major life activities when active.

**Substantially limits** – An impairment that prevents the ability of an individual to perform one or more major life activities as compared to most people in the general population when taking into consideration factors such as the nature, severity, duration and long-term impact of the condition. Such consideration must be regardless of any mitigating measures such as modifications, auxiliary aids or medications used to lessen the effects of the condition (except for use of ordinary eyeglasses or contact lenses).

**Major Life Activities** –

1. Generally, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others and working; and
2. The operation of a major bodily function, including functions of the immune system, special sense organs and skin; normal cell growth; and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

**Direct threat to safety** - means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.

**Essential job functions**—refers to those activities of a job that are the core to performance of the position. In other words, these are the duties for which the job exists and cannot be modified.

**Qualified individual** - means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.

1. Under Title I, an individual with a disability who meets the requisite skill, experience, and education requirements for the position and who can perform the essential functions of the position held or applied for, with or without reasonable accommodation(s).
2. Under Title II, an individual with a disability who meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the University with or without reasonable accommodation(s).

## **Reasonable accommodation –**

1. Under Title I, a modification or adjustment to the work environment that will enable a qualified individual with a disability to:
  - a. Participate in the testing, application and/or interview process;
  - b. Perform the essential functions of the job; or
  - c. Provide equal opportunity to the benefits and privileges of employment.
2. Under Title II, a modification that permits an individual with a disability to effectively communicate with the University and/or ensure equal opportunity relative to the University's programs, services, activities and facilities.

**Undue hardship** - means an action requiring significant difficulty or expense by the employer. The factors to be considered in determining an undue hardship include

- (1) the nature and cost of the accommodation,
- (2) the overall financial resources of the campus which the reasonable accommodation is to be made,
- (3) the number of persons employed at the University,
- (4) the effect on expenses and resources or other impact upon the University,
- (5) the overall financial resources of the University.

**ADA Coordinator** - The System campuses representative responsible for facilitating the interactive, evaluation process relative to any request for accommodation, whose name and contact information is provided below.

Name: Debra Lawson  
Campus: SUBR, SYS, SUAREC  
Address: 801 Harding Blvd., Baton Rouge, LA 70807  
Phone #: 225-771-5921  
Email: Debra\_Lawson@subr.edu

Name: Dorothy Parker  
Campus: SULC  
Address: 2 Roosevelt Steptoe Dr., Baton Rouge, LA 70813  
Phone #: 225-771-3117 x 276  
Email: Dparker@sulc.edu

Name: Johnetta Banks, EdD, MS, MAT  
Campus: SUSLA  
Address: 3050 Martin Luther King Jr. Dr., Shreveport, LA 71107  
Phone #: 318-670-9201  
Email: jbanks@susla.edu

Name: Sheridan Cooper  
Campus: SUNO  
Address: 6400 Press Drive, New Orleans, LA 70126  
Phone #: 504-286-5362  
Email: Scooper@suno.edu

## **POLICY IMPLEMENTATION PROCEDURES**

### **A. PROCEDURES FOR REQUESTING A REASONABLE ACCOMMODATION:**

It is the responsibility of the qualified individual with a disability to request a reasonable accommodation(s) when needed. To do so, the individual:

- May initiate a request either verbally or in writing. If in writing, the qualified individual with a disability should complete the Request for Reasonable Accommodation Form found on the SUS Human Resources website. If the individual needs assistance to complete the request form, Human Resources (225-771-2680) will provide such assistance;
- In addition, the employee is asked to return a physician signed Medical Inquiry Form to the Human Resources Director. Managers, with assistance from Human Resources, must complete the Job Analysis Form in order to assist in determining what, if any, accommodation appropriate.

If an accommodation agreeable to both parties is determined, Human Resources should issue an Accommodation Approval Letter.

If it appears an accommodation cannot be made, Human Resources will consult with the System's legal department to review the situation. Once all parties have been consulted, if an accommodation is appropriate and approved, then Human Resources shall issue an approval letter. If not, then Human Resources shall issue a denial letter and may take appropriate work-related actions as necessary in light of the facts presented.

#### **Application/Testing Process**

A qualified individual with a disability may address an accommodation request relative to the application and/or testing process to the following, dependent upon the Job Type indicated on the vacancy announcement:

- a. For Classified Jobs: Contact State Civil Service, Testing and Recruiting Office at (225) 925-1911. For more information regarding accommodations, applicants may go to: <https://jobs.civilservice.louisiana.gov/TestInformation/Accommodations.aspx>.
- b. For Unclassified Jobs: Contact the University representative identified in the vacancy announcement for the job being sought. The University representative shall notify and collaborate with the ADA Coordinator to address the accommodation request.

#### **a. Interview Process**

If contacted for an interview, a qualified individual with a disability should notify the hiring manager at that time if an accommodation is needed in order to participate in the interview and, if so, the nature of the accommodation. The hiring manager shall notify and collaborate with the ADA Coordinator and the campus HR department to address the accommodation request.



**b. Performance of Essential Functions**

A qualified individual with a disability may address an accommodation request related to the performance of the essential functions of a job to the following:

- i. If needed prior to or at the time of hire for a position, the accommodation request should be submitted to the person with whom the individual interviewed.
- ii. If employed by the System and needed for the current job held, the accommodation request should be addressed to the immediate supervisor.

The interviewer or immediate supervisor shall notify and collaborate with the ADA Coordinator and the Campus HR department to address the accommodation request. Such requests must include the duties the individual is unable to perform and the accommodation(s) requested. Such accommodations may include job restructuring, use of accrued paid leave (or once exhausted, unpaid leave), modified or part-time work schedules, acquiring equipment or reassignment.

**c. Benefits and Privileges of Employment**

An employee seeking an accommodation related to the benefits and/or privileges associated with employment should notify the immediate supervisor. The immediate supervisor shall notify and collaborate with the ADA Coordinator and the campus HR department to address the accommodation request. Such requests should include the benefits and/or privileges of employment in which the individual is unable to participate and the accommodation requested. Such accommodations may include restructuring work areas, lunchrooms, break rooms, training rooms and restrooms to make them available and accessible to all employees.

**NOTE:** Guidelines that govern facility standards are based on the date of original construction. Additional guidelines may apply when renovations or alterations are undertaken. The University shall coordinate construction and renovation in conjunction with appropriate state departments, as well as building code, regulatory and leasing entities, as applicable.

**d. Pregnancy, Childbirth or Related Medical Condition**

In accordance with La. R.S. 23:341-342, an applicant or employee with limitations arising from pregnancy, childbirth or related medical conditions may request an accommodation to the immediate supervisor. The immediate supervisor shall notify and collaborate with the ADA Coordinator and the campus HR department to address the accommodation request. Such accommodations may include but are not limited to: providing more frequent, compensated break periods; providing a private place, other than a bathroom stall, for purposes of expressing breast milk; modifying food or drink policy; and other accommodations that permit the individual to reduce or eliminate the need for leave.

**NOTE:** Accommodation requests and information collected during the associated interactive process shall be limited to only those individuals with a business need-to-know.

**c. Effective Communication (Title II)**

A qualified individual with a speech, hearing or vision impairment may request an accommodation to the ADA Coordinator and shall be furnished with appropriate auxiliary aids and services so that the individual can participate equally in the University's programs, services and activities. Such auxiliary aids may include qualified sign

language interpreters, documents in Braille and other ways of making information and communication accessible. Anyone who requires an auxiliary aid or service for effective communication should contact the campus HR department and the ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event.

**d. Modifications to Policies, Procedures, or Facilities (Title II)**

A qualified individual with a disability seeking modifications to policies, procedures or facilities for equal opportunity to enjoy the University's programs, services and activities should contact the ADA Coordinator. Such requests should include the specific program, service or facility that the individual is unable to access and the accommodation(s) requested.

**INTERACTIVE PROCESS – EVALUATION OF ACCOMMODATION REQUESTS:**

Upon receipt, the individual to whom an accommodation request was submitted must immediately notify the ADA Coordinator. The ADA Coordinator shall:

- Document the request, if not submitted in writing by the Requestor, on the Request for Accommodation Form;
- Notify the Requestor, if he/she is a current SUS employee, whether a completed Medical Inquiry Form from a health care provider is required;
- Engage in an interactive process involving consultation with the Requestor, the treating physician (if applicable) and agency management;
- Confer with the Louisiana Rehabilitation Services and/or Job Accommodation Network (JAN), as deemed appropriate, to help evaluate the availability of accommodation options and resources related thereto;
- Where appropriate, discuss any alternative, equally effective accommodations with the Requestor;
- Recommend to, and secure approval from, the Appointing Authority or his designee as to the final determination of the accommodation request; and
- Notify the Requestor, in writing, of the final determination, including information regarding the internal grievance procedure.

Individuals with disabilities are encouraged to suggest accommodations based upon

their own life and/or work experiences. Such requested accommodations will be duly considered. Nonetheless, SUS reserves the right to select an equally effective accommodation that may be less expensive or impactful on business operations. All accommodation requests will be evaluated thoroughly and objectively on a case-by-case basis.

## **V. PROJECTIONS AND INTERNAL COMPLAINT PROCEDURE**

The following internal grievance procedures are available to individuals with disabilities for resolution of complaints regarding the disposition of an accommodation request or asserting any action that would be prohibited by the ADA:

A. Employees: The System employees may file an internal grievance in accordance with <https://www.subr.edu/assets/subr/titleix/SUBR-ADA-Grievance-Process.pdf>

B. Applicants or General Public: Complaints regarding the application/testing/interview process or accessibility of a program, service or activity of the SUS may be addressed to:

a. Southern University System ADA Office.

## **VI. POLICY RELATED INFORMATION**

For additional resources, individuals with disabilities may contact Rikki Nicole David, State ADA Coordinator, at [rikki.david@la.gov](mailto:rikki.david@la.gov) or (225) 342-1243.

Individuals may also contact or file a complaint with the following:

- U.S. Equal Employment Opportunity Commission (EEOC) pursuant to Title I (29 CFR § 1630.1 – 1630.16) at 1-800-669-4000, 1-800-669-6820 (TTY for Deaf/Hard of Hearing callers only) or 1-844-234-5122 (ASL Video Phone for Deaf/Hard of Hearing callers only).
- Louisiana Commission on Human Rights pursuant to La. R.S. 23:323 et seq at 225-342-6969; or
- U.S. Department of Justice (DOJ), Civil Rights Division, pursuant to Title II (28 CFR § 35.101 – 35.190) at 202-514-3847 or 202-514-0716 (TTY for Deaf/Hard of Hearing callers only).

Be advised that strict time limitations apply for filing complaints with these governmental agencies.

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

This is an existing policy that was updated to comply with LA. R.S. 46:2594. The effective date of this policy is determined by the approval dates of both the Chair of the Southern University System Board of Supervisors and the President-Chancellor of the Southern University and A&M College System. The policy was originated November 2015 and reviewed on the same date. This policy is subject to a five-year policy review cycle.

**VIII. POLICY URL**

[www.sus.edu](http://www.sus.edu).

**IX. POLICY APPROVAL**

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*Dennis Shields, Esq.*  
*President-Chancellor, Southern University and A&M College System*

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*Effective Date of Policy*

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**The Honorable Attorney Edwin M. Shorty**  
*Chairman - Southern University System Board of Supervisors*

---

*Effective Date of Policy*



## SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

November 9, 2022

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: Amending/Supplementing/Modifying the Southern University Law Center's Faculty Handbook to include a "Promotional Pathway of Academic Support Faculty"

Dear President Shields:

The Southern University Law Center's Faculty, Appointment, Retention, Promotion, and Tenure (FARPT) committee has developed and approved rules applicable to the process for hiring, evaluating, and promoting for academic support faculty with the Southern University Law Center (SULC). These rules are also designed to provide security of position to academic support faculty like that provided by American Bar Association (ABA) Standard 405.

Based upon the actions of the FARPT committee, I am requesting that the Southern University Board of Supervisors review and approve the rules presented in the document attached to this letter and authorize SULC to supplement/amend/modify its Faculty Handbook consistent with the rules and bylaws of the Southern University System Board of Supervisors and applicable rules related to faculty for the Southern University System.

I am asking that this item be placed on the November 25, 2022, board's agenda. If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "John K. Pierre".

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

## **PROMOTIONAL PATHWAY OF ACADEMIC SUPPORT FACULTY**

### **I. Preamble**

These rules are applicable to the process for hiring, evaluating, and promoting Academic Support faculty within the Southern University Law Center (SULC). These rules also provide security to Academic Support faculty similar to that provided by ABA Standard 405.

### **II. Scope**

These rules apply to members of the full-time Academic Support faculty with the rank of Professor of Academic Support, Associate Professor of Academic Support, or Assistant Professor of Academic Support. These rules do not apply to members of the Academic Support faculty with the rank of Visiting Professor of Academic Support or Adjunct Instructor.

#### **A. Grandfather clause**

At the time of adoption of this policy, any Academic Support faculty members that have been employed in the unit for eight years or more shall be grandfathered in at the rank of Professor of Academic Support. Any Academic Support faculty members that have been employed in the unit for four years shall be grandfathered in at the rank of Associate Professor of Academic Support. Any Academic Support faculty members who have been employed in the unit for fewer than four years shall be grandfathered in at the rank of Assistant Professor of Academic Support. The change in rank shall be effective immediately upon adoption of this policy.

#### **B. Credit for time served/pay raise**

Any person employed in the unit who holds the title of Assistant or Associate Professor of Academic Support shall have time served counted toward future promotion status. Those who earn an increase in rank due to the adoption of this policy shall also receive a raise in pay comparable to that granted to tenure-track faculty promoted to a similar rank, with consideration given in light of the fact that Academic Support Faculty is twelve-

month and not nine-month.

**III. Appointments**

- A. The rankings of Assistant Professor, Associate Professor, and Professor of Academic Support are the equivalent of the Southern University System rankings of Assistant Instructor, Associate Instructor, and Instructor, respectively.
- B. Academic Support faculty will ordinarily be hired at the rank of Assistant Professor of Academic Support and shall serve a probationary period of four years of continuous service. During this four-year period, an Assistant Professor of Academic Support may apply for promotion to Associate Professor of Academic Support.
- C. An Assistant Professor of Academic Support may, subject to a fourth-year review, be granted a continuing appointment for four years, or may apply to be promoted to the rank of Associate Professor of Academic Support. Faculty members initially employed at the rank of Associate Professor of Academic Support or equivalent shall serve a probationary period of four years. During the fall of the fourth year of the probationary period, the Associate Professor of Academic Support may apply for a promotion to Professor of Academic Support.
- D. The Law Center will give a person promoted to Associate Professor of Academic Support a continuing appointment for four years subject to a fourth-year review, and a raise in pay comparable to that granted to tenure-track faculty promoted to a similar rank. During the fall of the fourth year of a continuing appointment, an Associate Professor of Academic Support may apply for a promotion to Professor of Academic Support.
- E. Faculty members initially employed at the rank of Professor of Academic Support or equivalent shall serve a probationary period of four years, which begins at appointment of the new rank. During the fall of the fourth year of the probationary period, a Professor of Academic Support may, subject to a fourth-year review, be granted a continuing appointment for five years.
- F. The Law Center will give a person promoted to Professor of Academic Support a continuing appointment for five years subject to a fifth-year review, and a raise in pay



comparable to that granted to tenure-track faculty promoted to a similar rank. The contract of a Professor of Academic Support who is employed for a five-year term shall, upon expiration of the term, be renewed for another five-year term unless there is a finding by the administration of cause for nonrenewal as set forth in the Southern University System Bylaws.

G. There is no limit to the number of times that SULC may renew a Professor of Academic Support's five-year appointments.

H. The Academic Support Faculty Committee will act on all applications made in the fall semester during the following spring semester.

I. If the promotion or continuing appointment is approved, it will become effective at the beginning of the next academic year. If the promotion is denied, the Chancellor shall notify the person whether the previous term's appointment will be renewed, or whether the continuing appointment will be replaced by a final employment period not exceeding one academic year from the date of notice.

#### **IV. Academic Support Faculty Committee**

The Academic Support Faculty Committee shall consist of the Associate Vice Chancellor of Academic Support, two members of the Faculty Appointments, Retention, Promotion and Tenure (FARPT) Committee appointed by the FARPT Committee by majority vote, and two Academic Support faculty members appointed by the Chancellor.

When considering an applicant for promotion, the two Academic Support faculty members must be of greater rank than the member seeking promotion. If only one member of equal rank is available, the Vice Chancellor of Academic Affairs shall serve in place of the additional member. If there are no members of equal rank available, the Vice Chancellor of Academic Affairs and the Vice Chancellor of Institutional Accountability shall serve in place of the additional members.

#### **V. Hiring Procedures**

A. The Academic Support Faculty Committee, at the direction of the Associate Vice Chancellor of Academic Support, will seek and screen applicants for Academic Support

faculty positions and arrange for interviews.

B. The committee will make its recommendations to the Chancellor. It shall give substantial weight to the Associate Vice Chancellor of Academic Support's opinion regarding hiring of new Academic Support faculty members.

C. A duly constituted Academic Support Faculty Committee shall vote on proposed appointments to Academic Support faculty positions and submit recommendations made by majority vote to the Chancellor.

#### **VI. Evaluation Responsibilities**

The Academic Support Faculty Committee will function as the review committee for reviews of Academic Support faculty, promotions, and for the granting or renewing of continuing appointments. The Academic Support Faculty Committee shall give substantial weight to the Associate Vice Chancellor of Academic Support's opinion. The committee will make its recommendations to the Chancellor and report its decision to the person reviewed.

#### **VII. Evaluation Standards**

##### **A. General Criteria**

1. Academic Support faculty members will be evaluated in four areas: (a) service; (b) teaching; (c) counseling; and (d) scholarly writing, publications, and presentations.
2. For promotion or reappointment to Associate Professor of Academic Support, the Academic Support faculty member must have demonstrated substantial progress toward excellence in the four categories, with no findings of unsatisfactory performance in any category. The Academic Support Faculty Committee's assessment of progress will consider the limits on the faculty member's years of experience in counseling and teaching skills courses, time for service, and time for scholarly writing, publication, and presentation.
3. For promotion to Professor of Academic Support, the Academic Support faculty member must, at a minimum, have demonstrated excellence in three of the four areas and performed satisfactorily in the fourth.

**B. Specific Criteria**

**1. Counseling**

The evaluation of the Academic Support faculty member's effectiveness in counseling shall cover the following areas:

- a. individual consultation and instruction with students; and
- b. contributions to the methods and substance of academic counseling.

**2. Service**

The evaluation of the Academic Support faculty member's effectiveness in service shall cover the following areas:

- a. service to the Law Center and the University;
- b. service to the legal profession through professional organizations, bar association committees, and continuing legal education; and service to the public and volunteer work.

**3. Teaching**

The evaluation of the Academic Support faculty member's teaching shall be determined based on the faculty member's annual teaching evaluations in Academic Support courses.

Course coverage for Academic Support faculty shall be limited to a maximum of two courses per semester and shall only encompass Academic Support faculty's areas of primary academic responsibility according to the corresponding job description. An illustrative, but not exhaustive, list of courses includes Lawyering Process I, Lawyering Process II, Legal Methods, Legal Process, La. Bar Exam Prep I and II, and Common Law Bar Exam Prep I and II.

**4. Scholarly Writing, Publications, and Presentations**

Such publications and research efforts may reflect the nature of the work typically performed by Academic Support professionals. Examples of acceptable scholarship include, but are not limited to:

## Promotional Pathway of Academic Support Faculty

1. Development of intervention course materials and presentations. An illustrative, but not exhaustive, list of courses includes Lawyering Process I, Lawyering Process II, Legal Methods, Legal Process, La. Bar Exam Prep I and II, and Common Law Bar Exam Prep I and II;
2. Development of materials and presentations for SULC's Supplemental Bar Review program;
3. Development of updates for the Academic Support database;
4. Development of materials and presentations for SULC's Pre-Law, CLEO, and other summer and/or transition programs;
5. Development of materials and presentations for SULC's Early Bird Bar Review program;
6. Development of materials and presentations for SULC's Writing Institute program;
7. Development of materials and presentations for any programs, workshops, or courses that are conceptualized by the Academic Support faculty;
8. Scholarly lectures, speeches, continuing legal education sessions, and discussion programs, except in regularly assigned courses;
9. Traditional scholarship, such as law review articles.

### **C. Additional Information**

The evaluation of the Academic Support faculty member shall also include any additional information that may be found in the faculty member's annual report.

### **VIII. Annual Review**

Each Academic Support faculty member shall maintain a file, into which shall be placed such material as complies with these rules. The Academic Support faculty member has the right to place any material that contributes data for their assessment into this report.

#### **A. Data Collection by the Academic Support faculty member**

Each Academic Support faculty member shall submit an annual report to the Associate Vice Chancellor of Academic Support. This annual report shall provide

a narrative with supporting documentation of the Academic Support Faculty member's activities and performance related to the evaluation criteria.

**B. Procedures on Promotions and Continuing Appointments**

1. During the immediately preceding fall semester, and no later than November 30 of each fall semester, the Associate Vice Chancellor of Academic Support shall determine which Academic Support faculty are to be evaluated the following spring semester for promotions or for granting or renewing their continuing appointments. In concert with the Academic Support Faculty Committee, the Associate Vice Chancellor of Academic Support shall set a specific date for each person's evaluation meeting to take place, which shall be early enough for the completion of all relevant procedures within the Law Center before the end of the spring semester. The Academic Support faculty member to be evaluated shall be informed in writing of the evaluation meeting date and shall also be notified that all material relevant to the evaluation should be in the annual report one week before the meeting so that committee members can review the report during that week. The Academic Support faculty member shall be provided with at least 15 days' notice of the pending evaluation meeting, and the meeting shall be set no later than March 1 of the spring semester. The annual report shall be closed for updates one week before the meeting date.
2. All committee members shall review the Academic Support faculty member's annual report during the week immediately preceding the evaluation discussion meeting.
3. All committee members shall attend the evaluation discussion meeting. Although the findings and conclusions of the committee are largely based on the annual report and its contents, the Evaluation Committee or the Academic Support faculty member may request the Academic Support faculty member's presence at the evaluation discussion meeting to clarify or discuss the evaluation of the Academic Support faculty member.

## Promotional Pathway of Academic Support Faculty

4. Within one week after the evaluation discussion meeting, the Committee shall meet and vote on the Academic Support faculty member's request for promotion or continuing appointment. The vote shall be by secret ballot. A simple majority of the Academic Support Faculty Committee present and voting shall be sufficient to recommend promotion or the renewal of a continuing appointment. An abstention shall count as a "no" vote.
5. Once the voting is complete, the Committee shall issue a written report containing findings of fact and conclusions based on the material that was reviewed during the evaluation. The report must be completed no later than March 30. The Committee shall email one copy to the Academic Support faculty member, one to the Associate Vice Chancellor for Academic Support, and one to the Chancellor.
6. The Academic Support faculty member has a right to provide a written response to any adverse findings or conclusions of the Committee within seven days of receipt of the Committee's report.
7. The Chancellor shall review the Committee's written report and the written response of the Academic Support faculty member, if any, and make a final decision on the promotion or continuing appointment.

# DIVISION OF INFORMATION TECHNOLOGY



Southern University and A&M College

P. O. Box 12891  
Baton Rouge, Louisiana 70813  
(225) 771-3935 (Voice)  
(225) 771-2883 (Fax)

November 8, 2022

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

**RE:** Replacement Appointment for Systems Administrator – 2M7823-00

I am requesting your support to hire a replacement for the Systems Administrator position within the Division of Information Technology. The previous occupant, Mr. Duc Nguyen, left for a better offer at Baton Rouge Community College, underscoring the continuing challenges to recruiting and retaining employees. I would like to emphasize, we have lost 4 different employees over the last 4 years in this mission critical role due to compensations that are out of line with competition.

We have, however, identified a qualified individual on an entry-level capacity to make a steady contribution to support our datacenter by the name of Tyler Hayes. Mr. Hayes is a recent graduate of SUBR in the Computer Science program. I have had the chance to observe his work ethics and performance while working for this unit as an undergraduate. Tyler has very good potential and should be up to speed in a short period of time and be a valuable asset to the department.

Your favorable consideration of this request will be greatly appreciated. I am available to clarify any inquiry you may have. Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Gabriel Fagbeyiro".

Gabriel Fagbeyiro, Ed.D  
Associate Vice President and CIO  
Division of Information Technology

Approved:

\_\_\_\_\_  
Mr. Flandus McClinton, V.P. Finance & Admin

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mr. Benjamin Pugh, V.C. – Finance

\_\_\_\_\_  
Date

JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	2	M	7	8	2	3
-----------------	---	---	---	---	---	---

CAMPUS: SUS \_\_\_\_\_ SUBR X SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

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

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

Previous Employee Duc Nguyen Reason Left \_\_\_\_\_ Increase in Pay \_\_\_\_\_  
 Date Left July 31, 2021 Salary Paid \$75,000.00

**Profile of Person Recommended**

Length of Employment October 1, 2022 To September 30, 2023  
 Effective Date November 15, 2022

Name Tyler Hayes SS# U01719221 Sex Male Race\* A.A.  
(Last 4 digits only)

Position Title: Systems Administrator Department: Division of Information Technology

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 3 Years Southern University Experience 0 Years

Degree(s): Type/Discipline (BA-Education): BS - Computer Science Institution/Location (SU-Baton Rouge): Southern University & A&M College Year: May 2021

Current Employer \_\_\_\_\_

**Personnel Action**

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

Recommended Salary \$65,000.00 Salary Budgeted \$75,000.00

Source of Funds Title III Funds - 220468-21091-61002-24100

Identify Budget: 220468-21091-61002-24100 Location \_\_\_\_\_  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

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

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

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
220468-21091-61002-24100	\$65,000.00

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

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

Supervisor <u><i>W. Stangor</i></u> <u>11/8/2022</u> Date	Dean/Unit Head _____ Date
Vice Chancellor _____ Date	Chancellor _____ Date
Director/Personnel _____ Date	Vice President/Finance Business Affairs/Comptroller _____ Date
President _____ Date	Chairman/S.U. Board of Supervisors _____ Date



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

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

\_\_\_\_\_ Hispanic or Latino \_\_\_\_\_ Non-Hispanic or Non-Latino

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

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

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

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

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

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

---

**COMMENTS:** Mr. Tyler Hayes will be the new Systems Administrator within the Division of Information Technology starting August 1, 2022. Mr. Jackson's salary will be \$65,000.00 annually.

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**EMPLOYEE REGULAR WORK SCHEDULE:** 8:00am – 5:00pm (on call as needed)  
**EMPLOYEE DIRECT SUPERVISOR:** Dr. Gabriel Fagbeyiro, AVP-CIO/Lloyd Allen - Direct  
**SUPERVISOR/DEPARTMENT CONTACT NUMBER** (225) 771-5091  
**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)

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# Tyler Hayes

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[tyler.hayes2016@gmail.com](mailto:tyler.hayes2016@gmail.com)

[TylerHayes-Git](#)

[linkedin.com/in/tyler-hayes-2b1649173](https://www.linkedin.com/in/tyler-hayes-2b1649173)

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## EDUCATION

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**Southern University and A&M College**  
Bachelor of Science in Computer Science  
GPA 3.4

**Baton Rouge, LA**

**May 2021**

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## SKILLS & ABILITIES

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- C++
- Python
- Java
- HTML5
- CSS3
- Excel

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## EXPERIENCE

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### **Capgemini**

**Houston, TX**

**July 2021**

CX Consultant: Grade A / Developer

- Used SAP CPQ (Configure Price Quote) to create, import, and export products
- Established workflows, discount rules and priorities
- Setup pricebooks, product rules, and promotions
- Worked around updates and changes to Quote 2.0
- Documented solutions for teammates and future use

### **Southern University IT Help Desk**

**Baton Rouge, LA**

**August 2019 – Mar 2020**

Undergraduate Student Worker

- Troubleshooting computer and password issues over the phone and in person
- Conveying technical terms in common language

### **Southern University Cloud Computing Camp**

**Baton Rouge, LA**

**July – August 2019**

Southern University Amazon Cloud Services Project Data Analyst

- Worked as an analyst in an Agile environment
- Participated in daily stand-ups and SCRUM ceremonies
- Collaborated with project managers and developers to solve business problems
- Created business plans and diagrams
- Mitigated risks associated with business plans
- Created user stories that met business and corporate requirements
- Articulated developer concepts to other analysts and project managers
- Used Jira to organize a sprint

### **University of California**

**Santa Cruz, CA**

**June – August 2018**

Mentee in Big Data to Knowledge (BD2K) Summer Internship

- Collaborated with grad-students and post-docs in an Agile, professional lab with daily SCRUM meetings
- Participated in a Bash Command Line and Jupyter Notebook workshop
- Gained experience executing programs in a Linux server
- Debugged source code to ensure it complies and processes files correctly
- Created and presented a scientific presentation to a crowd of peers and science professionals

### **Southern University and A&M College**

**Baton Rouge, LA**

**May 2018 – Present**

Bioinformatic Research

- Enhanced Python code to find hidden correlations in the lab's data using principle component analysis (PCA).
- Studied different ways to analyze data using R and Python
- Collaborated with students to do analytical research on bacteria and cancer cells
- Attended bioinformatics seminars and a Python crash course

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## AWARDS/COMMUNITY SERVICE/EXTRA CURRICULAR

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- 1<sup>st</sup> Place in DXC's 1<sup>st</sup> Business Case Competition at Southern University
- Member of the Association for Computer Machinery (ACM)
- Leadership Training, UMC Conference Center in Woodworth, LA
- 3<sup>rd</sup> Place in SU Programming Competition Spring 2017
- Information Systems Job Shadowing October 2015
- Eagle Scout, Troop 46, Zachary, LA; 11 years of leadership experience
- Project Leader of an Eyeglass Drive, Boy Scouts of America

TYLER HAYES

## REFERENCES

---

**Amy Goldberg**  
Senior Director, SAP CPQ for Caggemini  
Caggemini  
333 W Wacker Dr.  
Chicago, IL 60606  
224-343-3867 | amy@coachedbyveritas.com

### Relationship

Supervisor at Caggemini from Jul 2021 – Aug 2022

---

**Dr. Yaser Banadaki**  
Associate Professor of Electrical and Computer Engineering  
University of Oklahoma  
4502 E 41<sup>st</sup> Street  
Tulsa, Oklahoma 74135  
225-349-9845 | bana@ou.edu

### Relationship

Professor at Southern University and A&M from Aug 2016 – May 2021

---

**Rev. John Edd Harper**  
Staff-Parish Committee Member  
Hope Community United Methodist Church  
4260 Evangeline Street  
Baton Rouge, LA 70805  
225-205-2776 | JohnEddHarper@la-umc.org

### Relationship

Coworker at United Methodist Church from Sep 2019 – May 2021

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**Gwendelyn Bethly**  
Leader of the Trustee Committee  
Hope Community United Methodist Church  
4260 Evangeline Street  
Baton Rouge, LA 70805  
225-978-4860 | gbethly@cox.net

### Relationship

Coworker at United Methodist Church from Sep 2019 – May 2021

November 8, 2022

Dennis J. Shields  
President-Chancellor  
Southern University System  
4<sup>th</sup> Floor, J.S. Clark Administration Building  
**CAMPUS**

Re: Request for salary adjustment

Dear President Shields:

This communication comes to request a salary adjustment in the amount of \$12,000 annually for Ms. Janene Tate, director of communications for the Southern University System and Southern University and A&M College.

The justification for this request is to achieve equity among similar positions within the Southern University System as well as throughout higher education institutions and state government in Louisiana. It is also being requested to provide adequate compensation for the duties and responsibilities required for the role.

As you are aware, the overall workforce has become increasingly competitive, and this is even more so the case for jobs in communications, public relations, marketing, and public information. Ms. Tate has been at Southern University for seven years and has considerable experience in these areas. She has also taken on additional duties of brand licensing and enforcement.

I have reviewed salaries for this position at each university and community college in Louisiana. Salaries range from \$60,000 to \$130,000 and vary widely depending upon education, certifications, department/university size, additional skills, and years of experience. The average salary as of June 30, 2022, was approximately \$90,000.

I believe that the Board's approval for a salary adjustment effective July 1, 2022, would assist greatly in achieving the goal of retaining qualified staff and comparable salary equity. I respectfully request that this item be placed on the agenda for the November 25, 2022, Board of Supervisors' meeting. The required documentation is attached.

*Re: Request for salary adjustment*

*November 8, 2022*

*Page 2*

Should you have any questions, please contact me.

Sincerely,



Robyn M. Merrick

Vice President for External Affairs and University Relations

Approved: \_\_\_\_\_

Dennis J. Shields

JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	1	M	9	8	4	5
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CAMPUS: SUS X SUBR \_\_\_\_\_ SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

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

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

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

**Profile of Person Recommended**

Length of Employment July 1, 2022 To June 3, 2023  
 Effective Date July 1, 2022 *an*

Name Janene Tate SS# xxx-xx-0433 Sex F Race\* B  
 (Last 4 digits only)

Position Title: Director of Communications Department: External Affairs and University Relations

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 19 Southern University Experience 7

Degree(s):	Type/Discipline (BA-Education):	Institution/Location	Year:
	<u>BA - Mass Communications</u>	<u>Southern University and A&amp;M College</u>	<u>2004</u>
	<u>MA - Mass Communications</u>	<u>Southern University and A&amp;M College</u>	<u>2005</u>

Current Employer \_\_\_\_\_

**Personnel Action**

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

Recommended Salary \$92,000 Salary Budgeted \_\_\_\_\_

Source of Funds State Budget

Identify Budget: \_\_\_\_\_ Location \_\_\_\_\_  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

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

Position \_\_\_\_\_  
 Status \_\_\_\_\_  
 Salary Adjustment \* 80,250 \_\_\_\_\_ 92,000 \_\_\_\_\_

List total funds currently paid this employee by Southern University:  
 \*See Reverse Side  
 Comments: (Use back of form)

Source of Funds	Amount
<u>111005-11308-61002-16000</u>	<u>\$ 92,000</u>

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

<u><i>[Signature]</i></u> Supervisor	<u>11-8-22</u> Date	<u><i>[Signature]</i></u> Dean/Unit Head	<u>11-8-22</u> Date
<u><i>[Signature]</i></u> Vice Chancellor	<u>11-11-2022</u> Date	<u><i>[Signature]</i></u> Chancellor	<u>11/10/22</u> Date
<u><i>[Signature]</i></u> Director/Personnel	_____ Date	<u><i>[Signature]</i></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:**

**EMPLOYEE REGULAR WORK SCHEDULE:** Monday – Friday, 8 am – 5 p.m.

**EMPLOYEE DIRECT SUPERVISOR:** Office of External Affairs and University Relations

**SUPERVISOR/DEPARTMENT CONTACT NUMBER:** 225-771-2000

**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):**

**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** **EXPIRES**

OFFICE OF THE VICE PRESIDENT  
FOR FINANCIAL AFFAIRS  
SOUTHERN UNIVERSITY SYSTEM

RA

H1  
\$92,000

F1

F0 111005-11308-61002-16000

11/10/22

**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 AT NEW ORLEANS**

**6400 Press Drive New**

**Orleans, LA 70126**

**Phone: (504) 286-5311 Fax: (504) 286-5000**

**www.sunou.edu**



**Office of the Chancellor**

November 8, 2022

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

RE: Center for Prevention and Advocacy Program Manager

Dear President-Chancellor Shields:

I am pleased to announce the awarding of \$296,000 through the Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program to fund the Center for Prevention and Advocacy by the U.S. Department of Justice. The Campus Program supports higher education institutions in developing services and programs that are designed to address and prevent sexual assault, domestic violence, dating violence, and stalking on campus. I am recommending Ms. Latina R. Jolivett, a Licensed Master Social Worker, to fill the critical role of Program Manager of the Center for Prevention and Advocacy with a salary of \$60,000.

Ms. Jolivett has 25 years of law enforcement experience with the New Orleans Police Department, 19 dedicated explicitly to victim assistance, coupled with social work best practices in crisis intervention, anger management, grief intervention, and expressive art. Ms. Jolivett received a Master of Social Work from Southern University at New Orleans (SUNO) and a Bachelor of Arts from Loyola University (New Orleans). Ms. Jolivett is certified in crisis intervention, peer support and is trained in gang resistance education, suicide prevention, and stress survival. Ms. Jolivett would be a beneficial resource to the SUNO community.

Thank you for considering this request and submitting it for approval at the November 25, 2022 meeting of the Southern University and A&M College Board of Supervisors.

With kind regards,

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

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

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
<u>x</u> _____ 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 March 2018 To present

Effective Date December 5, 2022

Name Latina Jolivett SS# xxx-xx- Sex Female Race\* Black

Position Title: Ctr. for Prevention & Advocacy Pgm. Mgr. Department: Office of Student Affairs

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 5 Southern University Experience n/a

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Bachelor of Arts</u>	<u>Loyola University</u>	<u>2009</u>
	<u>Masters of Social Work</u>	<u>Southern University at New Orleans</u>	<u>2013</u>

Current Employer \_\_\_\_\_

**Personnel Action**

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

Recommended Salary 60,000 Salary Budgeted 60,000

Source of Funds Grant

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

Source of Funds	Amount
423800-41990-61002-43000	60,000

Comments: (Use back of form)

\*See Reverse Side

**Graduate School signature (if, applicable):**

DocuSigned by:  
Bruce Adams 11/8/2022  
 Supervisor Date  
 DocuSigned by:  
Adriel Hilton 11/8/2022  
 Vice Chancellor Date  
 DocuSigned by:  
Katrina Jones 11/8/2022  
 Director/Personnel Date

DocuSigned by:  
Adriel Hilton 11/8/2022  
 Dean/Unit Head Date  
 DocuSigned by:  
James H. Ammons, Jr. 11/8/2022  
 Chancellor Date  
 DocuSigned by:  
Imbarco 11/8/2022  
 Vice President/Finance Date  
 Business Affairs/Comptroller

President \_\_\_\_\_ Date \_\_\_\_\_ Chairman/S.U. Board \_\_\_\_\_ Date \_\_\_\_\_  
 Of Supervisor

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

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

\_\_\_\_\_ Hispanic or Latino                       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.

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

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**COMMENTS:**

**EMPLOYEE REGULAR WORK SCHEDULE:**

\_\_\_\_\_ M-F 8:00 am to 5:00 pm

**EMPLOYEE DIRECT SUPERVISOR:**

\_\_\_\_\_ Bruce Adams

**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.**

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<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	

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**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)

LATINA R. JOLIVETT, LMSW



**PROFILE**

A Police Sergeant and State of Louisiana Board of Social Work Examiners Licensed Master Social Worker (LMSW) who has completed the required supervision and hours to take the ASWB Clinical Examination, with 25 years of law enforcement experience, 19 years specifically dedicated to victim assistance, coupled with social work best practices in crisis intervention, anger management, grief intervention and expressive art, one who is results-driven seeking to develop a rapid response team in domestic violence with the proven ability to work independently or as a team member, and with the ability to establish positive relationships within agencies and communities, also with previous humanitarian efforts in Port Au Prince, Haiti and Ghana, West Africa.

**EDUCATION**

Southern University at New Orleans Master of Social Work Area of Concentration: Health / Mental Health	2013
Loyola University New Orleans Bachelor of Arts Area of Concentration: Criminal Justice	2009
Delgado Community College Associate of Arts Area of Concentration: Criminal Justice	2006

**EXPERIENCE**

**CITY OF NEW ORLEANS / NEW ORLEANS POLICE DEPARTMENT**

6/1997-5/2022 (Retired)

***SERGEANT (Supervisor /Project-Director)*** 3/2018-4/2022

Victim / Witness Assistance Unit

Supervise social service workers who advocate for victims of crime; manage the daily operations and aspects of the Victims Of Crime Act (VOCA) grant; created and implemented new programs (i.e. Pastoral Care Response Team, NOPD C.A.R.E.S. formally R.E.S.E.T, & Next of Kin); provide training to staff (i.e., Victim Assistance Best Practices, U-Visa/T-Visa Program, Self-Care, & Mindfulness); provide crisis response on homicide scenes for victims and their families; connect victims to various agencies; collaborate with various state, local and community agencies (LA Crime Victims Reparations Program, Orleans Parish Sheriff's Victims Office Program, Silence is Violence, and Children's Bureau); perform and conduct essential duties as a police sergeant.

**SERGEANT/IN-SERVICE COORDINATOR**

8/2016 – 12/2018

New Orleans Police Education & Training Academy

Instructor: Designed and developed overall lesson plans and course structure, created examinations, grading rubrics and corrected exams and successfully administered the following selected trainings/courses to recruits, approximately 1200 officers and supervisors:

Law Enforcement and the Elderly

Victim Assistance and Notification

Community Policing / Procedural Justice

Opioid Overdose and Narcan Administration

Basic Tactical Medical (Tourniquet) Administration / First Aid & CPR

Axon Conducted Electronic Weapons (TASER) Instructor

Monadnock Defensive Tactics Instructio

Crisis Intervention Team Train the Trainer

**SERGEANT**

3/2016 –8/2016

Second District Police Station

Front-line management: teach, plan, prioritize, assign, lead, supervise, and review the work of sworn law enforcement officers involved in field and traffic patrol, investigations, crime prevention, community policing strategies, and related services.

**POLICE OFFICER (Detective / VWAU Coordinator**

5/2008 –3/2016

Victim / Witness Assistance Unit

Coordinated the revitalization of the Victim / Witness Assistance Unit, informing victims of their rights and services available, alleviating the burden of the criminal justice system on victims by advocating and empowering them through innovative methods, designed and organized new programs which were implemented to build relationships with victims, citizens, criminal justice and human services agencies such as (RESET, Next of Kin and U-Visa Certifications), Education & training: Adjunct Instructor at the New Orleans Police Academy and conduct presentations for universities, school and churches.

Other Notable Positions Held: Critical Incident Stress Management (CISM) Team Member, Peer Supporter, Police Officer I, II, III, IV, Field Training Officer, Major Case Narcotics Detective, Auto Theft Investigator, Victim Assistance / D.A. Investigator with Orleans Parish District Attorney's Office and trained with the NOPD SWAT & Negotiation Team while being assigned to the Major Case Narcotics /D.E.A

## **SELECTED CERTIFICATIONS/TRAININGS**

- \*International Association of Chiefs of Police (IACP) Women Leadership Institute
- \*IACP VALOR Law Enforcement Resilience Training (Instructor in Training)
- \*IACP Leadership in Policing Organization
- \*Southern Law Enforcement CISM & Peer Support Officer
- \*National Safety Council First Aid & CPR Instructor
- \*New Orleans Police Department Supervisors' Training
- \*Crisis Intervention Team (CIT) Instructor (Certified)
  - \*Federal Bureau of Investigations (FBI) Instructor Training
  - \*Archdiocese of New Orleans Racial Sobriety Facilitator (Certification)
  - \*NOFJC Sexual Assault Best Practices Conference
  - \*SATF Oregon Sexual Assault Law Enforcement Training & Capacity Building
  - \*O.P.J.J.P. Gang Resistance Education & Training (G.R.E.A.T.) Instructor
  - \*International Association of Chiefs of Police (IACP) Juvenile Interview/Interrogations
  - \*U.S.D.O.J. / Office of Victims of Crime Sexual Assault Advocate
  - \*New Orleans Mercy Hospital Psychological First Aid Training
  - \*New Orleans Child Advocate Center Effective Treatment for Juveniles
  - \*Virginia Center Police Innovations Violence Interdiction Instructor Training
  - \*U.S.D.O.J. / Office on Violence Against Women Certified Elder Abuse Instructor
  - \*South Carolina University Trauma Focused Cognitive Behavioral Therapy
  - \*VERA Institute of Justice National Immigrant Victims Access to Justice
  - \*U.S.D.O.J. Gulf States Center for Public Safety Innovations Social Media
  - \*U.S.D.O.J. Gulf States Center for Public Safety Discriminatory Practices
  - \*U.S.D.O.J. Gulf States Center for Public Safety Ethics Based Culture in L.E.
  - \*John E. Reid and Associates Interviewing and Interrogation
  - \*New Orleans Child Advocacy Center (NOCAC) Advance LE Child Abuse Inv.
  - \*Regional Counter-Drug Training Academy (RTCA) Courtroom Survival
  - \*U.S.D.O.J. Gulf States Center for Public Safety Innovations Survival Stress
  - \*NO Association of Black Social Workers Ethics, Suicide Prevention & PTSD
  - \*Regional Counter-Drug Training Academy Survival Spanish
  - \*Gulf States Victim Witness Law Enforcement Training
  - \*National Children's Advocacy Center Forensic Interviewing of Children

## **SELECTED AWARDS, ACCOMMODATIONS & CITATIONS**

- Dillard University President Staff Task Force for Domestic Violence (2019)
- SUNO School of Social Work Certificate of Appreciation (2014)
- Dillard University Annual Domestic Violence Workshop (2014)
- SUNO, School of Social Work Hooding Ceremony Class Speaker (2013)
- Sigma Gamma Rho Sorority, Inc. Focus on Women Award (2013)
- U.S. Department of Interior Jean Lafitte National Historical Award (2012)
- NOPD Superintendent's Challenge Coin- Christmas Program (2012)
- NOPD Superintendent's Challenge Coin- C.I.T. Implementation (2011)
- Certificate of Appreciation, Dillard University, Domestic Violence (2011-15)
- National Black Police Association President's Award (2010)

## **MEMBERSHIPS / LICENSURE**

The City of Love Full Gospel Baptist Church (TCOL)  
Delta Sigma Theta Sorority, Incorporated (DST NOA)  
National Organization of Black Law Enforcement Executives (NOBLE)  
International Association of Chiefs of Police (IACP)  
Fraternal Order of Police (FOP)  
The Louisiana Board of Social Work Examiners (LABSWE)

## **REFERENCES**

Ronald P. McClain, JD, LCSW, (Executive Director)  
Institute of Mental Hygiene of New Orleans  
E: [ronjdlsw@cox.net](mailto:ronjdlsw@cox.net)  
P: (504) 220-6844

Jacqueline Smith, LCSW-BACS (Executive Director Clinical Services)  
Bridge House / Grace House  
E: [jacqueline.633@gmail.com](mailto:jacqueline.633@gmail.com)  
P: (504) 919-7615

Bruce Adams(Chief)  
Southern University at New Orleans Police Department  
[Badams@suno.edu](mailto:Badams@suno.edu)  
(504) 418-9624

**SOUTHERN UNIVERSITY AT NEW ORLEANS**

**6400 Press Drive New**

**Orleans, LA 70126**

**Phone: (504) 286-5311 Fax: (504) 286-5000**

**www.suno.edu**



**Office of the Chancellor**

November 8, 2022

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-Chancellor Shields:

I am pleased to submit the name of Ms. Niara Octavia Woods for the Director of Communications and Public Relations at Southern University at New Orleans (SUNO). The effective date of this appointment is December 5, 2022. Ms. Woods will receive an annual salary of \$65,000.

Ms. Woods received her undergraduate degree in Mass Communications from LSU, a Master of Higher Education Administration from the University of New Orleans, and is currently working on her doctorate in Educational Administration. She has excellent written and oral communication skills, enabling her to grow our institution's image and help us succeed.

In her previous positions at Xavier University, St. Katharine Drexel High School, St. Augustine High School, and several non-profit organizations, Ms. Woods was responsible for developing and implementing public relations campaigns, offerings and promotions, and media management. She has an excellent feel for gauging public opinion and projecting public reactions to marketing campaigns. Her marketing campaigns were ultimately universally successful, providing significant and measurable growth.

Thank you for considering this request and submitting it for approval at the November 25, 2022 meeting of the Southern University and A&M College Board of Supervisors.

With kind regards,

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

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

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 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 Florence Williams Reason Left Another Job  
 Date Left 9/11/2022 Salary Paid 64,000

**Profile of Person Recommended**

Length of Employment \_\_\_\_\_ To \_\_\_\_\_

Effective Date 12/05/2022

Name Niara O. Woods SS# xxx-xx- Sex F Race\* AA

Position Title: Dir. of Communications and Public Relations Department: Office of Advancement

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

New Position Expiration Date: \_\_\_\_\_

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

Years Experience \_\_\_\_\_ Southern University Experience \_\_\_\_\_

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Bachelor of Arts in Mass. Comm.</u>	<u>LSU, Manship School of Mass. Comm.</u>	<u>May 2017</u>
	<u>Master of Higher Ed. Admin.</u>	<u>The University of New Orleans</u>	<u>December 2020</u>
	<u>Doctor of Philosophy, Ed. Admin.</u>	<u>The University of New Orleans</u>	<u>Present</u>

Current Employer Xaiver University

**Personnel Action**

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

Recommended Salary 65,000 Salary Budgeted 65,000

Source of Funds General

Identify Budget: \_\_\_\_\_ Location \_\_\_\_\_  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: \_\_\_\_\_

	<u>From</u>	<u>To</u>
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
411001 48130 61002 46000	\$65,000.00

Comments: (Use back of form)

\*See Reverse Side

Graduate School signature (if, applicable):

DocuSigned by <u>[Signature]</u> Supervisor Date: <u>11/8/2022</u>	DocuSigned by <u>[Signature]</u> Dean/Unit Head Date: <u>11/8/2022</u>
DocuSigned by <u>[Signature]</u> Vice Chancellor Date: <u>11/8/2022</u>	DocuSigned by <u>James H. Ammons, Jr.</u> Chancellor Date: <u>11/8/2022</u>
DocuSigned by <u>Katrina Jones</u> Director/Personnel Date: _____	DocuSigned by <u>[Signature]</u> Vice President/Finance Business Affairs/Comptroller Date: _____
President Date: _____	Chairman/S.U. Board Of Supervisor Date: _____



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

**ETHIC ORGIN (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.

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**COMMENTS:**

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**EMPLOYEE REGULAR WORK SCHEDULE:**

M-F, 8:00am-5:00pm

**EMPLOYEE DIRECT SUPERVISOR:**

Dr. Kim Rugon

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

2

**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)

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) Part-time

<input type="checkbox"/> Academic	<input checked="" type="checkbox"/> Non-Academic	<input type="checkbox"/> Civil Service
<input type="checkbox"/> Temporary	<input checked="" 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
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 Date Left 9/11/2022 Salary Paid 64,000

### Profile of Person Recommended

Length of Employment - To -

Effective Date 12/05/2022

Name Niara O. Woods SS# xxx-xx- Sex F Race\* AA

Position Title: Interim Sports Information Director Department: Office of Advancement

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

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	<u>Doctor of Philosophy, Ed. Admin.</u>	<u>The University of New Orleans</u>	<u>Present</u>

Current Employer Xavier University

### Personnel Action

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

Recommended Salary \$5,000 Salary Budgeted \$5,000

Source of Funds General

Identify Budget:  Location   
 Form Code:  Page  Item #

Change of:

	<u>From</u>	<u>To</u>
Position	<u></u>	<u></u>
Status	<u></u>	<u></u>
Salary Adjustment	<u>\$65,000</u>	<u>\$70,000</u>

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

\*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
418900 41310 61002 49000	\$5,000.00

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**COMMENTS:**

**EMPLOYEE REGULAR WORK SCHEDULE:**

Part Time

**EMPLOYEE DIRECT SUPERVISOR:**

Dr. Kim Rugon

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

2

**HR USE ONLY:**

STATUS (circle one):

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NON-EXEMPT

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- Exemptions Survey Form
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

# Niara Octavia Woods

niaraoctaviawoods@outlook.com | LinkedIn: [Niara Octavia Woods](#)  
504-495-1698

## Education

### **The University of New Orleans**

Doctor of Philosophy, Educational Administration, August 2022- Current

### **The University of New Orleans**

Master of Higher Education Administration, December 2020

### **Louisiana State University**, Manship School of Mass Communication

Bachelor of Arts in Mass Communication, May 2017

## Professional Experience

### **Xavier University of Louisiana, June 2021 - Present**

#### **New Orleans, LA**

#### **Associate Director of Residential Education**

- Created residential student curriculum, Assessment tools for residential learning outcomes and programs, and managed programming budget for the Office of Residential Education and XULA First-Gen Program.
- Created all training and professional development materials, facilitated presentations, and wrote a monthly newsletter for the Office of Residential Education
- Managed residential student conduct process: incident reports, conduct hearings and sanctioning, and select conduct board proceedings.
- Created XULA off-campus housing plan and developed relationships with relators and organizations to support students living off campus
- Managed all campus residential move-in days
- Designed Resident Assistant and Graduate Hall Director manuals.

#### Special Projects and Committees

- Gender Inclusive Housing Plan
- XULA Innaguaral Pride Week 2021
- New Residential Hall - Building Proposal

### **St. Augustine High School, June 2019 - June 2021**

#### **New Orleans, LA**

#### **Coordinator of Administrative Affairs and Public Relations and Executive Assistant to President and CEO**

- Managed projects of the Office of the President / CEO,
- Design, write and edit content to support school marketing efforts, including the weekly school newsletter, social media posts, and website articles.
- Coordinates Annual Student Fundraiser
- Assisted with managing relationships with alumni and donors, including updating alumni and donor profiles, tracking giving for alumni and donors, and coordinating gift processing and acknowledgments

### **Dillard University, January 2020 - May 2020**

#### **New Orleans, LA**

#### **Graduate Intern - Center for Student Engagement and Leadership**

- Co-advised D-ELITE Involvement Advisors, created learning outcomes for the program, and selected candidates
- Designed D-ELITE mid-year evaluation rubric
- Reviewed and assisted with editing of Dillard University Greek Life Standards of Excellence

- Assisted with developing a framework and competencies for the Center for Student Engagement and Leadership

#### Committees

- Dillard University Royal Court

#### **Saint Katharine Drexel Preparatory School, August 2017- June 2019**

##### **New Orleans, LA**

##### **Director of Student Activities /Publications and English and Religion Teacher**

- Planned and implemented student activities that increased retention rates and community/parent involvement and emphasized Catholic identity and diversity.
- Co-conducted recruitment and admission programming for new students and parents, which increased the school's population
- Revamped Social Media accounts and increased alumni and supporters' attention to postings and profiles
- Spearheaded social media fundraising campaigns that earned the school more than \$30,000 in 2018
- Co- coordinated senior class activities, including senior trip, graduation, and awards night
- Ensured all students mastered the state and school standard curriculum of English II, Honors English II, English IV, and Theology II, III, and IV

#### **Entergy River Bend Station, August 2016- April 2017**

##### **St. Francisville, LA**

##### **Communications Support**

- Co-managed and created all site communications
- Co-created Entergy's RF-19 (multi-million-dollar refueling outage) handbook for all site employees and contract workers
- Collaborated with Engineers and Plant Management to distribute communication throughout RF-19
- Created content for weekly newsletters
- Created graphic content for electronic boards, website articles, and prints for onsite
- Documented sitewide activities and posted them to the appropriate webpages
- Created content to showcase Entergy grant awards

#### **Rouge Communication (Louisiana State University), August 2016- December 2016**

##### **Baton Rouge, LA**

##### **Public Relations**

- Co-managed graphic content and written content for Rouge Communication's campaign for the Louisiana Organ Procurement Agency to increase minority selection of organ donation
- Research and a created marketing campaign to increase minority organ donation in the Baton Rouge area
- Planned community outreach events and created campaign materials for churches, schools, sorority/fraternity members, and health fairs.
- Created written and graphic marketing materials for community distribution
- Spearheaded relationship with local restaurants for food sponsorship for Louisiana Organ Procurement Agency's annual organ donor celebration at LSU

#### **BASF, May 2016- August 2016**

##### **Pasadena, TX**

##### **Communications Specialist**

- Managed and revamped employee communications at BASF Pasadena CPN site
- Filmed and Edited Safety Celebration Video and 40 Safe Start professional development videos
- Created graphic content and managed the electronic bulletin board
- Performed with the site leadership team on a project recruiting site ambassadors
- Researched and presented on recruitment of more diverse employees from local universities

- Documented Project Back; a 30 million-plus dollar plant revamping project.
- Revamped plant employee anniversary achievements and awards

### **Professional Development/ Volunteer**

#### *Organizations*

##### **Urban League of Louisiana**

ULEAD Leadership Academy - Spring 2022 Cohort

##### **Louisiana Association of Public Charter Schools**

Charter Board Leadership Academy Fellowship - Fall 2022

#### *Presentations*

- Murray State University, 2015: Bridge Programs and Transitional Student Orientation
- Louisiana State University, 2017: Orientation Team Conflict and Cohesion
- St. Katharine Drexel Prep, 2019: Using "Google Tools" and Technology to Support Student Learning
- Xavier University of Louisiana, 2022: Creating An Inclusive Residential Community

##### **Athlos Academy of Jefferson Parish**

Board Member and Finance Committee - August 2022 - Current

### **Consulting Work**

##### **Sherelle Reed Enterprises**

- Wrote (2) grant-approved Leadership Development curriculums for high school students
- Spearheaded social media campaign

##### **Rae Dawson, Realtor**

- Social Media Management

##### **Congo Square Connection**

- Digital Manager

### **Affiliations**

##### **Young Leadership Council - New Orleans**

November 2021 - Present

##### **Alpha Kappa Alpha Sorority Inc.**

Spring 2016, Eta Kappa Chapter Initiate

- Ivy Leaf Reporter/ Social Media Chair - Alpha Beta Omega Chapter, 2021 - Present
- HBCU Impact Day Chairmen - Alpha Beta Omega Chapter, 2021

### **Skills**

Project Management, Research, Social Media Campaigns, Canva, and Microsoft Suite



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

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

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

**OFFICE OF THE CHANCELLOR-DEAN**

October 31, 2022

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

**Re: Request for SU Board Approval to Waive the search for an Assistant Specialist, Nutrition Position for the Southern University Agriculture Research and Extension Center (SUAREC).**

Dear President-Chancellor Shields:

This correspondence is to request approval to waive the search for an Assistant Specialist, Nutrition for the Southern University Agricultural Research and Extension Center (SUAREC). This position has been vacant for over a year and is essential for the continued success of the Extension Department. Ms. Si-Arah McCray has been identified as the preferred candidate for this position.

Ms. McCray has been employed with the Southern University Ag Center for three years and is currently a Field Coordinator with our Extension Department. Ms. McCray's background is in nutrition, and she has a master's in business administration. Ms. McCray has worked closely with our Nutrition Education Director and Educators by designing and implementing programs, overseeing our social media program/outreach, working with program clientele, and assisting with program evaluation. She is dedicated to our mission and clientele.

Therefore, I am recommending the appointment of Ms. Si-Arah McCray as the Assistant Specialist, Nutrition, at an annual salary of \$65,000, effective January 1, 2023.

If you have any questions or need additional information, please do not hesitate to contact me. Thank you in advance for your consideration.

Sincerely,

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

CAMPUS: SUS \_\_\_ SUBR \_\_\_ SULAC \_\_\_ SUAREC X 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 De'Shoain A. York Reason Left N/A  
 Date Left N/A Salary Paid \$75,000

### Profile of Person Recommended

Length of Employment January 1, 2023 To September 30, 2023  
 Effective Date January 1, 2023

Name St-Arah McCray SS# U01878081 Sex F Race\* Blk  
 (Last 4 digits only)

Position Title: Assistant Specialist, Nutrition Department: Cooperative Extension

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

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

Years Experience \_\_\_ Southern University Experience 3

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>B.S. - Family Consumer Sciences - Nutrition</u>	<u>University of Louisiana at Lafayette</u>	<u>2016</u>
	<u>MBA- Healthcare Admin.</u>	<u>Southeastern Louisiana University</u>	<u>2021</u>

Current Employer Southern University Ag Center

### Personnel Action

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

Recommended Salary \$65,000.00 Salary Budgeted \$75,000.00

Source of Funds Federal/Grant

Identify Budget: 622319-62200-63000 / 60% Location \_\_\_  
624083-62050-63000 / 40%  
 Form Code: U2150 Page 1 Item # 1

Change of:  
 Position Extension Associate - Field Coordinator From To  
Assis. Specialist, Nutrition  
 Status \_\_\_  
 Salary Adjustment \$54,863.00 \$65,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
624083-62050-63000	\$54,863.00

\*See Reverse Side

Comments: (Use back of form)

\*See Reverse Side

Graduate School signature (if, applicable):

De'Shoain A. York 10/3/22 Date  
 Supervisor  
De'Shoain A. York 10/3/22 Date  
 Vice-Chancellor  
De'Shoain A. York 10/02/2022 Date  
 Director/Personnel  
 President Date

De'Shoain A. York 10/31/22 Date  
 Dean/Unit Head  
De'Shoain A. York 11/03/2022 Date  
 Chancellor  
De'Shoain A. York Date  
 Vice President/Finance  
 Business Affairs/Comptroller  
 Chairman/S.U. Board of Supervisors Date

BGD  
 11/27/2022



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

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

Hispanic or Latino  Non-Hispanic or Non-Latino

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

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

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

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

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

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

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

**EMPLOYEE REGULAR WORK SCHEDULE:** 8:00a – 5:00p  
**EMPLOYEE DIRECT SUPERVISOR:** De'Shoin A. York  
**SUPERVISOR/DEPARTMENT CONTACT NUMBER** 771-2242  
**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”)

**SCOTTISH HERN UNIVERSITY SYSTEM**

I certify that the above purchase(s) is (are) allowable under the terms and conditions of the appropriation, budget or award agreement and in accordance with federal, state, local, or university policies.

Appropriability/Compliance Verified/Encumbered/Funds Available

Doc. I.D. #

By: B90

Date: 11/3/2022

Expiration Date

9/30/2023

**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 Assistant Specialist, Nutrition AS DESCRIBED BELOW  
 BE AUTHORIZED AS A VACANCY FOR Cooperative Extension  
 (Department or Unit)

- |   |  |  |   |
|---|--|--|---|
| <input checked="" type="checkbox"/> Replacement | <input 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 FundState |

\*requires the approval of System President

**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 thru Human Resources).

- Develop, design and implement outreach programming in obesity prevention and wellness, healthy community food systems, the socio-ecological model of health, and the full spectrum of prevention.
- Support the training and evaluation needs of Extension nutrition programs, including Supplemental Nutrition Assistance Program Education (SNAP-Ed) and the Expanded Food and Nutrition Education Program (EFNEP).
- Provide leadership for nutrition education programs with emphasis on policy, systems, and environmental change efforts.
- Guide on-going strategic and annual planning statewide, evaluate programs and provide necessary training in the area of nutrition education.
- Develop and review nutrition content for online newsletters/blogs/websites/social media.
- Provide leadership in the development and submission of new extramural grants/contracts that support nutrition education.
- Assist the Nut. Educ. Program Coordinator in managing nutrition education programming via the 13-parish outreach.
- Work closely with nutrition educators to provide support and guidance in daily programming activities.
- Assist with the training of nutrition education staff to improve nutrition knowledge and delivery of nutrition education programs.
- Responsible for conducting statewide site visits to observe educational activities.
- Perform other duties as assigned.

Salary/Range: \$65,000.00 Previous Incumbent (if replacement) De'Shoia A. York

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<u>De'Shoia A. York</u>	<u>10/31/2022</u>
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<u>De'Shoia A. York</u>	<u>10/31/2022</u>
		<b>Department Head</b>	<b>Date</b>
		<b>Dean/Director/Supervisor of Budget Unit</b>	<b>Date</b>

COMPTROLLER'S OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>Brunetta Gamble-Gillard</u>	<u>11/3/2022</u>
Signature	Date
Budget Number	622319-62200-63000 (60%) 624083-62050-63000 (40%)

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Job Code: <u>M</u>	Cal Id: <u>U</u> Job Class: <u>61600</u>
<u>Mikhal Williams</u>	<u>11/4/22</u>
Verified By:	Date:

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<u>De'Shoia A. York</u>	<u>10/31/2022</u>
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<u>De'Shoia A. York</u>	<u>11/03/2022</u>
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<u>De'Shoia A. York</u>	<u>11/03/2022</u>
		<b>Vice Chancellor</b>	<b>Date</b>
		<b>Chancellor/Vice President</b>	<b>Date</b>
		<b>President</b>	<b>Date</b>



"Linking Citizens of Louisiana with Opportunities for Success"

SOUTHERN UNIVERSITY  
HUMAN RESOURCES

2022 NOV -3 P 4: 51

Southern University and A & M College System  
AGRICULTURAL RESEARCH AND EXTENSION CENTER  
Office of the Vice Chancellor, Extension and Outreach

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

EXTENSION PROGRAMS  
Agriculture and Natural Resources  
Family and Consumer Sciences  
Youth Development  
Sustainable Agricultural Research & Development Institute (SARDI)

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

RESEARCH PROGRAMS  
Economics, Marketing, Policy and Community Development  
Human Nutrition, Health, Family and Consumer Sciences  
Plant and Animal Production Systems  
Urban Forestry, Natural Resources and Environment  
(225)771-4464 Fax

TECHNOLOGY SERVICES  
Data/Network/Web Management  
Electronic Media Publications  
Technical Support and Training  
(225) 771-4374 Fax

October 31, 2022

Orlando F. McMeans, PhD  
Chancellor-Dean  
SUAREC/CAFCS  
Baton Rouge, LA 70813

RE: Request to Waive Search for Assistant Specialist, Nutrition

Dear Dr. McMeans:

This correspondence is to request approval to waive the search for an Assistant Specialist, Nutrition with the SU Ag Center's Cooperative Extension Program. The position was previously held by myself but due to funding restraints has not been filled since my departure, June 1, 2021.

However, because to an increase in allocations from our SNAP-Ed contract and recent retirements, I am now able to fill the position. As such, I would like to appoint Ms. Si-Arah McCray as Assistant Specialist, Nutrition.

Ms. McCray has worked within our Nutrition Education department for 3 years, initially being hired as a nutrition educator, working directly with our socially disadvantaged clientele and currently as Field Coordinator with our SNAP-Ed program. In her short time with us she has been an exemplary employee working closely with our Nutrition Education Director and Educators by designing and implementing programs, overseeing our social media program/outreach, working with program clientele, and assisting with program evaluation. Ms. McCray is innovative and dedicated to our mission and clientele.

Therefore, I am recommending the appointment of Ms. Si-Arah McCray as Assistant Specialist, Nutrition at an annual salary of \$65,000.00 effective January 1, 2023. This position will be paid from both federal and grant funds.

Sincerely,

De'Shoia A. York, PhD  
Vice Chancellor, Extension and Outreach

APPROVED:

Orlando F. McMeans, PhD  
Chancellor-Dean

RECEIVED

NOV 01 2022

Office of the Chancellor-Dean  
SUAREC/CAFCS

**Profile:** A professional and passionate individual with a Masters of Business Administration in Health care Administration. I have earned over 12 years of professional experience, 3 years of managerial skills and supervisory experience. I am dedicated about any task I pursue and efficient when achieving goals.

**Work Experience:**

**April 2021 to Current:**

**Southern University Agricultural Research & Extension Center  
B.A. Little Drive, H St  
Baton Rouge, LA 70813**

Responsibilities:

**Field Coordinator**

- Provide oversight to Nutrition Educators for implementation of nutrition education programs and obesity prevention services in accordance with SNAP-Ed grant requirements
- Provide technical assistance and training to the Nutrition Educators
- Provide oversight to Nutrition Program Coordinators to ensure consistent management, training, technical assistance and support
- Creates and demonstrates insight on programmatic, systemic, and environmental changes
- Ensure reporting processes are completed in a timely and accurate manner by the Nutrition Educators in accordance with the SNAP-Ed grant contract

**September 2019 to April 2021:**

**Southern University Agricultural Research & Extension Center  
B.A. Little Drive, H St  
Baton Rouge, LA 70813**

Responsibilities:

**Nutrition Educator**

- Programming nutrition based topics in two parishes (EBR/EF)
- Nutrition- based Curriculum building
- Teaching healthy eating habits to senior citizens and youth
- Provides accessibility to healthy foods in community
- Great aim of promoting health within the individual and community

**Internship:**

**August 2020- November 2020:**

**Our Lady of the Lake Children's Hospital  
4336 North Boulevard  
Suite 201  
Baton Rouge, LA 70806**

Si-Arah R. McCray, MBA

Responsibilities:

**Business and Health care Administration**

- Assist senior director of Children's Health by:
- Helping clients achieve long-term healthy living lifestyle changes
- Facilitates conversations on healthy/nutritional equity
- Creates programmatic, systemic, and environmental changes
- Programming throughout public schools (K-12) and healthcare facilities

**June 2016 to September 2019:**

**Elan Vital Montessori School  
Lead Teacher  
5228 Perkins RD, Baton Rouge, LA 70808**

Responsibilities:

**Lead Teacher-**

Assist toddlers within the ages of 2-3 with lessons on the work shelves such as:

- sensorial
- language
- practical life
- mathematics
- science

Focuses on healthy living and healthy lifestyles  
Enforces healthy and nutritious eating  
Manages teacher assistant with goals for classroom and students  
Leads Parent/Teacher conferences twice a year

**Internship:**

January 2016 to May 2016:

**St. Tammany Community Women's Wellness Center  
1505 Florida Street Covington, LA 70433**

Responsibilities:

**Nutrition Educator- Internship**

- Assist with health education
- Prepping for income patients
- Retrieve patient charts
- Teach nutritional classes to patients for WIC vouchers

**Si-Arah R. McCray, MBA**

---

**Education:**

August 2018- May 2021:

University of Louisiana at Lafayette  
GPA: 3.93

**Masters of Business Administration- Health care Administration**

August 2011- May 2016:

Southeastern Louisiana University  
GPA: 3.13

**Bachelors in Family and Consumer Sciences with concentration in Nutrition**

**Skills:**

Great Interpersonal Skills  
Capable of Maintaining Strong Relationships  
Managing Information Skills  
Eagerness in Community Service  
Proficient in Microsoft Word, Excel, and PowerPoint

**Achievements:**

Coordinated and directed JAGcation Summer Camp 2022  
Successfully completed NIFA/USDA Capacity Building Grant August 2022  
Association of Extension Administrators Conference Poster board Participant  
Earned President's List Spring 2013, Fall 2014, and Fall 2015  
Earned Dean's List Spring 15  
Member of Delta Sigma Theta Sorority, Inc. (Excessive Community Service)  
Southeastern University Homecoming Queen 2015-2016

**Certifications:**

Cornell University: National Nutrition Certification Program  
Cornell Cooperative Extension Public Health Essentials Certification  
Program



**Job Description**  
**Assistant/Associate Specialist – Nutrition,**

Provide leadership in developing, planning, and evaluating nutrition information/programs.

LINE OF AUTHORITY:

The Assistant/Associate Specialist – Nutrition reports to the Program Leader, Family and Consumer Sciences.

SPECIFIC TASKS TO BE PERFORMED:

- Provide statewide program leadership and coordination in the determination of nutritional needs among various limited-resource ethnic and cultural populations that need to be addressed at the parish level.
- Guide ongoing strategic and annual planning statewide, evaluate programs and provide necessary training in the area of nutrition education.
- Coordinate the program policy and maintain working relationships with the Program Leader, Academic Department Leaders within the goals and visions of the SU Ag Center.
- Provide leadership in developing and submitting new extramural grants and contracts that will help support nutrition education activities.
- Perform other tasks that may be assigned by SU Ag Center Administration.

PROGRAM EXECUTION:

1. Keeps FCS agents thoroughly acquainted with current up-to-date information in the subject matter area by preparing subject matter information for agents and for general distribution.
2. Trains agents in the selection and use of appropriate teaching methods and techniques in implementing educational programs.
3. Assists FCS agents/Nutrition Educators by conducting appropriate trainings/meetings.
4. Assists FCS agents/Nutrition Educators with parish programs.
5. Cooperates with other subject matter specialists in related fields in promoting extension educational programs.
6. Cooperates with industry associations, professional societies and others.
7. Coordinate program development and delivery with other Extension specialists and other governmental and private organizations.

8. Utilize mass media and web-based tools and other technology deemed appropriate to teach the principles of nutrition.
9. Work with parish staff to involve communities in the decision-making and educational efforts to develop community-driven ways to address nutritional and food insecurity concerns.
10. Review and revise all publications and develop new publications and displays as needed.

*EVALUATION AND REPORTING:*

- Prepares and submits all reports in accordance with existing guidelines and policies.
- Assist in evaluating the effectiveness of Extension programs at all levels and specifically in assigned area of responsibility.

*PROFESSIONAL DEVELOPMENT:*

- Attends and participates in subject matter and professional meetings.
- Reads and reviews periodicals, magazines and other forms of literature in order to keep abreast of developments in the subject matter area.
- Participates in appropriate in-service training sessions designed to improve the proficiency of subject matter specialists.






University Counseling Center

P.O. Box 12874 Southern University Baton Rouge, LA 70813  
(Voice) 225-771-2480 (Fax) 225-771-3560

REC'D EVC-ACAD AFFR  
2022 OCT 4 AM 8:01

TO: Mr. Huey Lawson  
Director of Title III Programs  
FROM:   
Dr. Valakay Irvin  
Director, UCC  
DATE: September 16, 2022  
RE: Salary Adjustments for UCC Staff

Mr. Lawson, as student's requests for mental health services continue to rise the current staff has worked fervently to meet those needs. Although funded to hire two additional staff I have been unsuccessful in that effort partly due to the 'great resignation' in the field, as well as professionals desiring to continue to work from home. I feel this small pay adjustment will demonstrate to my staff that we both see and appreciate their commitment and efforts to serve the SUBR student population.

Thank you for your consideration.

Approved:



Huey Lawson  
Title III Programs



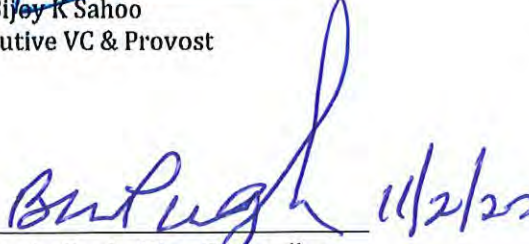
Dr. Bijoy K Sahoo  
Executive VC & Provost



Dr. F Carl Walton  
VC for Student Affairs

---

Dennis J Shields  
President-Chancellor



Benjamin Pugh, Vice Chancellor  
Finance & Administration

JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	2	M	9	5	8	4
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CAMPUS: SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

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

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Academic                   | <input type="checkbox"/> Non-Academic   | <input type="checkbox"/> Civil Service    |
| <input type="checkbox"/> Temporary                  | <input type="checkbox"/> Part-time ( <input type="checkbox"/> % 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 checked="" type="checkbox"/> Other (Specify) | <input type="checkbox"/> Retiree Return To Work                               | <input type="checkbox"/> Permanent Status |
| <input type="checkbox"/> TITLE III                  |   |   |

Previous Employee Leah Stone, MS Reason Left RESIGNED  
 Date Left October 29, 2021 Salary Paid \$59,000

**Profile of Person Recommended**

Length of Employment October 01, 2022 To September 30, 2023  
 Effective Date April 13, 2022

Name Stephene B Calhoun SS# xxx-xx-0797 Sex F Race\* AA  
 (Last 4 digits only)

Position Title: Mental Health Therapist II Department: Title III/UCC

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 Six Southern University Experience 9MONS.  
 Degree(s): Type/Discipline (BA-Education): MA- Clinical Mental Health Coun. Institution/Location (SU-Baton Rouge): SUBR Year: 2019  
LPC (Licensure) 2021

Current Employer \_\_\_\_\_

**Personnel Action**

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

Recommended Salary \$64,000 Salary Budgeted \$64,000

Source of Funds TITLE III

Identify Budget: 220467 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

Comments: (Use back of form)

Southern University:

\*See Reverse Side

Comments: (Use back of form)


\*See Reverse Side

Graduate School signature (if, applicable):

<i>Patricia J. ...</i>	<i>9/28/2022</i>	<i>[Signature]</i>	<i>9/13/22</i>
Supervisor	Date	Dean/Unit Head	Date
<i>[Signature]</i>	<i>9-30-22</i>	<i>[Signature]</i>	<i>[Signature]</i>
Vice Chancellor	Date	Chancellor	Date
<i>[Signature]</i>	<i>11/01/2022</i>	<i>[Signature]</i>	<i>11/14/22</i>
Director/Personnel	Date	Vice President/Finance Business Affairs/Comptroller	Date
President	Date	Chairman/S.U. Board of Supervisors	Date

220467-27131-61002-24100-#64,000.00

*9/11/22*

SOUTHERN UNIVERSITY SYSTEM  
OFFICE OF THE ASSOCIATE COMPTROLLER  
(I certify that the above purchase is (are)  
allowed & within the terms and conditions  
of the applicable purchase order agreement)

NOV 01 2022

✓ Allowable Compliance Verification  
Encumbered Funds Available By *[Signature]*

Doc. I.D. No. \_\_\_\_\_

REC'D NOV 2 '22 AM 10:15  
GRANTS & SPONSORED

REC'D UP FIN & BUS AFFAI  
'22 NOV 2 AM 10:47

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

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

\_\_\_\_\_ Hispanic or Latino \_\_\_\_\_ Non-Hispanic or Non-Latino

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

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

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

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

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

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

---

**COMMENTS: This is a salary adjustment approved by and through Title III Programs.**

---

**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!**

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

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

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

## Position Description

**Title:** Mental Health Therapist (3 F/T; 1 P/T)

**Classification:** Administrative

**Department:** Title III/Student Affairs

### **Function of Position:**

Responsible to the Director of the UCC for providing psychological and developmental services to all enrolled SUBR students; provides assistance, including individual and group counseling to students with career/educational, social/personal, and psychological concerns; provides crisis intervention as needed; provides information about various counseling services, referrals and special interest topics, e.g., alcohol/drug misuse/abuse, and dependence, date/acquaintance rape, suicidal ideations, and disordered eating to the university community; maintains accurate records of students intake evaluation and treatment plans, assessments, correspondences, and terminations; attends and/or presents at professional workshops, conferences, and training sessions to enhance, keep abreast of, and share professional skills; keeps abreast of counseling and training issues as they relate to areas of diversity; establishes effective liaison with on and off-campus referral resources; provides consultative services to the university community and referral to SUBR mental health community; performs other duties as assigned by the Director.

### **Principle Duties and Responsibilities:**

Provides assistance including individual and group counseling to students and faculty/staff with career/educational, social/personal, psychological concerns.

Assess emotional and behavioral problems of students using psycho diagnostic instruments when appropriate.

Provides crisis intervention as needed.

Participates in training of practicum students, as well as professional development seminars with UCC staff.

Provides consultative services to university community within area of expertise, e.g., residential life, women's center, wellness, faculty/staff, clubs and organizations.

Provides information about various counseling services, referrals and special topics, e.g. alcohol/drug misuse, abuse, and dependence, date/acquaintance rape, suicidal ideation, eating disorders; provide workshops presentations, and other outreach programs to reach the varied needs of students when appropriate.

Maintains accurate records of student intake evaluation and treatment, assessments, correspondence, and terminations.

Attends regular staff meetings and staff developments; also, attends and/or present at professional workshops, conferences, and training sessions to improve professional skills; keeps abreast of counseling and training issues as they relate to area of diversity, including, but not limited to gender issues, race/ethnicity, gay/lesbian, physically challenged, and returning adult students.

Establishes effective liaison with on and off-campus referral resources.

Performs other duties as assigned by Director.

**Distinguishing Duties:**

Responsible for the planning, implementation, and evaluation of all activities with student body related to celebrating the event; coordinates with the secretary and other staff members the arrangements of DJ, prizes, food, etc.; ensures that the activities are appropriate and fun for college population, as well as educational in nature.

**Supervision:**

Responsibilities and duties are performed under general direction from the Director; and the staff member plans and arranges own work with an established objective in mind while adhering to University and Center's policies and procedures.

**Minimum Qualifications:**

Master's Degree in Mental Health Counseling, Social Work or related field with a minimum of one year supervised practicum/internship experience including a minimum of three years of experience in an appropriate clinical setting, e.g. university counseling center, or mental health agency; group leadership and supervision of practicum students required; licensed or license eligible in the State of Louisiana; eventual licensure within two years of employment required.

# STEPHENNE CALHOUN

*Licensed Professional Counselor (LPC) driven to help others overcome personal obstacles using various therapy modalities to meet the unique need of every client. Experience with diverse client populations.*

## EXPERIENCE

**SEPTEMBER 2020 – PRESENT**

**IOP COUNSELOR, SERENITY TREATMENT CENTER OF LOUISIANA**

Effectively manage maximum caseload of twenty-four while facilitating intensive outpatient group sessions, three days a week. Document all client information including biopsychosocial assessments, treatment plans and progress notes utilizing an electronic health records system. Collaborated with other mental health professionals for complex cases.

**JUNE 2019 – PRESENT**

**COUNSELOR, BATON ROUGE BEHAVIORAL HOSPITAL**

Provides clinical intervention (group and individual therapy) in accordance with physician's plan of treatment. Provides assessment and treatment planning in coordination with the multi-disciplinary team. Coordinates discharge planning with families, program treatment team, agencies, and community resources.

**SEPTEMBER 2019 – FEBRUARY 2020**

**MENTAL HEALTH PROFESSIONAL, SPECTRUM REHAB SERVICES**

Provided individual, group and family while maintaining collaborations with school collateral sources, including ISSP Presiders, guidance counselors, classroom teachers, special needs counselors, and school psychologists. Maintained professional documentation and facilitated all emergencies and discharges per agency policies.

**2010-2018**

**Full Time Mother**

**April 2008 – November 2010**

**REGIONAL DIRECTOR/PREVENTION SERVICES DIRECTOR,  
PREVENT CHILD ABUSE LA**

Maintained and promoted agency programs and message in the community. Developed and continued expansion of core program outreach. Collaborated effectively with volunteers, staff, media, and public officials. Planned and coordinated annual fundraising event. Conducted Nurturing Parenting Workshops, Internet Safety Presentations, Presentations on Child Abuse and Neglect. Managed Circle of Parents Program/Initiative. Presented at conferences on topics including, but not limited to, service specifications, delivery, evaluation, and implications.



**August 2007 – April 2008**

**PROGRAM SPECIALIST, VOLUNTEERS OF AMERICA CENTRAL LA  
FAMILY RESOURCE CTR**

Facilitated Nurturing Parenting Program for parents referred by DCFS including an in-home parenting component. Maintained case notes and documentation as required. Provided information, referral, and advocacy for client needs. Maintained active collaboration with referring DCFS caseworker and prepared monthly reports.

**November 2004 – November 2006**

**CARE COORDINATOR, VOLUNTEERS OF AMERICA GREATER BATON ROUGE  
SPECIAL SERVICES/HIV/AIDS SERVICES**

Provided coordination of care services for approximately 135 clients. Engaged in strength based/client centered case management. Completed intake, assessment, and developed comprehensive plan of care. Maintained client files, eligibility for services and referred clients to other agencies for additional services.

## **EDUCATION**

**JULY 2001**

**BACHELOR OF SCIENCE, SOUTHERN UNIVERSITY AND A & M COLLEGE**  
Psychology

**MAY 2019**

**MASTER OF ARTS, SOUTHERN UNIVERSITY AND A & M COLLEGE**  
Clinical Mental Health Counseling

## **SKILLS**

- Group Therapy
- Telehealth Certified
- Client Centered Approach
- Public Speaking/Presentations
- Substance Use Counseling
- Trained in Parent Education
- Superior Communication Skills
- Experience with Electronic Health Records

References available upon request

POS CLASS					
EMP CLASS					
HI		RT		LV	

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	2	M	9	2	8	9-01
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CAMPUS: SUS \_\_\_\_\_ SUBR X SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

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

TYPE OF APPOINTMENT:

_____ Academic (Fac)	<u>X</u> Non-Academic (Uncl)	_____ Civil Service
_____ Temporary	Part-time ( <u>100</u> % of Full Time)	_____ Restricted
_____ Tenured	(must be indicated if less than 100%)	_____ Detail #of mos _____
_____ Tenured Track	_____ Undergraduate Student	_____ Job Appointment
_____ Other (Specify)	_____ Graduate Assistant	_____ Probationary
	_____ Retiree Return To Work	_____ 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 of Employment July 1, 2022

Name Ajeanne Dillon SS# U01632783 Sex F Race\* B  
(Last 4 digits only)

Position Title: Director of Academics Department: Athletics

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

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\_\_\_\_\_ 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 7+ years Southern University Experience 9 years

Degree(s):	Type/Discipline (BA-Science):	Institution/Location	Year:
	<u>B.S in Criminal Justice</u>	<u>Southern University/Baton Rouge</u>	<u>July 2011</u>
	<u>M.S in Criminal Justice</u>	<u>Southern University/ Baton Rouge</u>	<u>May 2013</u>

Current Employer Southern University

**Personnel Action**

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

Annual Salary \$69,165 Salary Budgeted \$69,165 Hourly Rate, if applicable: \_\_\_\_\_

Pay Cycle: \_\_\_\_\_ Biweekly X Monthly \_\_\_\_\_ Faculty \_\_\_\_\_

Source of Funds: State Identify Budget: 293132-21801-61002-25000 Location: \_\_\_\_\_

**Change of:**

	<u>From</u>	<u>To</u>
Position:	<u>Director of Student Athlete Academic Services</u>	<u>Director of Student Athlete Academic Services</u>

Status: \_\_\_\_\_  
Salary Adjustment: \$65,165 \$69,165

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds (Current)	Amount
293132-21801-61002-25000	\$69,165


\*See Reverse Side

Graduate School signature (if, applicable):

<u>Roman P. Bang (A&amp;E)</u> Supervisor	<u>10/20/22</u> Date	<u>Roman P. Bang (A&amp;E)</u> Dean/Unit Head	<u>10/20/2022</u> Date
<u>Gidmark</u> Vice Chancellor	<u>4/28/2022</u> Date	<u>Bang</u> Chancellor	<u>10/21/22</u> Date

  
\_\_\_\_\_  
Director/Personnel

10/27/2022  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Vice President/Finance  
Business Affairs/Comptroller  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman/S.U. Board of Supervisors

\_\_\_\_\_  
Date

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

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

Hispanic or Latino                       Non-Hispanic or Non-Latino

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

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

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

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

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

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

**COMMENTS:**

Ajeanne Dillon will be receiving a salary increase of \$4,000 which will make her salary \$69,165 effective September 1, 2022.

**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 771-5908  
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):**

TYPE	CODE
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

FUNDS AVAILABLE  
OFFICE OF THE COMPTROLLER  
SOUTHERN UNIVERSITY SYSTEM

OCT 27 2022

*[Signature]*  
COMPTROLLER OFFICE

**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



**SOUTHERN  
UNIVERSITY**  
AND AGRICULTURAL & MECHANICAL COLLEGE

**DEPARTMENT OF ATHLETICS**

SOUTHERN JAGUARS | PO BOX 9942 | BATON ROUGE, LA 70813  
GOJAGSPORTS.COM | [f](#) /SOUTHERNUJAGUARS | [t](#) @SOUTHERNUSPORTS

Dennis J. Shields  
President/Chancellor  
Southern University, Baton Rouge  
J.S. Clark Administration Building—4<sup>th</sup> Floor  
Baton Rouge, La. 70813

CAMPUS

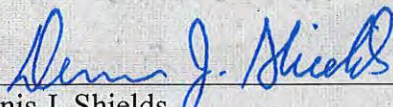
We are requesting that the position announcement be waived at this time for the position below. This position come at a critical juncture as we are planning ongoing events within the department to continue to support our athletes' on and off the court/field. Therefore, there is heightened urgency to transition the mentioned personnel below into this position as soon as possible. Thank you for your consideration.

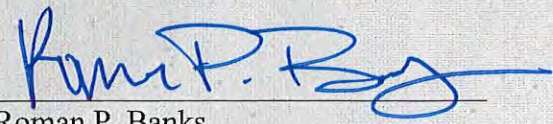
- Denise Rankins- Assistant Director of Development

If you have any questions germane to this request, please contact me as soon as possible. Thanks so much.

Best,

Roman P. Banks  
Director of Athletics  
Southern University and A&M College  
Baton Rouge Campus

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

  
Roman P. Banks  
Director of Athletics  
Southern University and A&M College  
Baton Rouge Campus

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

\*\*\*\*\*

POSITION VACANCY AUTHORIZATION

\*\*\*\*\*

REQUEST THAT THE POSITION TITLE Assistant Director of Development AS DESCRIBED BELOW  
 BE AUTHORIZED AS A VACANCY FOR Athletics  
 (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).

Assistant Director of Development  
Budget # 218900-21801-29000

Salary/Range: \$95,000 Previous Incumbent (if replacement): \_\_\_\_\_

Approved  Disapproved *Romen Bay* 11/10/2022  
 Department Head Date

Approved  Disapproved *J. Storgo* 11/10/2022  
 Dean/Director/Supervisor of Budget Unit Date

*21865A*

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

<u><i>Janeka Johnson</i></u>	<u>11/10/22</u>
Signature	Date
Budget Number <u>218900-21801-29000</u>	

Employee Class: <u>MU</u>	Job Class: <u>21290</u>
<u><i>Mikhaela Williams</i></u>	<u>11/10/22</u>
Verified By:	Date

Approved  Disapproved *B. St. Ulrich* 11/11/22  
 Vice Chancellor Date

Approved  Disapproved \_\_\_\_\_ Date  
 Chancellor/Vice President

Approved  Disapproved *Henry J. Shields* \_\_\_\_\_ Date  
 President

An Equal Opportunity Employer

JOB CLASS				
JOB CODE				
CAL ID				

# SOUTHERN UNIVERSITY SYSTEM

## Personnel Action Form

POSITION NUMBER	2	M	9	5	4	7
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CAMPUS: SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

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

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

Previous Employee Andrea Travis Reason Left Continuation  
 Date Left \_\_\_\_\_ Salary Paid \$60,000

### Profile of Person Recommended

Length of Employment October 01, 2022 To September 30, 2023  
 Effective Date October 01, 2022

Name Andrea Travis SS# xxx-xx-8388 Sex F Race\* AA  
 (Last 4 digits only)

Position Title: Mental Health Therapist II Department: Title III/UCC

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 Four Southern University Experience 10MONS.  
 Degree(s): Type/Discipline: MA- Clinical Mental Health Coun. Institution/Location (SU-Baton Rouge): Capella- U of Minneapolis Year: 2015  
PLPC MS-(Licensure) LA  
Pending Licensure)

Current Employer \_\_\_\_\_

### Personnel Action

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

Recommended Salary \$64,000 Salary Budgeted \$64,000

Source of Funds TITLE III

Identify Budget: 220467-Title III & 216080-Student Affairs (\$10,000) 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

Comments: (Use back of form)

\*See Reverse Side

Graduate School signature (if, applicable):

<i>[Signature]</i>	9/24/2022	<i>[Signature]</i>	9/13/22
Supervisor	Date	Dean/Unit Head	Date
<i>[Signature]</i>	10/4/22	<i>[Signature]</i>	11/2/22
Vice Chancellor	Date	Chancellor	Date
<i>[Signature]</i>	11/01/2022	<i>[Signature]</i>	11/2/22
Director/Personnel	Date	Vice President/Finance Business Affairs/Comptroller	Date
President	Date	Chairman/S.U. Board of Supervisors	Date

220467- 27131- 61002- 24100- 64,000.00

*9/11/22*

SOUTHERN UNIVERSITY SYSTEM  
OFFICE OF THE ASSOCIATE COMPTROLLER  
(I certify that the above purchases is (are) allowable under the terms and conditions of the appropriation, budget or award agreement)

NOV 01 2022

Allowability/Compliance Verified By *[Signature]*  
/Encumbered Funds Available By \_\_\_\_\_  
Doc. I.D. No.: \_\_\_\_\_

REC'D NOV 2 '22 AM 10:15  
SU GRANTS & SPONSORED

REC'D VP FIN & BUS AFFAI  
'22 NOV 2 AM 10:45



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

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

\_\_\_\_\_ Hispanic or Latino \_\_\_\_\_ Non-Hispanic or Non-Latino

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

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

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

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

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

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

---

**COMMENTS: This is a salary adjustment approved by and through Title III Programs.**

---

**EMPLOYEE REGULAR WORK SCHEDULE:** 8:30am-5:00pm  
**EMPLOYEE DIRECT SUPERVISOR:** Dr. ValaRay J Irvin  
**SUPERVISOR/DEPARTMENT CONTACT NUMBER** 771-2480  
**NUMBER OF EMPLOYEES SUPERVISED, (if any)** NA

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

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

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OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

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- \_\_\_\_\_ Proposed Employee Clearance
- \_\_\_\_\_ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

## Position Description

**Title:** Mental Health Therapist (3 F/T; 1 P/T)

**Classification:** Administrative

**Department:** Title III/Student Affairs

### **Function of Position:**

Responsible to the Director of the UCC for providing psychological and developmental services to all enrolled SUBR students; provides assistance, including individual and group counseling to students with career/educational, social/personal, and psychological concerns; provides crisis intervention as needed; provides information about various counseling services, referrals and special interest topics, e.g., alcohol/drug misuse/abuse, and dependence, date/acquaintance rape, suicidal ideations, and disordered eating to the university community; maintains accurate records of students intake evaluation and treatment plans, assessments, correspondences, and terminations; attends and/or presents at professional workshops, conferences, and training sessions to enhance, keep abreast of, and share professional skills; keeps abreast of counseling and training issues as they relate to areas of diversity; establishes effective liaison with on and off-campus referral resources; provides consultative services to the university community and referral to SUBR mental health community; performs other duties as assigned by the Director.

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Provides crisis intervention as needed.

Participates in training of practicum students, as well as professional development seminars with UCC staff.

Provides consultative services to university community within area of expertise, e.g., residential life, women's center, wellness, faculty/staff, clubs and organizations.

Provides information about various counseling services, referrals and special topics, e.g. alcohol/drug misuse, abuse, and dependence, date/acquaintance rape, suicidal ideation, eating disorders; provide workshops presentations, and other outreach programs to reach the varied needs of students when appropriate.

Maintains accurate records of student intake evaluation and treatment, assessments, correspondence, and terminations.

Attends regular staff meetings and staff developments; also, attends and/or present at professional workshops, conferences, and training sessions to improve professional skills; keeps abreast of counseling and training issues as they relate to area of diversity, including, but not limited to gender issues, race/ethnicity, gay/lesbian, physically challenged, and returning adult students.

Establishes effective liaison with on and off-campus referral resources.

Performs other duties as assigned by Director.

**Distinguishing Duties:**

Responsible for the planning, implementation, and evaluation of all activities with student body related to celebrating the event; coordinates with the secretary and other staff members the arrangements of DJ, prizes, food, etc.; ensures that the activities are appropriate and fun for college population, as well as educational in nature.

**Supervision:**

Responsibilities and duties are performed under general direction from the Director; and the staff member plans and arranges own work with an established objective in mind while adhering to University and Center's policies and procedures.

**Minimum Qualifications:**

Master's Degree in Mental Health Counseling, Social Work or related field with a minimum of one year supervised practicum/internship experience including a minimum of three years of experience in an appropriate clinical setting, e.g. university counseling center, or mental health agency; group leadership and supervision of practicum students required; licensed or license eligible in the State of Louisiana; eventual licensure within two years of employment required.

## Objective

To obtain a counseling position working with individuals in an academic setting to assist individuals in meeting their goals.

## Skills

- Creative intervention development
- Group and individual counseling experience
- Attentive to situational details and the needs of clients
- Knowledge of diagnosing and creating individualized treatment plans
- Worked with Child and Family services and other Inpatient facilities to coordinate services.

## Professional Experience

### Community Counseling Services: Columbus, MS

#### *Outpatient Therapist*

(February 2016- July 2020) 447

- Provides assessments, Individual, Group, Family therapy and Day Treatment in compliance with DMH standards.
- Documents appropriate activities in case note format that justify the need for treatment.
- Works with treatment team to collect necessary information for Prior Authorization submission.
- Attends and participates appropriately in clinical staffing's and trainings.
- Complete Interview Intake, Diagnose and develop Individualized Treatment Plans.
- Make appropriate referrals for additional services such as Community Support and Medication Management and Inpatient Hospitalization.
- Provided services in school and home setting ranging from ages 5-12 and 15-20.
- Worked with school counselors to assist with behavioral and emotional issues that occurred in school.
- Completed On Call Rotation for crisis hotline yearly.

### Diamond Grove Center: Louisville, MS

(April 2015 - Sept. 2015)

#### *Internship*

- Developed Treatment Plans

- Assessed mental health through agency approved assessment tools
- Documented counseling interventions and progress
- Attended treatment team meetings
- Taught coping skills and strategies to help manage behavior and mental health issues
- Conducted individual, group and family counseling

**Diamond Grove Center:** Louisville, MS

(January 2015 - March 2015)

*Practicum*

- Led adolescent group once a week
- Counseled 1 to 2 clients a week
- Documented counseling interventions
- Collaborated with counseling supervisor to assess clients' needs

**Baton Rouge Detoxification Center:** Baton Rouge, LA

(June 2009 - July 2009)

*Student Intern*

- Worked alongside licensed counselors to complete client intake protocol.
- Administered initial client interviews and gave tours of the facility to new clients entering treatment.
- Sat in on alcoholic and narcotics anonymous meetings.
- Completed discharge assessments.
- Made referrals to other rehabilitation centers for clients whose needs exceeded my facility's resources.

**East Baton Rouge Council on Aging:** Baton Rouge, LA

(Feb. 2009 - April 2009)

*Student Intern*

- Worked in the Information and Assistance Department as liaison between agency and seniors.
- Completed initial application for seniors seeking services.
- Analyzed seniors' home needs and conducted the necessary assessments to provide assistance.

**Organizations**

Southern University Student Rehabilitation Association

(2008 - 2010)

**Education** ✓

**M.S. in Mental Health Counseling**  
Capella University- Minneapolis, MN

(Sept. 2015)

**B.S. in Rehabilitation and Disability Studies**  
Southern University - Baton Rouge, LA

(July 2010)



## 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

October 17, 2022

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 for Dr. Calaundra Clarke to Associate Vice-Chancellor  
of Financial Aid Services

Dear President Shields:

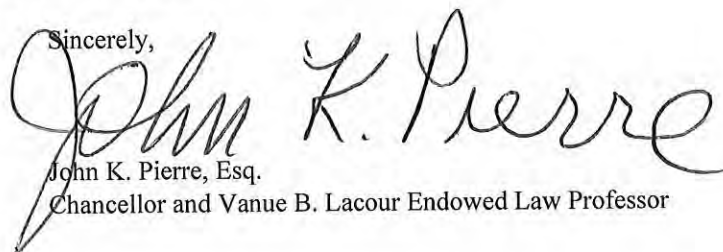
I am hereby requesting your approval to appoint Dr. Calaundra Clarke to Associate Vice-Chancellor of Financial Aid Services. Dr. Clarke has been the Director of Financial Aid Services since 2012 and has done an excellent job in the operations of this department. Since the enrollment of the Law Center has increased, the services provided by the department has continued to meet the needs of every student to ensure that their financial needs are met in a timely manner.

Dr. Clarke is well-informed of changes that may affect our students and their financial aid that may assist in the department operating in an efficient and effective way. I am asking that the search for this position be waived and have attached the Position Vacancy Authorization, resume, and job description for your review. The annual salary recommended is \$138,600 to become effective December 1, 2022.

This request will require board's approval; therefore, I respectfully ask that this be placed on the Board of Supervisors' agenda for approval at their November 25, 2022, board meeting.

Should you have any questions, 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	2	5	0	0
JOB CODE	M			
CAL ID	U			

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	3	M	9	9	7	8
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CAMPUS: SUS \_\_\_\_\_ SUBR \_\_\_\_\_ SULAC X SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

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

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

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

**Profile of Person Recommended**

Length of Employment 12/01/2022 To 06/30/2023  
 Effective Date 12/01/2022

Name Calaundra M. Clarke SS# XXX-XX-1849 Sex F Race\* B  
 (Last 4 digits only)

Position Title: Associate Vice-Chancellor of Financial Aid Services Department: Law Center - Financial Aid

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 23 Southern University Experience 10

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>PhD. Philosophy</u>	<u>Walden University</u>	<u>2020</u>
	<u>Master of Education in Administration</u>	<u>Southern University A&amp;M Baton Rouge</u>	<u>2005</u>
	<u>B.A. History</u>	<u>Southern University A&amp;M Baton Rouge</u>	<u>2002</u>

Current Employer Southern University Law Center

**Personnel Action**

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

Recommended Salary \$ 138,600.00 Salary Budgeted \$ 138,600.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-316110-61002-36000  
 Form Code: BOR10 Page 1 Item # 1

Change of: \_\_\_\_\_  
 From Director of Financial Aid To Associate Vice-Chancellor of Financial Aid Services  
 Position \_\_\_\_\_  
 Status \_\_\_\_\_  
 Salary Adjustment \$111,384.00 \$138,600.00

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
<u>311001-316110-61002-36000</u>	<u>\$138,600.00</u>

Comments: (Use back of form)

\*See Reverse Side

Graduate School signature (if, applicable):

Gerry K. Hall 11/01/22 Date  
 Supervisor  
Shawn D. Vance 11/1/22 Date  
 Vice Chancellor  
 \_\_\_\_\_ Date  
 Director/Personnel \_\_\_\_\_ Date  
 President \_\_\_\_\_ Date

Gerry K. Hall 11/01/22 Date  
 Unit Head  
John K. Rene 11/01/22 Date  
 VC for Finance & Administration  
 \_\_\_\_\_ Date  
 Chancellor  
\_\_\_\_\_ \_\_\_\_\_ Date  
 Vice President/Finance  
 Business Affairs/Comptroller  
 \_\_\_\_\_ Date  
 Chairman/S.U. Board of Supervisors \_\_\_\_\_ Date



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

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

\_\_\_\_\_ Hispanic or Latino \_\_\_\_\_ Non-Hispanic or Non-Latino

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

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

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

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

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

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

**COMMENTS:** Appointment for Dr. Calandra Clarke to Associate Vice-Chancellor of Financial Aid Services, Effective December 01, 2022.

**EMPLOYEE REGULAR WORK SCHEDULE:** Daily  
**EMPLOYEE DIRECT SUPERVISOR:** Vice Chancellor, Terry Hall  
**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. I.D. #

DATE US 11-01-22

BY Terry R. Hall

J1

F1

F0

**Do Not Write Below This Area**

**For Human Resource and Budgetary Control Use Only!**

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

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

**CONTINGENT UPON AVAILABILITY OF FUNDS**

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS  SUBR  SULC  SUAREC  SUNO  SUSLA

\*\*\*\*\*

POSITION VACANCY AUTHORIZATION

\*\*\*\*\*

REQUEST THAT THE POSITION Associate Vice Chancellor for Financial Aid Services AS DESCRIBED BELOW

BE AUTHORIZED AS A VACANCY FOR Southern University Law Center - Financial Aid (Department or Unit)

- Replacement
- New Position\*
- Civil Service
- Temporary
- Tenured
- Probationary (For Faculty this is same as tenure track)
- Unclassified
- Faculty

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

\*requires the approval of System President

**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 thru Human Resources)

Manages the delivery of financial aid services for the Law Center through its Office of Financial Aid (OFA). Works closely with the Chancellor, the Vice Chancellor for Finance and Administration, and other departments as necessary. Maintains a current knowledge of state and federal funding programs, policies, and regulations by external authorities through reading and reviewing documentation, professional memberships, attending conferences and workshops. Develops and implements financial aid forms and policies and procedures for awarding and distribution of funds to eligible students in a timely, accurate, and equitable manner and for external reporting mandates for the Law Center. Disseminates relevant information to students relevant to the Student Loan Process. Determines and constructs student financial aid budgets. Interact with students and staff on loan processing. Encourage students to participate in Financial Literacy Programs to better manage student loan debt. Primary Point of Contact for all agencies impacting Financial Aid at the Law Center. Determine that the latest technology available is in use to maximize the OFA efficiency for students and staff. Responsible for staff professional development through attendance at relevant conferences and internal organizational cross training. Performs other duties and assume additional responsibilities as required by the Vice Chancellor of Finance and Administration and or the Chancellor.

Salary/Range: \$132,200 - \$145,000 Previous Incumbent (if replacement): N/A

Approved  Disapproved Garry R. Hall 10-14-20  
Department Head Date

Approved  Disapproved Garry R. Hall 10-14-20  
Dean/Director/Supervisor of Budget Unit Date

COMPTROLLER'S OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>JMG</u>	<u>10/18/20</u>
Signature	Date
Budget Number	311001-36110-61002-36000

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS  SUBR  SULC  SUAREC  SUNO  SUSLA

\*\*\*\*\*

POSITION VACANCY AUTHORIZATION


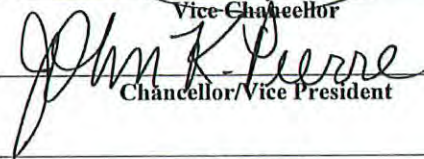
\*\*\*\*\*

REQUEST THAT THE POSITION Associate Vice Chancellor for Financial Aid AS DESCRIBED BELOW  
Services

BE AUTHORIZED AS A VACANCY FOR Southern University Law Center - Financial Aid  
(Department or Unit)

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

\*requires the approval of System President

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved		10/18/22
		Vice Chancellor	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved		10/17/22
		Chancellor/Vice President	Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	_____	_____
		President	Date

An Equal Opportunity Employer

# Calaundra Clarke

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**EDUCATION:** Walden University Minneapolis, MN  
Doctor of Philosophy, Higher Education Leadership, Management, & Policy, July 2020

Southern University and A&M College Baton Rouge, LA  
Master of Education, Administration & Supervision, May 2005  
Bachelor of Arts, History, May 2002

## HIGHLIGHTS OF QUALIFICATIONS:

- Over 20 years of higher education experience
- Administered over \$30 million annually in Title IV aid, state funds, and scholarships
- Proven institutional change agent
- Developed institutional policies consistent with federal and state regulations, and industry best practices
- Improved business processes for greater efficiencies
- Developed a communication plan
- Reduced institutional liability and risks associated with federal and state audits
- Increased volume, timeliness, and accuracy of financial aid awards packaged
- Improved financial aid leveraging
- Increased financial aid and debt management awareness
- Reconciled Title IV aid consistently
- Led effort in eliminating loan debt in the amounts of \$20,000 and \$40,000 for two SULC AccessLex scholarship winners

## EXPERIENCE:

Southern University Law Center (SULC) June 2012 – Present  
*Director of Financial Aid*

- Oversee all other aspects of the financial aid office: counseling, awarding of federal, state, and institutional aid/scholarships, packaging, compliance, consortium agreements
- Serve as primary point of contact for all agencies impacting financial aid at the Law Center
- Hire, train, supervise, and evaluate financial aid staff
- Assess daily operational activities
- Formulate and assess goals for the office
- Revise office policies and procedures
- Revise school catalog - financial aid section
- Monitor the financial aid section of the school's website
- Determine and construct student financial aid budgets
- Disburse student awards
- Submit required reports (Institutional, State, Federal)
- Reconcile Title IV funds and scholarships monthly
- Process Return of Title IV (R2T4)
- Perform student satisfactory academic progress (SAP) evaluations
- Oversee department budget
- Implemented partnership with AccessLex Institute to provide financial literacy to students
- Advertise and promote financial aid programs and events
- Participate in admissions and recruitment events and programs
- Determine the best technology for automating and streamlining student financial aid processes
- Prepare for audits and program reviews, when applicable.

#### Committees

- Financial Aid Appeals & Exceptions
- Scholarship Committee
- SULC Reaffirmation Leadership Team - Southern Association of College and Schools (SACS)
- Quality Enhancement Program (QEP) Committee

#### Baton Rouge Community College Director of Financial Aid & Scholarships

December 2002-March 2012

- ERP, Financial Aid Core Team Leader for Banner Implementation LCTCS (system wide), 2011-2012
- Transmission of data using Edconnect, Secure Shell, and Banner
- Revised policies & procedures
- Revised school catalog/schedule- financial aid section
- Developed and revised/updated unit plans/unit review
- Implemented the Federal Direct Loan program, 2009
- Developed & submitted a Default Prevention Plan
- Maintained/Monitored departmental budget
- Disbursed all student awards
- Submitted required reports (Institutional, State, Federal)
- Reconciled funds administered monthly
- Packaged student accounts
- Supervised staff and completed staff evaluations
- Trained new financial aid staff
- Processed Return of Title IV (R2T4)
- Oversee all other aspects of the financial aid office: counseling, awarding of federal, state, and institutional aid, verification packaging, grants, scholarships, compliance, multiple reporting records (MRR), student employment, veterans affairs
- Advertised and promoted financial aid programs and events
- Local TV appearance to promote new programs
- Created and maintained the One Stop Shop monthly newsletter "Bear Mail"
- Low/moderate, day/overnight travel

#### Awards/Achievements

- 2007, Outstanding Professional Staff
- 2006-2007 LCTCS, Leadership Development Institute (LDI), Graduate

#### Committees

- Chair, Financial Aid Appeals & Default Prevention
- Co-Chair, Academic Appeals & Exceptions
- Chair, Scholarship Quality Team
- Chair, Professional Judgment Committee
- Leadership Retreat Planning Committee
- Women's History Month Committee
- Southern Association of College and Schools (SACS) Reaffirmation
  - Chair, Mission and Governance Sub Committee
- Several search committees for various areas of the college
- High School Counselors' Luncheon Planning Committee
- Building STARS Committee
- An Evening With.. Annual Fundraiser Event Planning Committee
- BRCC Banner Users Group (BBUG) Quality Team

*Assistant Director of Financial Aid*

August 2006-September 2006

- Worked with all facets of financial aid: awarding, counseling, verification, packaging, grants, scholarships, and compliance
- Managed Federal Work Study Program
- Processed scholarships
- Trained new financial aid staff
- Supervised office staff
- Processed Title IV funds
- Low/moderate, day/overnight travel
- Chair, Scholarship Quality Team
- Performed compliance review on all office programs, federal, state, and institutional
- Served on college committees, as assigned. Coordinate all Financial Awareness and Outreach Activities.
- Performed other duties as assigned by the Director.

*Senior Financial Aid Counselor*

July 2004-August 2006

- Worked with all facets of financial aid: awarding, counseling, verification, packaging, grants, scholarships, and compliance
- Managed Federal Work Study Program
- Processed scholarships
- Trained new Financial Aid Staff
- Supervised office staff in the absence of the Director of Financial Aid
- Processed Title IV funds
- Low/moderate, day/overnight travel

*Property Control Coordinator*

December 2002 – June 2004

- Coordinated all aspects of property control and inventory operations in accordance with Title 34 of Louisiana state law and/or federal regulations
- Conducted the annual physical inventory for annual certification.
- Reconciled assets at annual fiscal year end
- Compiled a Moveable Property policy & procedures manual
- Served as backup to the bursar's office and accounts payable (check printing, payroll processing, bank deposits, student accounts, refunds)

**PROFESSIONAL AFFILIATIONS:**

- Member 2018, National Society of Leadership and Success, Sigma Alpha Pi
- Member 2018, Golden Key International Honour Society
- Member National Association of Student Financial Aid Administrators (NASFAA) since 2004
  - Conference Task Force, 2021
  - Conference Mentor Task Force, 2019
- Member, Louisiana Association of Student Financial Aid Administrators (LASFAA) since 2004
- Member, Southwest Association of Financial Aid Administrators (SWASFAA) since 2007
- Member, Vice Chair, Louisiana Student Financial Assistance Commission (LASFAC) Advisory Committee 2008-2010
- Chair, Louisiana Association of Student Financial Aid Administrators (LASFAA) Cost of Attendance Budget Committee, 2008-2009
- Committee Member, Louisiana Association of Student Financial Aid Administrators (LASFAA), Membership Committee, 2009-2010
- Member, Louisiana Association of Women in Higher Education (LAWHE), 2006-2008

**COMMUNITY SERVICE, ACCOMPLISHMENTS, AND SKILLS:**

- **Member, Alpha Kappa Alpha Sorority, Incorporated**
  - Served as Treasurer and Budget Committee Chair for 4 years, 2014-2017
  - Chaired the Audit Committee, 2020
  - South Central Regional Investigations/Evaluations Team, 2016-2017
- **Member, Southern University Alumni Federation**
- **NASFAA Credential Professional**
  - Satisfactory Academic Progress, 2019
  - Consumer Information, 2022
- **Microsoft Windows Applications- Word, PowerPoint, Outlook, Excel, Publisher**
- **Student Information System – Banner, functional user; Argos; Population Selection**

<b>Position Title:</b>	Associate Vice Chancellor for Financial Aid Services
<b>Organization:</b>	Southern University Law Center
<b>Location:</b>	Baton Rouge, Louisiana
<b>Reports to:</b>	Vice Chancellor for Finance and Administration
<b>Hours:</b>	Full time, salaried
<b>Conditions of Employment:</b>	Administrative (Unclassified)

**Position Description:**

Manages the delivery of financial aid services for the Law Center through its Office of Financial Aid (OFA).

**Functional relationships:** Works closely with the Chancellor, the Vice Chancellor for Finance and Administration, and other departments as necessary and maintains regular contact with the appropriate Baton Rouge campus personnel.

**Essential Functions:**

- Reports to the Vice Chancellor for Finance and Administration for the Law Center.
- Maintains a current knowledge of state and federal funding programs, policies, and regulations by external authorities through reading and reviewing documentation, professional memberships, attending conferences and workshops.
- Develops and implements financial aid forms and policies and procedures for awarding and distribution of funds to eligible students in a timely, accurate, and equitable manner and for external reporting mandates for the Law Center.
- Disseminates relevant information to students relevant to the Student Loan Process.
- Determines and constructs student financial aid budgets.
- Interact with students and staff on loan processing.
- Encourage students to participate in Financial Literacy Programs to better manage student loan debt.
- Primary Point of Contact for all agencies impacting Financial Aid at the Law Center.



- Determine that the latest technology available is in use to maximize the OFA efficiency for students and staff.
- Responsible for staff professional development through attendance at relevant conferences and internal organizational cross training.
- Hires, trains, supervises, and evaluates the financial aid staff.
- Disseminates relevant information to staff as appropriate.
- Submits an annual unit plan for assessment goals annually.
- Prepares for audits and program reviews, when applicable.
- Performs other duties and assume additional responsibilities as required by the Vice Chancellor of Finance and Administration and or the Chancellor.

**Qualifications:**

Must possess master's degree or bachelor's degree with commensurate experience in financial aid services. Demonstrate leadership, excellent communication and interpersonal skills and good judgment. Ability to formulate and articulate policies and demonstrate an ability to identify, resolve, and consult on a wide range of administrative and personnel issues with a clear sense of institutional needs and priorities. Strong organizational and management skills.



## SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

### OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

November 7, 2022

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: Position Vacancy Authorization and Announcement Waiver Request

Dear President Shields:

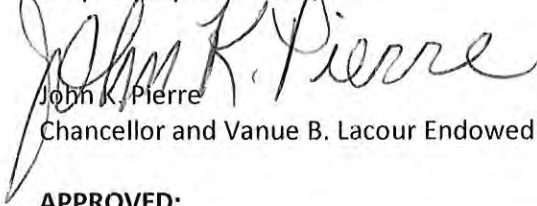
Southern University Law Center has identified Charnel Jackson as a Mental Health Counselor. Ms. Jackson is currently a contractor with Southern University Law Center and provides mental health counseling to SULC students. Ms. Jackson has a Bachelors degree and Masters degrees from Southern University and A&M College. Ms. Jackson has an extraordinary track record with SULC students.

Ms. Jackson's portfolio provides SULC with a qualified candidate to assist in fulfilling the goals and objectives of Southern University Law Center in providing mental health counseling services to its students.

As a SULC Mental Health Counselor, Ms. Jackson's salary will be set at \$78,000. The market rate for a mental health counselor is approximately \$67,946 to \$89,518. Ms. Jackson's start date is January 1, 2023.

Therefore, this letter is to request a Position Authorization and Vacancy Announcement Waiver for the Mental Health Counselor Position at Southern University Law Center and authorization to waive search. This waiver would allow us to permanently appoint Ms. Jackson to this position and negate the long and unnecessary process of conducting interviews and screening.

Respectfully requested,



John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor

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

Dennis J. Shields, President/Chancellor

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 01/01/2023 To 06/30/2024  
 Effective Date 01/01/2023

Name Charnel Jackson XXX-XX-2873 Sex F Race\* B  
(Last 4 digits only)

Position Title: Mental Health Counselor Department: Law Center-Institutional Support

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

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

Years Experience 17 Southern University Experience 2

Degree(s): Type/Discipline (BA-Education): MA Institution/Location (SU-Baton Rouge): Southern University and A&M College Year: 2005  
BS. Southern University and A&M College 1999

Current Employer Southern University Law Center

**Personnel Action**

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

Recommended Salary \$78,000.00 Salary Budgeted \$78,000.00

Source of Funds General Appropriation

Identify Budget: State BOR10 Location 311001-31620-61002-36000  
 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
311001-31620-61002-36000	\$78,000.00
<b>Total</b>	<b>\$78,000.00</b>

\*See Reverse Side

Graduate School signature (if, applicable):

Marla Deparison 11/21/22  
 Supervisor Date  
Garry R. Hall 11/21/22  
 Vice Chancellor Date  
 Director/Personnel Date  
 President Date

Dean/Unit Head Garry R. Hall 11/21/22  
 Date  
 V/C for Fin. and Administration John K. Pierre 11/21/22  
 Date  
 Chancellor John K. Pierre 11/21/22  
 Date  
 Vice President/Finance John K. Pierre 11/21/22  
 Date  
 Business Affairs/Comptroller John K. Pierre 11/21/22  
 Date  
 Chairman/S.U. Board of Supervisors John K. Pierre 11/21/22  
 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 for Charnel Jackson as a Mental Health Counselor, Effective January 01, 2023.**

	<u>Daily</u>
<b>EMPLOYEE DIRECT SUPERVISOR:</b>	<u>Assoc. V/C, Marla Dickerson</u>
<b>NUMBER OF EMPLOYEES SUPERVISED, (if any)</b>	<u>14</u>
<b>HR USE ONLY: STATUS (circle one):</b>	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):**

<b>TYPE</b>	
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
BY	RA
	J1
	F1
	F0

*Cheryl R. Hall*

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

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

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

**CONTINGENT UPON AVAILABILITY OF FUNDS**

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

SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

\*\*\*\*\*

**POSITION VACANCY AUTHORIZATION**

\*\*\*\*\*

REQUEST THAT THE POSITION TITLE Mental Health Counselor AS DESCRIBED BELOW  
Innovation and Strategic Partnerships and Initiatives

(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 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).

Participate in mental health and wellness days sponsored by SULC, develops comprehensive treatment plans that focus on accurate diagnosis and behavioral treatment of problems for students enrolled in law school, refer crisis situations to designated mental health counselor, teaches clients anger management techniques, relaxation skills, impulse control, social skills, emotional coping skills, and functional living skills.

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

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<u>John K. Pierre</u>	<u>11/8/22</u>
		<b>Department Head</b>	<b>Date</b>
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<u>Gerry K. Hall</u>	<u>11/9/22</u>
		<b>Dean/Director/Supervisor of Budget Unit</b>	<b>Date</b>

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>Gerry K. Hall</u>	<u>11/9/22</u>
Signature	Date
Budget Number <u>311001-31630-61003-36000</u>	

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
Employee Class:	<u>MV</u>	Job Class:	<u>32500</u>
Verified By: <u>Mikhaela Williams</u>			<u>11/21/22</u>
			Date:

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<u>[Signature]</u>	<u>11/8/22</u>
		<b>Vice Chancellor</b>	<b>Date</b>
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<u>John K. Pierre</u>	<u>11/8/22</u>
		<b>Chancellor/Vice President</b>	<b>Date</b>
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	_____	_____
		<b>President</b>	<b>Date</b>

An Equal Opportunity Employer

# SOUTHERN UNIVERSITY

## L A W C E N T E R

### **Mental Health Counselor**

#### Job Duties

- Participate in mental health and wellness days sponsored by SULC.
- Develops comprehensive treatment plans that focus on accurate diagnosis and behavioral treatment of problems for students enrolled in law school
- Refer crisis situations to designated mental health counselor
- Teaches clients anger management techniques, relaxation skills, impulse control, social skills, emotional coping skills and functional living skills.
- Monitors patients prescribed psychotropic medications to assess effectiveness and side effects.
- Communicates with prescribing professionals regarding medication changes, issues with medicine compliance and efficacy of medications.
- Guides clients in understanding illnesses and treatment plans.
- Leads patients in individual therapy sessions.
- Diagnoses mental health, emotional and substance abuse disorders.
- Specializes in anxiety and mood disorders and utilizes Cognitive Behavioral Therapy.
- Assists law students with transitions, organizational skills and self-advocacy
- Provide specialized care for those who have trauma or sexual abuse histories.
- Engage with incoming students to discuss benefits of therapy as well as how to access services.
- Act as a liaison between students when appropriate, regarding mental and behavioral issues, with student consent.

#### Requirements and Skills

- Able to make professional evaluations, decisions, and recommendation for treatment planning and implementation.
- Current practitioner license through the state's clinical therapy board
- 3 years of experience in counseling or mental health
- Working knowledge of legal guidelines stipulating psychiatric admission requirements
- Able to work independently and as a positive member of a team
- Able to establish and maintain effective working relationships with mentally or emotionally disabled persons
- Excellent written and verbal communications skills
- Comfortable treating both routine and serious mental health illness
- Strong computer literacy skills

# CHARNEL JACKSON

## PROFESSIONAL OVERVIEW

Effective and creative therapist experienced in working with unique and challenging populations.

## CORE QUALIFICATIONS

- Experience in mood, anxiety and thought disorders
- Experience in personality disorders
- Communicates effectively with multidisciplinary treatment team
- Empathetic assessment
- Advocate for clients
- Experience with victims and perpetrators of sexual assault
- Teaches appropriate boundaries clients.
- Creative problem solver
- Experience facilitating group, individual and couples therapy

## ACCOMPLISHMENTS

Established regular training of new direct care staff to increase knowledge base and personal safety when working with sexual offenders.

- Employees now feel more confident in working with the population.

Adapted curriculum for treating sex offenders from materials specified for persons with an average IQ, to those with chronic mental illnesses and developmental delays.

- Group participation improved
  - Client's grasp of information provided and ability to utilize the information independently improved.
  - Group dynamics improved.

Facilitator and Speaker for numerous organizations on self care, mental health in the work place, mindfulness and grief counseling.

- Groups have learned valuable skills to improve the work or group environment.

## EDUCATION

December 2005

Mental Health Counseling, MA

**Southern University and A&M College** – Baton Rouge, Louisiana, United States

**Core Courses: Abnormal Psychology Theories of Personality, Development, Analysis of the Individual, Cognitive Behavioral Therapy, Behavioral Assessment Methods, Advanced Psychopathology & Family Systems**

May 1999

Psychology, BS

**Southern University and A&M College** – Baton Rouge, Louisiana, United States

C. Jackson, LPC – curriculum vitae

## PROFESSIONAL EXPERIENCE

08/2021 to Current

### Therapist - Independent contractor

**Southern University Law Center** – Baton Rouge, Louisiana

- Develops comprehensive treatment plans that focus on accurate diagnosis and behavioral treatment of problems for students enrolled in law school
- Quickly responds to crisis situations when severe mental health and behavioral issues arise.
- Teaches clients anger management techniques, relaxation skills, impulse control, social skills, emotional coping skills and functional living skills.
- Monitors patients prescribed psychotropic medications to assess effectiveness and side effects.
- Communicates with prescribing professionals regarding medication changes, issues with medicine compliance and efficacy of medications.
- Guides clients in understanding illnesses and treatment plans.
- Leads patients in individual therapy sessions.
- Diagnoses mental health, emotional and substance abuse disorders.
- Specializes in anxiety and mood disorders Cognitive Behavioral Therapy.
- Assists law students with transitions, organizational skills and self-advocacy

04/2010 to Current

04/2010 -07/2018 - part time

07/2018 – current – full-time

### Therapist - Independent contractor

**Skinner and Associates** – Zachary, Louisiana

- Develops comprehensive treatment plans that focus on accurate diagnosis and behavioral treatment of problems.
- Quickly responds to crisis situations when severe mental health and behavioral issues arise.
- Teaches clients anger management techniques, relaxation skills, impulse control, social skills, emotional coping skills and functional living skills.
- Monitors patients prescribed psychotropic medications to assess effectiveness and side effects.
- Communicates with prescribing professionals regarding medication changes, issues with medicine compliance and efficacy of medications.
- Guides clients in understanding illnesses and treatment plans.
- Leads patients in individual, family, group and marital therapy sessions.
- Diagnoses mental health, emotional and substance abuse disorders.
- Specializes in anxiety and mood disorders for adolescents and adults utilizing Cognitive Behavioral Therapy.



**09/2017 to 07/2018**

**Clinical Director**

**Novice House of Baton Rouge** – Baton Rouge, LA

- Responsible for all clinical issues within the office
- MST Supervisor
- Clinical Assessments & authorizations
- Supervision and training of employees

**10/2008 to 09/2017**

**Professional Counselor**

**Eastern Louisiana Mental Health System** – Jackson, Louisiana

- Provision of individual and group therapy for chronically mentally ill sex offenders and victims of sexual assault who have been deemed incompetent to stand trial or not guilty by reason of insanity.
- Administered penile plethysmographs.
- Referenced and used various therapy techniques, including good live models and cognitive behavioral therapy.
- Consulted with psychiatrists about client medication changes, issues with medicine compliance and efficacy of medications.
- Guided clients in understanding illnesses and treatment plans, as well as the forensic system and their charges.
- Collaborated closely with treatment team to appropriately coordinate client care services.
- Established and maintained a database of client population and monitoring of treatment plans.
- Served as lead clinician for patients with clients who have inappropriate sexual behavior in addition to bipolar, depression, anxiety and personality disorders.
- Quickly responded to crisis situations when severe mental health and behavioral issues arose.

**02/2008 to 12/2009**

**On Call Crisis Counselor**

**Generation Individual & Family Treatment Services, LLC** – Baker, LA

- Provided in home crisis counseling for families of children with chronic or serious mental illnesses or behavioral health conditions.
- Also provided in home crisis counseling for adults with chronic and serious mental illnesses.
- Triage calls to determine appropriate level of response.
- Formulated safety plans.
- Determined if clients required inpatient hospitalization.
- Communicated with staff to ensure follow-up within 24-48 hours of crisis.

**06/2007 to 10/2008**

**Child Welfare Specialist II**

**Office of Community Services** – Baton Rouge, Louisiana

- Included, but were not limited to, specialized child welfare services for the safety, permanency and wellbeing of children and families as mandated by state and federal law.

C. Jackson, LPC – curriculum vitae

- Provided counseling and other supportive services for clients and the arrangement of services from community-based resources.
- Completed and implemented treatment plans for the family.
- Assessed and wrote treatment plans and weekly progress notes for each client assigned to caseload.
- Referred clients to outside social service providers to address psychiatric and personal issues.
- Built positive rapport with law enforcement officers, court officials and community service agencies.
- Advocated for the best interest of children in care
- Communicated regularly with family members and significant others during the treatment process.
- Referred family members to outside support options to help them cope during times of increased stress.
- Communicated with local agencies, schools, churches, courts and employers regarding client involvement and attendance in programs.

**09/2006 to 06/2007**

**Primary Therapist**

**Oakhaven Community Mental Health Center – Baker, Louisiana**

- Facilitated group and individual therapy for mentally ill adults and geriatrics.
- Administered discipline appropriately and set limits for behavior.
- Referred family members to outside support options to help them cope during times of increased stress.
- Selected and compiled relevant information and resources for clients to support them in overcoming mental and emotional problems.
- Assessed and wrote treatment plans and weekly progress notes for each client assigned to caseload.
- Completed documentation for all clients attending group sessions.

**03/2007 to 09/2006**

**Therapist**

**Synergy Behavioral Health – Baton Rouge, Louisiana**

- Facilitated group and individual therapy for mentally ill adults and geriatrics.
- Administered discipline appropriately and set limits for behavior.
- Referred family members to outside support options to help them cope during times of increased stress.
- Selected and compiled relevant information and resources for clients to support them in overcoming mental and emotional problems.
- Assessed and wrote treatment plans and weekly progress notes for each client assigned to caseload.
- Completed documentation for all clients attending group sessions.

**07/2005 to 12/2005**

**Intern**

**Synergy Behavioral Health – Baton Rouge, LA**

- Duties; Facilitator of group and individual therapy for chronically and seriously mentally ill adults and geriatrics,
- Completion and maintenance of treatment plans for patients.

**02/2005 to 01/2015**

**Volunteer**

**Baton Rouge Rape Crisis Center** – Baton Rouge, Louisiana

- Provided support to victims of sexual assault and their families as well as assisted in helping the survivor to remain calm during the collection of forensic evidence.
- Co-facilitated survivor support group.
- Answered Crisis Calls

**02/2005 to 06/2005**

**Practicum Intern**

**Baton Rouge Rape Crisis** – Baton Rouge, LA

- Facilitated individualized counseling to victims of sexual assault and their families, both face to face and via the telephone.

**09/1999 to 04/2005**

**Head Therapeutic Community Counselor**

**Jetson Correctional Center for Youth** – Baker, Louisiana

- Facilitated cognitive behavioral programs with offenders in a group setting.
- Facilitated group and individual counseling for incarcerated juvenile offenders who had a substance abuse history or substance related charges.
- Provided liaison services for the multidisciplinary treatment team, the court system, and juvenile probation and parole.
- Supervised employees in absence of supervisors.
- Completion and maintenance of treatment plans.
- Assessed and wrote treatment plans and weekly progress notes for each client assigned to caseload.
- Administered discipline appropriately and set limits for behavior.
- Conducted individual counseling sessions to address physical, mental, social and emotional problems caused by substance abuse.
- Conferred with parents and guardians, teachers and administrators to resolve clients' behavioral and academic problems.
- Answered phone calls concerning clients, managed complaints and responded to requests for information.
- Maintained positive relationships with offenders and their families through visits.
- Offered transitional services for program offenders, including referral to appropriate community agencies and organizations.
- Conducted disciplinary hearings for juvenile offenders.

**07/1998 to 08/1998**

**Researcher**

**Southern University and A&M College and The National Science Foundation** – Baton Rouge, LA

- Conducted a research study entitled, "The Relationship between Depression, Decision Making & Selected Demographics in African American College Women".

## **MEMBERSHIPS/SCHOLARLY SOCIETIES**

Louisiana Counselors Association  
Delta Sigma Theta Sorority, Inc.

## **LICENSURE**

Licensed Professional Counselor - March 2008 – Present

## **PRESENTATIONS AND SPEAKING ENGAGEMENTS**

- Baton Rouge Delta Alumnae Chapter of Delta Sigma Theta Sorority, Inc. – Health Fair Participant
- Louisiana Housing Finance Agency – Accessing Benefits and Work/Life Balance
- Louisiana Housing Finance Agency – Outpatient Behavioral Health Services
- Louisiana Tri-Parish Alumnae Chapter of Delta Sigma Theta Sorority, Inc. & Delta Tau Chapter of Omega Psi Phi Fraternity, Inc – Panelist for Men Cry in the Dark
- Southern University Law Center – Mindfulness Presentation
- Southern University Law Center – Wellness Day Vendor
- Magellan Employee Assistance Program – Mental Health in the Workplace
- Magellan Employee Assistance Program – Critical Incident – Grief Counseling
- Louisiana Tri-Parish Alumnae Chapter of Delta Sigma Theta Sorority, Inc., - Self Care
- Ascension Parish School Counselor's Association – Self Care
- Louisiana Association of Special Education Administrators State Conference – Self Care
- Zion Traveler Baptist Church – Greif and Loss
- Undisclosed Group – Conflict Resolution & Burning Ceremony
- Louisiana Tri-Parish Chapter of Delta Sigma Theta Sorority, Inc. – Drowning Ceremony
- 2020 Louisiana Action Coalition Core Leadership Team and the Culture of Health Summit – Mental Health and the Community – Suicide, Substance Abuse and Domestic Violence
- 2021 LSU School of Social Work Virtual Conference – Mental Health and Covid 19.



## SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

October 17, 2022

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: Director of Travel Services

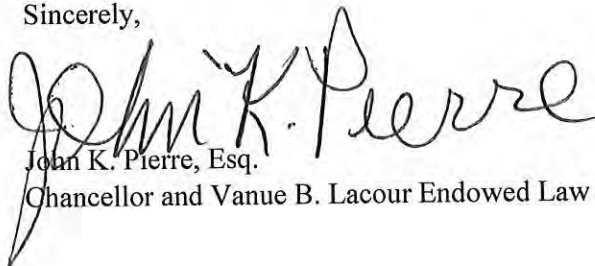
Dear President Shields:

The Southern University Law Center (SULC) to ensure that all aspects of travel adhere to the guidelines of the Office of State Travel and the Federal Government will require establishing a travel department and having someone to oversee this department. I hereby am requesting your approval to establish a travel department and appoint Ms. Karvett Tillery as the Director of Travel Services. Ms. Tillery will oversee every aspect of this department to ensure that it functions efficiently. The annual salary for this position will be \$90,000 effective December 1, 2022. I am requesting that the search for this position be waived and have attached Ms. Tillery's resume, job description, and Position Vacancy Authorization for your review.

I am requesting that this request be placed on the Board of Supervisors' agenda for the November 25, 2022, board meeting.

Should you have any questions, 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				
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 \_\_\_\_\_

**Profile of Person Recommended**

Length of Employment 12/01/2022 To 06/30/2023  
 Effective Date 12/01/2022

Name Karvett Tillery XXX-XX-6345 Sex F Race\* B  
 (Last 4 digits only)

Position Title: Director of Travel Services 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 28 Southern University Experience 1

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>MPA, Public Policy Concentration</u>	<u>Southern University and A&amp;M College</u>	<u>1994</u>
	<u>BS.</u>	<u>Southern University and A&amp;M College</u>	<u>1983</u>

Current Employer Southern University Law Center

**Personnel Action**

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

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

Source of Funds General Appropriation

Identify Budget: State Location 311001-36110-61002-36000  
 Form Code: BOR10 Page 1 Item # 1

Change of: From To

Position Financial Analyst & Special Officer Director of Travel Services  
 Status \_\_\_\_\_  
 Salary Adjustment \$65,410.80 \$90,000.00

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
311001-36110-661002-36000	\$90,000.00
<b>Total</b>	<b>\$</b>

\*See Reverse Side

Graduate School signature (if, applicable):

<u>Gerry K. Hall</u> Supervisor Date <u>11/02/22</u>	<u>Gerry K. Hall</u> Dean/Unit Head Date <u>11/02/22</u>
<u>Sharon D. Vance</u> Vice Chancellor Date <u>11/1/22</u>	<u>John K. Fene</u> V/C for Fin. and Administration Date <u>11/02/22</u>
_____ Director/Personnel Date _____	<u>Gladys McEnt</u> Chancellor Date _____
_____ President 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 for Karvett Tillery to Director of Travel Services, Effective December 01, 2022.**

**EMPLOYEE DIRECT SUPERVISOR:** Daily  
Vice Chancellor, Terry Hall

**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. I.D. # \_\_\_\_\_  
DATE 11-02-22  
BY Terry K. Hall  
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**

SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

\*\*\*\*\*

**POSITION VACANCY AUTHORIZATION**

\*\*\*\*\*

REQUEST THAT THE POSITION TITLE Director of Travel Services AS DESCRIBED BELOW

Financial and Business 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 Director of Travel Services will direct the operations of the travel department and all travel related services. Administer and monitor the travel policies, and guideline to deliver efficient travel arrangements. The Director of Travel will be responsible for all aspects of SULC travel by managing travel arrangements, organize and monitor travel expenses, train staff, and audit travel documents.

Salary/Range: \$80,000 - \$95,000 Previous Incumbent (if replacement):

Approved  Disapproved Gerry R. Hall 10/18/22  
Department Head Date

Approved  Disapproved Gerry R. Hall 10/18/22  
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>10/18/22</u>
Signature	Date
Budget Number <u>511001-36110-61002-36000</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 PH J. V. 10/18/2022  
Vice Chancellor Date

Approved  Disapproved John K. Pierre 10/18/22  
Chancellor/Vice President Date

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

An Equal Opportunity Employer



### Director of Travel Services

The Director of Travel Services will direct the operations of the travel department and all travel related services. Administers and monitors the travel policies, guidelines to deliver efficient travel arrangements.

The Travel Director is responsible for all aspects of SULC travel, and will manage travel arrangements, organize and monitor travel expenses, train staff, and audit travel documents.

- Manage, audit, and process all travel-related documents.
- Assist in the development of strategic travel policies and procedures.
- Provide periodic training sessions with faculty, staff, and students.
- Provides annual training for CBA cardholders.
- Stay informed of Federal and State policies regarding travel.
- Supervises travel department staff.
- Administers and monitors the travel policies, guideline from the Office of State Travel and The Federal Government

# KARVETT TILLERY

SENIOR ACCOUNTANT and ADMINISTRATOR

## OBJECTIVE

To obtain an advanced level position with an organization that yields practical opportunities, experience, and knowledge for career advancement.

## EDUCATION

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

5/1994, Master of Public Administration  
(MPA), Public Policy Concentration

12/1993, Bachelor of Science (BS),  
Accounting

## EXPERIENCE

10/21 -present Southern University Law Center, BR  
Financial Analyst and Special Officer

Works in the Financial Affairs departments. Reconcile monthly cash account, Student Bar Association account (SBA); create new vendors; set up new grant in the database and assign GL numbers; Program Administrator for the Travel Department; respond to all compliance issues; implement travel policies and procedures within guidelines of the Office of State Travel and The Southern University System; provide travel training for SULC; provide training and establish policies to CBA cardholders; serve as liaison with the Office of State Travel and other duties as assigned.

6/20 - 9/20 LA Veterans Home, Jackson, LA  
Accountant Supervisor II (CFO)

Directs all aspects of the accounting and fund management activities. Direct supervision and oversees the Accounting Department, Medicare and private billing, Residential Banking for residents, Accounts Payable and Inventory. Prepares Annual Fiscal Statements (AFR) Schedule of Expenditure of Federal Awards (SEFA) Report, Veterans Home Annual Budget and assists with the preparation of departmental budgets.; Bank Reconciliation; Monitored Revenue and Expenditures; prepared projections vs budget projections. Responds to audit finding and developed policies and procedures regarding the Residents Trust Funds. Trained staff on Excel.

11/18-6/20 Southern University Alumni Federation, Baton Rouge, LA  
Associate Director/Controller

Oversees the accounting department. Implemented policies and procedures and computerized the accounting department which enable the tracking of revenue and expenditures. Reconciled monthly bank accounts and holding accounts. Prepared monthly financial reports and quarterly payroll reports, deduction reconciliation and prepared year end reports. Monitored revenue and expenditures and prepared annual revenue and expenditures reports.

and revised the current procedures used by the accounts payable, account receivable and the billing departments. Prepared close out expenditure reports for grants. Coordinate annual audit, prepare year end trial balance for external auditors and work with the auditors gathering all requested information requested during their field work.

Manage all Human Resource functions. Executed cost effective changes to the existing benefits plans and organized, implemented, and automated an effective Human Resource department. Serve as mentor, trainer for intern students attending Louisiana State University (LSU), Southern University (SU) and Baton Rouge Community College (BRCC).

**01/03 – 09/09 Public Consulting Group, Inc., Baton Rouge, LA  
Reimbursement Specialist**

Manages Louisiana Department of Health & Hospitals (DHH) reimbursement programs for all institutional services providers; complies and assist in the preparation of annual Cost Reports for: DHH's Mental Facilities, DHH's Home Office, the Community Mental Health Clinics, Wage Index Report and Uncompensated Care Cost Reports. Responsible for identifying and resolving medical billing and claims issues relating to Medicare, Medicaid, and Private Insurance Carriers; analyzes national issues on reimbursement; oversees all cost estimates, projections and comparative analysis for Medicare and Medicaid programs with DHH.

Conducts time study training for physician; complies physician time studies for time allocation, oversees contractual agreement database; attends audit entrance and exit conferences to represent DHH's position on audit adjustments; recommends administrative resolutions to audit adjustments and serve as liaison for DHH and the Fiscal Intermediaries as it pertains to issues regarding cost reporting for DHH's Mental Facilities. Identifies data reporting weakness and develops processes to enhance internal reporting. Developed and implemented policies and procedures to support Agency-wide financial management. Evaluated complex accounting processes on a continuing basis. Established, reviewed, and enforced internal control policies, standard and guidelines to ensure federal, state, and local laws were adhered to.

**12/98- 03/01 Administrative & Financial Management, Inc., Baton Rouge, LA  
Chief Operating Officer/Comptroller**

Oversee the day to day operation of the management company which includes all aspects of financial management; budgeting, payroll processing and year end reports, accounts payable, account receivable, medical claims billing, posting and resolving all billing related issues, reconcile monthly bank statements, generate monthly financial statements, prepare Corporation Taxes and prepare annual cost reports for both home office and home health agency. Also, manages and promotes marketing for home health agencies in Jeanerette, and Morgan City, LA. Serve as liaison for home health agency and Fiscal

**Baton Rouge, LA, Supervisor of Teller Department;**

Responsible for excellent member services and maintain member satisfaction. Received cash and checks for deposit, verified amounts, and examined checks for proper endorsement. Cashed checks and disbursed monies verifying proper signatures, endorsements, and members account balances. Explained, promoted, and sold credit union products and services. Posted journal entries and reconcile monthly bank account. Posted and reconciled transactions for satellite branches. Supervised and trained tellers on customer services and member's satisfaction. Balanced and audited money orders and traveler's checks, prepared annual departmental budget, coordinator of marketing for teller department.

**03/84-01/88 American Bank, Baton Rouge, LA**

***Teller/Vault Teller***

Provided excellent member services and maintained member satisfaction confidence. Received cash and checks for deposit, verified amounts, and examined checks for proper endorsement. Cashed checks and disbursed monies verifying proper signatures, endorsements, and members' account

balances. Explained, promoted and sold bank products and services. Supervised and trained tellers on customer services and members satisfaction. Vault teller and responsible for ordering money for the branch and replenishing tellers' cash and Back up customer service representative assisting members with opening and closing accounts.

**02/83-03/84 Southern University Comptroller's Office, Baton Rouge, LA  
Account Payable Clerk**

Responsible for preparing and posting journal entries in the main system for grants, account payable, purchase order and travel requests vouchers and a cashier during student registration.

**KEY SKILLS —**

Managerial and fiscal experience  
Pre and Post Award Administration  
Training and Experience  
Excellent oral, written and  
interpersonal skills  
Grant writing and fund development  
experience  
Conference and Event Planner  
experience

**KEY SKILLS**

- Word Processing – Microsoft Word and Word Perfect.
- Spreadsheet – Microsoft Excel, Microsoft Access
- Accounting – Peachtree, QuickBooks, Quicken, Real World Accounting, Advanced Business System (ABS) PAMS.
- Presentation Software – PowerPoint, Corel Presentations, Freelance Graphics, PageMaker, My Publisher, Print Shop Deluxe, Microsoft Publisher and Front Page Express.
- ISIS, CFMS and AFS state systems Administered and monitored Federal and State grants

on Excel and QuickBooks.

Also, worked with fund development and assistance coordinating events.

**1/1984 – Present KTQ Accounting/Tax Services, Inc., Baton Rouge, LA  
Chief Operating Officer**

Oversee the day to day operation and management of the corporation. Develop and implement policies and procedures manuals. Develops and maintains statistical information. Manages and coordinates staff training and provides informal feedback. Advise small businesses, corporations, not for profit on business start-up and strategic planning. Provides strategic planning, consulting, and technical support. Write business plans with emphasis on product or service marketing. Provides professional accounting service; reconciling bank statements and general ledgers, payroll processing and quarterly payroll liabilities reports; income tax preparation for individuals, business, corporations and not for profit organizations, consulting to small business owners and tax clients. Train on various software namely: Peachtree, QuickBooks, and Servant Keeper. Proficient in Excel.

**05/13 – 10/18 Dept of Family and Children Service, Baton Rouge, LA  
Accountant III / Program Specialist**

Review grants, contracts and amendments and audit invoices for processing in accordance with DCFS contract policies and the Contract Unit's policies and procedures. Provide quality customer service; prepare audit confirmations and respond to liens and levy inquires within the time frame; maintain contract budget worksheets. Prepared closed out reports for the grants as well as quarterly reports. Monitored expenditures on Excel spreadsheet; Processed contracts; communicated with auditors, vendor to provide information; technical assistance/resolving problems and responding to audit findings.

**10/09 - 9/11 Family Services of Greater Baton Rouge, Baton Rouge, LA  
Finance & Human Resources Director**

Oversee the day to day financial operation of Family Services of Greater Baton Rouge, a not for profit organization with approximately \$4.5M budget with 96 full time employees and 35 part time employees. Exercise authority and control over the agency's finances, including budget, expenditures, and funding requests. Manages, oversees, advises, and make recommendations regarding all areas of the financial operation of the agency.

Prepares agency's annual budget, manages expenditures, and forecast short and long-term budgeting within the departments and agency, supervise payroll and made certain that payroll reports were submitted timely and prepared year end reports electronically, accounts payable, and the account receivable departments.

Also, oversee the medical billing department, preparing claims, posting payments, and resolving all billing related issues.

expenditures. Coordinate health fairs and marketing for the agency.

**09/96-12/98 Brown & Associates Consultants, Inc., Baton Rouge, LA  
Chief Financial Officer**

Oversee the day to day function of the Accounting Department. Supervise A/R, A/P, Payroll, and billing departments. Substantiates and justified expenditures and expense reports. Reconciled monthly bank statements and prepared monthly financial statements and presented financials to senior management; randomly audited patient charts and billing; post insurance payments and reconcile patient accounts weekly. Prepare agency's annual Cost Report and Corporation Taxes. Supervise and prepare and post monthly journal entries

and reconcile general ledger. Prepare agency annual budget including forecasting potential revenue. Prepared quarterly payroll reports and coordinate annual audit. Developed and implemented fiscal and internal control policies and procedures. Train staff on policies; assisted in computer maintenance and training. Serve as liaison for Intermediary & Auditors.

**01/95-09/96 Eastside Community Health Center, St. Gabriel, LA  
Fiscal Manager/ Assistant Director**

Responsible for day to day operation of Clinic; oversees accounting including accounts payable, accounts receivable departments, medical billing, and Human Resource Departments. Maintain analyze, summarized the general ledger accounts. Reconciled monthly bank statements, prepared monthly financials and presented financials to the financial committee and board of directors for their review and approval; processed payroll and payroll liability reports; submitted monthly liability amount due to appropriate agencies and prepared quarterly payroll reports. Coordinate annual audit. Supervised and train staff on policies and procedures and software training. Developed and implemented fiscal and internal control policies and procedures. Assist with grant writing and budget preparation submission for the yearly federal award renewal for the health clinic. Served as Problem Resolution liaison for Medicare, Medicaid and Private Payers, coordinator of community's annual health fair.

**03/91 - 12/94 Southern University, Baton Rouge, LA  
Center for Energy and Environmental Studies, Budget Analyst/Manager**  
Prepared in house budgets for ( over 15 grants) for Southern University- Center for Energy and Environment Studies (CEES), monitored all transaction for appropriate authorization, grant writing and budget justification for grant & proposal submission, developed in-house policies/procedures, liaison for university & funding sources, prepared & defended annual budget for department, generated monthly expense and progress reports, conducted in-service training for faculty, staff, support team and students; supervised undergraduate/graduate students, prepared grants close-out and progress

Strong supervisory and analytical skills

Detailed oriented

Budget Preparation

Budget Management

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#### AFFILIATIONS

Member of St. Mark United Methodist Church – Ex Financial Chairperson

Member of Virginia College Advisory Board

Member of Alpha Kappa Alpha Sorority, Inc. (AKA)

Member of National Association of Black Accountants (NABA)

Member of Women Accounting Association (WAA)

Member of Young Women Christian Association (YWCA)

Member of Society for Human Resource Management

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#### REFERENCES

**AVAILABLE UPON REQUEST**

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## SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

November 8, 2022

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: Director of Finance and Budgets

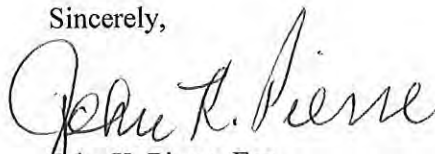
Dear President Shields:

The Department of Finance and Business Affairs who oversees the financial budget for the Southern University Law Center (SULC) requires an individual to oversee the areas of financial reporting, sponsored program accounting, cash management and operations, budget request, budget projections and other areas related to finance. The individual that previously held this position has been promoted to Associate Vice-Chancellor of Finance and Business Affairs. Therefore, there is a need to fill this position and Ms. Candice K. Webb who has worked in the Department of Finance and Business Affairs since 2017 is the ideal candidate.

The effective date for Ms. Webb will be December 1, 2022, with an annual salary of \$90,500. Attached is Ms. Webb's resume, job description, and the Position Vacancy Authorization requesting waiver for this position. I am hereby asking that this be placed on the board's agenda for approval by the Southern University Board of Supervisors at their November 25, 2022, board meeting.

Should you have any questions, 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	2	1	3	0
JOB CODE	M			
CAL ID	U			

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	3	M	9	9	2	1
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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 \_\_\_\_\_

**Profile of Person Recommended**

Length of Employment 12/01/2022 To 06/30/2023  
 Effective Date 12/01/2022

Name Candice Webb XXX-XX-7995 Sex F Race\* B  
 (Last 4 digits only)

Position Title: Director of Finance and Budgets 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 9 Southern University Experience 5

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>MBA</u>	<u>Southern University and A&amp;M College</u>	<u>2015</u>
	<u>BS.</u>	<u>Southern University and A&amp;M College</u>	<u>2013</u>

Current Employer Southern University Law Center

**Personnel Action**

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

Recommended Salary \$90,500.00 Salary Budgeted \$90,500.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-36110-61002-36000  
 Form Code: BOR10 Page 1 Item # 1

Change of:  
 From Accounting and Financial Analyst To Director of Finance and Budgets  
 Position \_\_\_\_\_ Status \_\_\_\_\_  
 Salary Adjustment \$72,450.00 \$90,500.00

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
311001-36110-61002-36000	\$90,500.00
<b>Total</b>	<b>\$</b>

Comments: (Use back of form)

\*See Reverse Side

Graduate School signature (if, applicable):

<u>Curtis L. Hall</u> <u>11/8/22</u> Supervisor /Date	<u>Curtis L. Hall</u> <u>11/8/22</u> Dean/Unit Head /Date
<u>Curtis L. Hall</u> <u>11/8/22</u> Vice Chancellor /Date	<u>John K. Visser</u> <u>11/8/22</u> V/C for Fin. and Administration /Date
_____ Director/Personnel /Date	<u>Brandon Malen</u> Chancellor /Date
_____ President /Date	_____ Vice President/Finance /Date
	_____ Business Affairs/Comptroller /Date
	_____ Chairman/S.U. Board of Supervisors /Date

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

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

Hispanic or Latino  Non-Hispanic or Non-Latino

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

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 for Candice Webb to Director of Finance and Budgets, Effective December 01, 2022.**

**EMPLOYEE DIRECT SUPERVISOR:** Daily  
Vice Chancellor, Terry Hall  
**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. I.D. # CODE EXPIRES  
 DATE 11/08/22  
 BY Terry K. Hall  
 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)

**CONTINGENT UPON AVAILABILITY OF FUNDS**

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS  SUBR  SULC  SUAREC  SUNO  SUSLA

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POSITION VACANCY AUTHORIZATION

\*\*\*\*\*

REQUEST THAT THE POSITION Director of Finance and Budgets AS DESCRIBED BELOW  
 BE AUTHORIZED AS A VACANCY FOR Southern University Law Center - Finance  
 (Department or Unit)

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

\*requires the approval of System President

**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 thru Human Resources).

The position of Director of Finance and Budgets will report to the Associate Vice Chancellor for Finance and Business Affairs at the SU Law Center. The primary functions of the combined position will include financial reporting, general accounting, sponsored program accounting, general ledger account maintenance, cash management and operations, chart maintenance, assist and manage the preparation of general operating budget and budget request, budget projections, budget Adjustments (BA-7s), budget reconciliation, position control, internal budget revisions, Banner Systems integration, develop policies and procedures, monitor internal controls for the finance and budget office. The incumbent will also be responsible for assisting internal and external auditors, manage and assist with year-end closing requirements and with the preparation of the annual financial Report.

Salary/Range: \$ - \$90,500 Previous Incumbent (if replacement):

Approved  Disapproved Gerry L. Hall 11/8/22  
 Department Head Date

Approved  Disapproved Gerry L. Hall 11/8/22  
 Dean/Director/Supervisor of Budget Unit Date

COMPTROLLER'S OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>Gerry L. Hall</u>	
Signature	Date
Budget Number	311001-36110-61002-36000

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS  SUBR  SULC  SUAREC  SUNO  SUSLA

\*\*\*\*\*

**POSITION VACANCY AUTHORIZATION**

\*\*\*\*\*

REQUEST THAT THE POSITION Director of Finance and Budgets AS DESCRIBED BELOW  
BE AUTHORIZED AS A VACANCY FOR Southern University Law Center - Finance  
(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

\*requires the approval of System President

Approved     Disapproved    *[Signature]*    11/14/22  
Vice Chancellor    Date

Approved     Disapproved    *[Signature]*    11/8/2022  
Chancellor/Vice President    Date

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

An Equal Opportunity Employer

# CANDICE K. WEBB

## Professional Summary

Regarded by mentors and peers as a highly motivated and hardworking individual who has achieved excellent results. Accounting professional with nine years of experience covering many financial areas including budgeting, financial reporting, ledger reconciliation and analysis and grant accounting.

## Highlights

- Financial Reporting
- Budgeting & Planning
- Grant Accounting
- Financial Accounting
- General Ledger Reconciliation

## Professional Experience

Southern University Law Center

July 2017-Present

Accounting and Financial Analyst Manager

- Prepare, maintain, and analyze balance sheets, income statements, and other financial records and reports
- Generate a variety of monthly and periodic reports and account summaries of the Law Center
- Perform grant accounting work related to federal, state or private grants; monitor expenditures and prepare billing requests.
- Records and monitors revenue and donations/gifts for the Law Center; ensure that cash receipts are posted to correct accounts.
- Reconcile financial ledgers by analyzing account information and preparing the appropriate journal entries
- Responsible for the Law Center's check process for vendor payments.
- Prepare and assist in the preparation of the year end closing and related financial reports.

Southern University and A&M College

May 2013-June 2017

Budget Director

- Perform budget preparation, review and monitor activities for the General Operating Fund
- Assist in developing and managing the program budget in accordance with the grant, federal, state and university regulations
- Monitor and forecast revenues and expenditures for the General Operating Fund
- Analyze department and accounting reports to maintain expenditure controls
- Develop, interpret and analyze budget reports and prepare budget projections
- Monitor and analyze salaries to ensure accuracy in employees' compensation
- Review operating budgets to analyze trends affecting budget needs.

## **Education**

**Southern University and A&M College** **May 2015**

Masters of Business Administration  
Cumulative GPA 4.0/4.0

**Southern University and A&M College** **May 2013**

Bachelors of Science in Accounting  
Cumulative GPA 3.4/4.0

## **Honors & Organizations**

- Southern University Spring 2015 Top MBA Graduate, 2015
- Southern University Master of Business Administration Student Association (Treasurer), 2014
- Beta Gamma Sigma International Business Honors Society inductee, 2011
- Member of National Association of Black Accountants (NABA), 2011
- Member of Delta Sigma Theta Sorority Incorporated (Economic Development Chair), 2011

# Southern University Law Center

## Position Description

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**Title:** Director of Finance and Budgets

**Department/Division:** Finance and Business Affairs

**Reports to:** Associate Vice Chancellor for Financial Affairs

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### **SECTION ONE: POSITION SUMMARY.**

The Director of Finance and Budgets is responsible for the operations of the accounting, finance, and budget functions. The responsibilities of the position include financial reporting, general accounting, sponsored program accounting, general ledger account maintenance, cash management and operations, chart maintenance and budget maintenance. Ascertain that all financial activities are processed in accordance with university policies and procedures, including budgetary controls and other internal controls and checks. Review contracts and grants to ensure operational and financial compliance with funding agencies rules and regulations. Review and maintain financial records and reports and prepare monthly and periodic financial reports as required.

### **SECTION TWO: ESSENTIAL RESPONSIBILITIES.**

1. Administer and control all transactions relative to accounting procedures and processes. If needed, develop operating procedures and policies for internal activities of the SULC.
  2. Manages the preparation of the general operating budget, budget projections, budget reconciliation, position control, budget request, official budget changes (BA-7's) and internal budget revisions.
  3. Supervise personnel in the following areas: Business Affairs Manager, Financial Affairs Special Project Officer and Accounting Specialist II.
  4. Possess a good theoretical and working knowledge of the cost principles of the applicable Circulars issued by the Office of Management and Budget, specifically OMB Circulars A-133 and A110 and the CFRs, specially 34 CFR.
  5. Assure the operation and maintenance of budgetary controls for general funds and grant funds to safeguard against deficit spending and to ensure compliance with federal and state regulations.
  6. Review student accounts and process refund checks when applicable.
  7. Process checks for vendors, employee travel reimbursements. Review bank transfer requests and journal entries needed to process charges on the LaCarte, Travel and CBA Cards.
  8. Serves as liaison between fiscal personnel, branch campus personnel, and Comptroller's Office personnel on fiscal matters as they relate to the legality and propriety of fiscal activities for SULC.
  9. Monitors and reviews all personnel actions forms and create new position numbers.
  10. Review and approve request for purchases of materials and services and employment of personnel based on the availability and adequacy of funding in accordance with the approved budget.
  11. Maintains financial records for contracts, grants and the SULC, including but not limited to the general ledger, all subsidiary ledgers, and schedule of expenditures and encumbrances.
  12. Review fiscal reports to ensure accuracy of data, prepare supporting schedules and make appropriate adjusting entries when necessary. Prepares financial reports and appropriate closing entries.
  13. Works with staff of the internal and external auditors, Board of Regents, Legislative Fiscal Office and Office of Planning and Budgets. Assist with fiscal audits with respect to SULC responsibilities and Special Projects as required, relative to position. Prepares impact statements for legislative fiscal notes.
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# Southern University Law Center

## Position Description

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14. Perform other duties and assume responsibilities as requested by the Chancellor and or your Department Head.

### **SECTION THREE: KNOWLEDGE, SKILLS, ABILITIES AND EDUCATIONAL REQUIREMENTS**

1. B. S. Degree in Accounting or an allied field.
2. Minimum of five (5) to ten (10) years' work experience in accounting, with knowledge of the applicable OMB Circulars and CFRs, purchasing cycle, general ledger procedures and reporting, financial preparation and analysis, three (3) years of which must have been at the management or supervisory level.
3. Excellent written and oral communication skills, effective organizational and negotiation skills and the ability to lead, mentor and motivate staff.
4. Ability to work collegially with diverse customers throughout the University community.
5. Proficient in use of MS Office, with emphasis on MS Excel and MS Word, with capability to learn and work within the organization's accounting system and software and other software applications as required.

### **SECTION FOUR: WORKING CONDITIONS.**

1. Office environment with a dedicated workspace.
  2. Some light to medium lifting is required (approximately 30lbs or less)
  3. During critical events, such as annual audit or short duration events and programs, etc. extra hours will be required, including after normal work hours and weekends.
-





## 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

October 24, 2022

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 credit for prior service by Associate Professor Katherine Macfarlane

Dear President Shields:

Associate Professor Katherine Macfarlane respectfully has requested that the Southern University Board of Supervisors consider her petition to the Board to exercise its discretion in granting her 4-years of probationary credit for prior service at other higher education institutions. Ms. Macfarlane has served as a faculty member for 5-years at the University of Idaho College of Law, 2-years at the Louisiana State University Paul M. Hebert Law Center, and 1-year at the Chapman University Fowler School of Law.

Attached are Professor Macfarlane's memorandum and CV for review by you and the Southern University Board of Supervisors for consideration at its November 25, 2022, board meeting.

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

Sincerely,

A handwritten signature in cursive script that reads "John K. Pierre".

John K. Pierre, Esq.

Chancellor and Vanue B. Lacour Endowed Law Professor

## Mary Johnson

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**From:** John Pierre  
**Sent:** Thursday, October 20, 2022 6:27 PM  
**To:** Mary Johnson  
**Subject:** Fw: Tenure credit request

Let's work on this for the November board meeting.  
John Pierre

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**From:** Katherine Macfarlane <Katherine.MacFarlane@sulc.edu>  
**Sent:** Thursday, October 20, 2022 9:46 AM  
**To:** John Pierre <Jpierre@sulc.edu>  
**Subject:** Tenure credit request

Dear Chancellor Pierre,

The tenure committee noticed that my request for tenure-track credit wasn't included in this month's board packet. Will it go in the next month's?

Thank you!

Kat

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# Memorandum

To: Chancellor John Pierre  
From: Katherine Macfarlane, Associate Professor of Law  
Subject: Request for Credit for Prior Service – Probationary Period of Four Years  
Date: September 16, 2022

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Pursuant to Southern University Law Center Faculty Handbook, FACULTY APPOINTMENT, RETENTION, TENURE, AND PROMOTION RULES AND PROCEDURE, part I, Section D and E pages 30-31, in part:

D. Faculty members initially employed at the rank of professor, associate professor or equivalent shall serve a probationary period of four years. At the end of the fourth year, a faculty member initially employed at the rank of professor or associate professor shall be evaluated at the results provided to that individual. In the event tenure is to be denied to such professor or associate professor, twelve (12) months written notice of termination shall be given. In the event tenure is to be awarded, the affected faculty member shall be informed in writing.

E. For the purpose of probationary period, credit shall be given for prior service within the Southern University System. Credit may be given for prior service at other institutions at the discretion of the Board.

I respectfully request that the Southern University Board exercise its discretion to grant me four years of probationary credit for prior service at another institution.

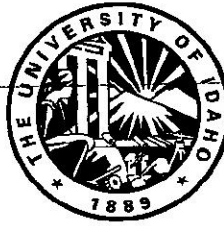
I was initially employed at the rank of Associate Professor at Southern University Law Center effective August 2021. My prior services includes employment at the rank of Associate Professor with tenure at the University of Idaho College of Law. For four years, I served as a tenure-track Associate Professor at the University of Idaho College of Law. Following my March 25, 2019 granting of tenure, I served as an Associate Professor with tenure at the University of Idaho College of Law for two years. A letter confirming my award of tenure, and my Curriculum Vitae, are attached.

In light of the above, if granted four years of credit, I shall be in position to be considered for tenure at Southern University Law Center.

Thank you for your consideration of this request.



Katherine A. Macfarlane  
Associate Professor of Law  
Southern University Law Center  
Email: katherine.macfarlane@sulc.edu



OFFICE OF THE PRESIDENT  
875 Perimeter Drive MS 3151  
Moscow ID 83844-3151

208-885-6365  
president@uidaho.edu  
uidaho.edu/president

March 25, 2019

Katherine Macfarlane  
College of Law

Dear Ms. Macfarlane:

It is an honor and a pleasure to officially notify you that upon the recommendation of Provost and Executive Vice President John Wiencek, you will be granted tenure at the University of Idaho effective with your appointment for 2019-2020. Congratulations!

Tenure carries with it many privileges and responsibilities. These privileges and responsibilities are as set forth in the policies of the Board of Regents of the University of Idaho and the University of Idaho, which may be amended from time to time. I trust that you will exercise these privileges wisely and discharge these responsibilities conscientiously according to university policy.

Best wishes for continued success and congratulations again on your accomplishments.

Sincerely,

  
Chuck Staben  
President

cc: John Wiencek, Provost and Executive Vice President  
Jerry Long, Term Dean, College of Law

**KATHERINE A. MACFARLANE**  
SOUTHERN UNIVERSITY LAW CENTER  
2 ROOSEVELT STEPTOE DRIVE • BATON ROUGE, LA 70813  
562-201-7208 • KATHERINE.MACFARLANE@SULC.EDU

**I. ACADEMIC APPOINTMENTS**

**2021–Present SOUTHERN UNIVERSITY LAW CENTER, BATON ROUGE, LA**

*Associate Professor of Law, 2021–Present*

Courses: Civil Procedure, Constitutional Law I, Constitutional Law II, Federal Jurisdiction

**2015–2021 UNIVERSITY OF IDAHO COLLEGE OF LAW, BOISE, ID**

*Associate Professor of Law, tenure-track (2015–2019)*

*Associate Professor of Law, with tenure (2019–2021)*

Courses: Civil Procedure, Civil Rights Litigation, Constitutional Law, Conflict of Laws, Federal Courts

**2019–2020 CHAPMAN UNIVERSITY FOWLER SCHOOL OF LAW, ORANGE, CALIFORNIA**

*Visiting Professor of Law, 2019–2020*

Courses: Civil Procedure, California Civil Procedure

**2013–2015 LOUISIANA STATE UNIVERSITY PAUL M. HEBERT LAW CENTER, BATON ROUGE, LA**

*Teaching Fellow and Assistant Professor of Professional Practice, 2013–2015*

Courses: Civil Rights Litigation, Disability Rights, Legal Writing & Research

**II. SCHOLARSHIP**

**ARTICLES (CITATIONS NOTED BELOW EACH ENTRY)**

1. *Accommodation Discrimination*, 72 Am. U. L. Rev. (forthcoming 2023)
2. *Section 1983 Dealmaking*, 97 TUL. L. REV. (forthcoming 2023)
3. *Disability Without Documentation*, 90 FORDHAM L. REV. 59 (2021)  
*Cited in* Sofia Ranchordás, *Empathy in the Digital Administrative State*, 71 DUKE L.J. 1341 (2022); Alexa Z. Chew, Rachel Gurvich, *Saying the Quiet Parts Out Loud: Teaching Students How Law School Works*, 100 NEB. L. REV. 887 (2022); Lihi Yona, *Identity at Work*, 43 BERKELEY J. EMP. & LAB. L. 139 (2022); Shirley Lin, *Bargaining for Integration*, 96 N.Y.U. L. Rev. 1826 (2021); Nicole Buonocore Porter, *Working While Mothering During the Pandemic and Beyond*, 78 WASH. & LEE L. REV. ONLINE 1 (2021); Peter Blanck et. al., *Diversity and Inclusion in the American Legal Profession: Discrimination and Bias Reported by Lawyers with Disabilities and Lawyers Who Identify As Lgbtq+*, 47 AM. J.L. & MED. 9 (2021).
4. *Procedural Animus*, 71 ALA. L. REV. 1185 (2020)  
*Cited in* Emily O'Hara, *Calling Strikes: The Sixth Circuit's Interpretation of the Prison Litigation Reform Act*, 63 B.C.L. REV. E-SUPPLEMENT II.-80 (2022); Alexis B. Thurston, *Triaging Lomax: An Urgent Proposal for Legislative Reform to Restore Judicial Protection in American Prisons*, 60 DUQ. L. REV. 150 (2022); Andrew T. Hayashi, *The Law and Economics of Animus*, 89 U. CHI. L. REV. 581 (2022); Jacob D. Charles, *Second Amendment Animus*, 116 NW. U. L. REV. 1 (2021); Chan Tov McNamarah, *Striking Out Animus: A Framework to Remedy Batson's Blind Spots*, 29 CORNELL J.L. & PUB. POL'Y 945 (2020).

ARTICLES (CONTINUED)

5. *Foreseeable Police Shootings*, 119 COLUM. L. REV. F. 283 (2019)  
*Cited in* Valena E. Beety, *Legal Support for Victim Compensation Funds for Police Violence Victims*, 21 NEV. L.J. 953 (2021); Jeffrey Fagan & Alexis D. Campbell, *Race and Reasonableness in Police Killings*, 100 B.U. L. REV. 951 (2020).
6. *The New Jim Crow's Equal Protection Potential*, 27 WM. & MARY BILL OF RTS. J. 61 (2018)
7. *Accelerated Civil Rights Settlements in the Shadow of Section 1983*, 2018 UTAH L. REV. 639 (2018), *Reprinted in* NLG Civil Rights Litigation & Attorneys Fees Handbook (2018)  
*Cited in* Tiffany R. Wright, Ciarra N. Carr, Jade W.P. Gasek, *Truth and Reconciliation: The Ku Klux Klan Hearings of 1871 and the Genesis of Section 1983*, 126 DICK. L. REV. 685 (2022); Daniel Rafferty, *Qualified Immunity: Sculpting A Statute-Esque Solution to A Judicially Created Policy*, 47 U. DAYTON L. REV. 105 (2022); Madeleine Denny, *An Anti-Conspiracy Theory: How Antitrust Law Is Eroding the Constitutional Rights Protection Set Forth in S 1985(3) and S 1983*, 99 WASH. U.L. REV. 311 (2021); Michael E. Beyda, *Affirmative Immunity: A Litigation-Based Approach to Curb Appellate Courts' Raising Qualified Immunity Sua Sponte*, 89 FORDHAM L. REV. 2693 (2021); *Jamison v. McClendon*, 476 F. Supp. 3d 386, 400–01 (S.D. Miss. 2020) (district court order); Daniela Tenjido, *Shut Up and Dribble: The Racial Subordination of the Black Professional Athlete an Analysis of the Racial Subordination That Class Privileged Black Athletes Face Starting with Muhammad Ali and Leading to Colin Kaepernick*, 33 ST. THOMAS L. REV. 27 (2020); Lawrence Rosenthal, *Defending Qualified Immunity*, 72 S.C. L. REV. 547 (2020); *Articles*, 34 OHIO ST. J. ON DISP. RESOL. 603 (2019); Howard M. Wasserman, *Police Misconduct, Video Recording, and Procedural Barriers to Rights Enforcement*, 96 N.C. L. REV. 1313 (2018).
8. *Los Angeles v. Mendez: Proximate Cause Promise for Police Shooting Victims*, 118 COLUM. L. REV. F. (2018)  
*Cited in* Ryan Hartzell C. Balisacan, *Incorporating Police Provocation into the Fourth Amendment "Reasonableness" Calculus: A Proposed Post-Mendez Agenda*, 54 HARV. C.R.-C.L. L. REV. 327 (2019); Layal Bishara, *County of Los Angeles v. Mendez: Defending the Constitutionality of the "Provocation Rule"*, 51 LOY. L.A. L. REV. 507 (2018).
9. *Posner Tackles the Pro Se Problem: A Book Review of Reforming the Federal Judiciary*, 83 MO. L. REV. 113 (2018)  
*Cited in* Lynn Kaye, *Lay People's Advocacy and Resistance in Talmudic Adjudication Narratives*, 32 YALE J.L. & HUMAN. 77 (2021); Merritt E. McAlister, "Downright Indifference": *Examining Unpublished Decisions in the Federal Courts of Appeals*, 118 MICH. L. REV. 533 (2020).
10. *Terry v. Ohio at 50*, 54 IDAHO L. REV. 279 (2018) (symposium introduction)  
*Cited in* Sarah Hopkins, *A Tale of Two Cities: Interpreting Racial Disparity in Enforcement of Stay-at-Home Orders & Social Distancing Rules in New York*, 55 UIC L. REV. 485 (2022).
11. *Camouflaging State Biosimilar Laws as Pro-Patient Legislation*, 26 ANNALS OF HEALTH LAW 52 (2017)  
*Cited in* Cynthia M. Ho, *Biosimilar Bias: A Barrier to Addressing American Drug Costs*, 99 DENV. L. REV. 517 (2022); Jonathan Trinh, *Prescribing Relief for Injured Reference Product Sponsors Under the Bpcia*, 29 FED. CIRCUIT B.J. 363 (2020); Yaniv Heled, *Follow-on Biologics Are Set Up to Fail*, 2018 U. ILL. L. REV. ONLINE 113 (2018).

## ARTICLES (CONTINUED)

12. *Shadow Judges: Staff Attorney Adjudication of Prisoner Claims*, 95 OR. L. REV. 97 (2017)  
 Cited in Aaron Littman, *Free-World Law Behind Bars*, 131 YALE L.J. 1385 (2022); Andrew Hammond, *The Federal Rules of Pro Se Procedure*, 90 FORDHAM L. REV. 2689 (2022); Merritt E. McAlister, "Downright Indifference": *Examining Unpublished Decisions in the Federal Courts of Appeals*, 118 MICH. L. REV. 533 (2020); M. Eve Hanan, *Invisible Prisons*, 54 U.C. DAVIS L. REV. 1185 (2020); Judith Resnik, *Revising Our "Common Intellectual Heritage": Federal and State Courts in Our Federal System*, 91 NOTRE DAME L. REV. 1831 (2016).
13. *Predicting Utah v. Strieff's Civil Rights Impact*, 127 YALE L.J. F. 139 (2016)  
 Cited in Lucius T. Outlaw III, *Unsecured (Black) Bodies: How Baltimore Foreshadows the Dangers of Racially Targeted Dragnet Policing Let Loose by Utah v. Strieff*, 50 N.M. L. REV. 25 (2020); Mark A. Summers, *Lawful Searches Incident to Unlawful Arrests: A Reform Proposal*, 67 BUFF. L. REV. 1417 (2019); Allison Bruff, *Ripe for Rejection: A Methodology for States' Departure from Utah v. Strieff and Its Poisonous Fruit*, 86 MISS. L.J. 833 (2017); Jackson D. Wagner, *Stop and Exploit: What Remains of the Constitutional Right Against Unreasonable Searches and Seizures After Strieff (Utah v. Strieff, 136 S. Ct. 2056 (2016))*, 56 WASHBURN L.J. 383 (2017).
14. *A New Approach to Local Rules*, 11 STAN. J. C.R. & C.L. 121 (2015)  
 Cited in Andrew Hammond, *The Federal Rules of Pro Se Procedure*, 90 FORDHAM L. REV. 2689 (2022); Benjamin Plener Cover, *The First Amendment Right to A Remedy*, 50 U.C. DAVIS L. REV. 1741 (2017); Sean Hannon Williams, *Wild Flowers in the Swamp: Local Rules and Family Law*, 65 DRAKE L. REV. 781 (2017).
15. *Analyzing the S.D.N.Y.'s Amended "Related Cases" Rule: The Process For Challenging Case Assignment Remains Inadequate*, 69 N.Y.U. ANN. SURV. AM. L. 699 (2015)  
 Cited in Ronald J. Offenkrantz & Aaron S. Lichter, *Sua Sponte Actions in the Appellate Courts: The "Gorilla Rule" Revisited*, 17 J. APP. PRAC. & PROCESS 113 (2016); Anil Kalhan, *Stop and Frisk, Judicial Independence, and the Ironies of Improper Appearances*, 27 GEO. J. LEGAL ETHICS 1043 (2014).
16. *The Danger of Nonrandom Case Assignment: How the S.D.N.Y.'s "Related Cases" Rule Has Shaped Stop-and-Frisk Law*, 19 MICH. J. RACE & L. 199 (2014)  
 Cited in Thomas P. Schmidt, *Judicial Minimalism in the Lower Courts*, 108 VA. L. REV. 829 (2022); Maggie Gardner, *District Court En Bancs*, 90 FORDHAM L. REV. 1541 (2022); J. Jonas Anderson & Paul R. Gugliuzza, *Federal Judge Seeks Patent Cases*, 71 DUKE L.J. 419 (2021); Michael L. Perlin, "Pistol Shots Ring Out in the Barroom Night": *Bob Dylan's "Hurricane" As an Exam (or Course) in Criminal Procedure*, 48 AM. J. CRIM. L. 253 (2021); Benjamin B. Johnson & John Newby Parton, *Judges Breaking the Law: An Empirical Study of Financially Interested Judges Deciding Cases*, 99 N.C. L. REV. 1 (2020); Jared Ham & Chan Tov McNamarah, *Queer Eyes Don't Sympathize: An Empirical Investigation of Lgb Identity and Judicial Decision Making*, 105 CORNELL L. REV. 589 (2020); Colin Bosch, *The Patent Pilot Program: What Is It, Is It Successful, and Should It Even Exist?*, UCLA J.L. & TECH., Fall 2018; Jonas Anderson, *Court Capture*, 59 B.C. L. REV. 1543 (2018); Joshua M. Divine, *Booker Disparity and Data-Driven Sentencing*, 69 HASTINGS L.J. 771 (2018); Alex Botoman, *Divisional Judge-Shopping*, 49 COLUM. HUM. RTS. L. REV. 297 (2018); Naomi Doraisamy, *Erasing Presence Through Reasonable Suspicion: Terry and Its Progeny As A Vehicle for State Immigration Enforcement*, 54 IDAHO L. REV. 409 (2018); Marin K. Levy, *Panel Assignment in the Federal Courts of Appeals*, 103 CORNELL L. REV. 65 (2017); Bruce A. Green, *Legal Discourse and Racial Justice: The Urge to Cry "Bias!"*, 28 GEO. J. LEGAL ETHICS 177 (2015); Jordan M. Singer, *Gossiping About Judges*, 42 FLA. ST. U. L. REV. 427 (2015); Michael L. Perlin & Naomi M. Weinstein, "Friend to the Martyr, A Friend to the Woman of Shame": *Thinking About the Law, Shame and Humiliation*, 24 S. CAL. REV. L. & SOC. JUST. 1 (2014).

ARTICLES (CONTINUED)

17. *Adversarial No More: How Sua Sponte Assertion of Affirmative Defenses to Habeas Wreaks Havoc on the Rules of Civil Procedure*, 91 OR. L. REV. 177 (2012)  
*Cited in* Michael E. Beyda, *Affirmative Immunity: A Litigation-Based Approach to Curb Appellate Courts' Raising Qualified Immunity Sua Sponte*, 89 FORDHAM L. REV. 2693 (2021); Ziv Schwartz, *Fixing A Failed Jurisdictional Revolution*, 90 MISS. L.J. 729 (2021); Andrew Keane Woods, *Litigating Data Sovereignty*, 128 YALE L.J. 328 (2018); Mandi Rene Moroz, *Protecting Access to the Great Writ: Equitable Tolling, Attorney Negligence, and Aedpa*, 51 GA. L. REV. 647 (2017); Michael J. Donaldson, *Justice in Full Is Time Well Spent: Why the Supreme Court Should Ban Sua Sponte Dismissals*, 36 QUINNIPIAC L. REV. 25 (2017).
18. *The Improper Dismissal of Title VII Claims on "Jurisdictional" Exhaustion Grounds*, 21 GEO. MASON U. CIV. RTS. L.J. 213 (2011)  
*Cited in* Amos N. Jones, *Juridical Intimidation from Greenwood Onward: Systemic Racism, Economic Terror, and A Call for Curative Court Reform*, 57 TULSA L. REV. 155 (2021); Peter A. Devlin, *Jurisdiction, Exhaustion of Administrative Remedies, and Constitutional Claims*, 93 N.Y.U. L. REV. 1234 (2018); David A. Green, *The Fallacy of Liberal Discovery: Litigating Employment Discrimination Cases in the E-Discovery Age*, 44 CAP. U. L. REV. 693 (2016); Heather S. Dixon, *Revisiting Title VII After 50 Years: The Need for Increased Regulatory Oversight of Employers' Personnel Decisions*, 59 HOW. L.J. 441 (2016); Jeffrey A. Van Detta, *The Strange Career of Title VII's S 703(m): An Essay on the Unfulfilled Promise of the Civil Rights Act of 1991*, 89 ST. JOHN'S L. REV. 883 (2015); Maggie Strauss, *Too Early or Too Late: U.S. Supreme Court Should Rule Constructive Discharge Claims Accrue Upon Resignation*, 56 B.C. L. REV. 1613 (2015); Viviana Aldous, *Timed Out of Title VII Claims: Which Party Should Bear the Burden of Showing Compliance with Title VII Timing Requirements?*, 2014 U. CHI. LEGAL F. 697 (2014); Andrew C. Adair, *Catching Up to the Supreme Court: Applying the Arbaugh-Bowles Test to Title VII's Presentment Requirement*, 2014 U. CHI. LEGAL F. 723 (2014); Brandon Wheeler, *Amending Title VII to Safeguard the Viability of Retaliation Claims*, 98 MINN. L. REV. 775 (2013); Laura M. Hyer, *Is Cooperation with the EEOC an Implied Requirement for Exhaustion of Administrative Remedies?*, 98 IOWA L. REV. 1351 (2013); Katherine Porter, *The Complaint Conundrum: Thoughts on the Cfpb's Complaint Mechanism*, 7 BROOK. J. CORP. FIN. & COM. L. 57 (2012); Pam Jenoff, *As Equal As Others? Rethinking Access to Discrimination Law*, 81 U. CIN. L. REV. 85 (2012).
19. *Derungs v. Wal-Mart Stores: Another Door Shut--A Federal Interpretation Excluding Breast-Feeding from a State's Sex Discrimination Protection*, 38 LOY. L.A. L. REV. 2319 (2005)  
*Cited in* Suzanne B. Goldberg, *Discrimination by Comparison*, 120 YALE L.J. 728 (2011); Shannon Byrne, *Weaning Ohio Employers Off of Lactation Discrimination: The Need for A Clear Interpretation of Ohio's Pregnancy Discrimination Act Following Allen v. Totes/isotoner Corp.*, 59 CLEV. ST. L. REV. 265 (2011); *Annotated Legal Bibliography on Gender*, 13 CARDOZO J.L. & GENDER 467 (2007); *Almond v. Tiffany & Co.*, No. L-5252-04, 2006 WL 4661293 (N.J.Super.L. Oct. 03, 2006) (superior court order).

BOOK CHAPTERS

1. *Teaching the Americans with Disabilities Act's Constitutionality without Otherring Law Students with Disabilities* in *Integrating Doctrine and Diversity: Inclusion & Equity Beyond the First Year* (Carolina Academic Press forthcoming 2023)
2. *Prisoner Procedure* in *A Critical Guide to Civil Procedure* (NYU Press 2022)
3. *Rewritten Opinion of Kulko v. Superior Court* in *Feminist Family Law Judgments* (Cambridge Univ. Press 2020)



## ESSAYS AND COMMENTARY

1. *Negotiating Masks in the Workplace When the ADA Does and Does Not Apply*, PETRIE-FLOM CENTER AT HARVARD LAW SCHOOL BILL OF HEALTH BLOG (2022)
2. *Using Health Justice to Dismantle Workplace Ableism*, PETRIE-FLOM CENTER AT HARVARD LAW SCHOOL BILL OF HEALTH BLOG (2021)
3. *Employers Have the Power to Make Workplaces More Accessible*, BLOOMBERG LAW, Oct. 22, 2021
4. *Vaccinate High-Risk People with Disabilities, Now*, MS. MAGAZINE, March 4, 2021
5. *Accommodations and Everything After*, MS. JD WRITER IN RESIDENCE, Jan.–Dec. 2018
6. *Idaho Legislation Looks Disturbingly Like Arizona’s ‘Show Your Papers’ Law*, ACS BLOG, Feb. 2017
7. *Does Idaho’s Immigration Bill Go Too Far?*, IDAHO STATESMAN Feb. 9, 2017
8. *Trump Wrong But Stop-and-Frisk Still Constitutional*, LAW360, Sept. 22, 2016
9. *Utah v. Strieff May Shrink Civil Rights Damages*, ACS BLOG, July 2016
10. *Uterus Transplants & the Social Pressures of Biological Motherhood*, MS. BLOG, Nov. 2015
11. *Procedure Takes Center Stage in Stop-and-Frisk Litigation*, SUMMARY JUDGMENTS, LOYOLA LAW SCHOOL FACULTY BLOG, Nov. 18, 2013 (invited guest blogger)
12. *New York City’s Stop-and-Frisk Appeals Are Still Alive*, BROOKLYN L.J. PRACTICUM (2013)
13. *Lactation Regulation*, DAILY JOURNAL, Sept. 23, 2009

## PRESENTATIONS AND PANELS

1. AALS Faculty Appointment Services: Workshop for Appointments Committees, Aug. 4, 2022
2. Southeastern Association of Law Schools Conference, Destin, FL: Aspiring Law Teachers Workshop: Navigating the Hiring Process Panel, July 28, 2022; Aspiring Law Teachers Workshop: Crafting Your Scholarship Goals Panel, July 30, 2022; Moderator, Works-in-Progress Series – Civil Procedure, August 2, 2022
3. Law & Society Annual Conference, July 2022, Integrating Critical Civil Procedure Panel
4. Petrie-Flom Center for Health Law Policy, Biotechnology, and Bioethics at Harvard Law School, Considering the Needs of the Vulnerable in the Next Stage of the Pandemic Webinar, May 20, 2022
5. Federal Bar Association Diversity & Inclusion Federal Clerkship Panel, April 4, 2022
6. Creighton University School of Law, Employment Law and the Legal Legacy of COVID-19, Symposium Keynote Address: “Disability Law’s Accommodation Lessons,” March 25, 2022
7. University of Detroit Mercy Law Review Symposium, “Disability Law’s Coercive Medical Encounters,” March 4, 2022

**PRESENTATIONS AND PANELS (CONTINUED)**

8. Syracuse University College of Law, Unpacking Disability Accommodations in Law School Panel, Feb. 25, 2022
9. University of North Carolina School of Law, “Supporting Law Students with Disabilities in the Classroom,” Feb. 16, 2022
10. Northwestern University School of Law, Validity and Equity Problems in Law School Teaching Evaluations Program, Jan. 20, 2022
11. AALS Annual Meeting, 2022: Disability Law Section: Moderator, Incorporating Disability into the Law School Curriculum Program; Law Professors with Disabilities and Allies Section: The Forgotten Demographic, Law Professors with Disabilities in Legal Academia Program; Civil Procedure Section: “Prisoner Procedure”
12. AALS Annual Meeting, 2021: Hot Topic, Disability and COVID-19, Lessons from Disability, Lessons from the Pandemic Program, Jan. 2021
13. Southern University Law Center, Representative Government Virtual Forum, “Accessible Ballots, Accessible Government: Ensuring Equality for Individuals with Disabilities,” Oct. 2020
14. American University Washington School of Law, Health Law & Policy Program, Health Justice: Engaging Critical Perspectives in Health Law and Policy, Oct. 2020
15. Junior Faculty Federal Courts Workshop, Fayetteville, AR, “Procedural Animus,” Sept. 2019
16. AALS Annual Meeting, New Orleans, LA: “Disability Rights as a Social Movement,” Jan. 2019 (invited speaker following call for papers)
17. Policing, Police Brutality, and the Black Community, LSU Law Center, Baton Rouge, LA, “Accelerated Civil Rights Settlements and Their Impact on Section 1983,” Sept. 14, 2018
18. Idaho Trial Lawyers Association Annual Meeting, Sun Valley, ID, “Proposed Bill Threatens to Curtail ADA Title III Claims,” June 22, 2018
19. Federal Bar Association of Idaho, “The History of the Fourteenth Amendment,” May 23, 2018
20. ACS Constitutional Scholars Forum, Barry University School of Law, Orlando, FL, “How and Why the Federal Courts Are Citing *The New Jim Crow*,” March 1, 2018
21. Southeastern Association of Law Schools Conference, Boca Raton, FL: Moderator, “Appropriate Uses of Polarizing Current Events in Doctrinal Teaching,” Aug. 5, 2017
22. Southern University Law Center, Fourth Amendment Symposium, Baton Rouge, LA, “Utah v. Strieff,” Jan. 20, 2017
23. Loyola University Chicago School of Law, Innovations and Incentives in Life Sciences, Chicago, IL, “Innovation and Patient Access,” Oct. 28, 2016
24. Idaho State Bar & University of Idaho College of Law Bill of Rights Celebration, Moscow, ID, “Racial Justice Under the Bill of Rights,” Sept. 15, 2016
25. University of Idaho Malcolm M. Renfrew Interdisciplinary Colloquium, Moscow, ID, “Teaching and Living the Affordable Care Act,” Sept. 6, 2016

**PRESENTATIONS AND PANELS (CONTINUED)**

26. Idaho Trial Lawyers Association, Annual Meeting, Sun Valley, ID, "Recent Developments in Section 1983 Litigation: From Police to Prisons," June 17, 2016
27. Law and Society Association, Courts, Litigation and Social Change Paper Session, New Orleans, LA, "Does Accelerating Civil Rights Litigation Shortchange Social Change?" June 4, 2016
28. Idaho Law Foundation, CLE Idaho, Twin Falls, ID, "Section 1983: A Vehicle for Antidiscrimination Litigation," May 20, 2016
29. Widener University Commonwealth Law School, Harrisburg, PA, "Ruling the Courts: The Future of Local Rules of Civil Procedure," Feb. 22, 2016
30. Inland Northwest Scholars Workshop, Boise, ID, "Diluting the Judicial Power," July 31, 2015
31. Journalist Law School, Loyola Law School, Los Angeles, CA, "Using Dockets to Improve Reporting: A Police Litigation Case Study," May 29, 2015
32. Women's Leadership Symposium, Louisiana State University, Baton Rouge, LA, "Title IX and Title VII: Gender Discrimination at School and at Work," March 7, 2014
33. Southeastern Association of Law Schools Conference: Prospective Law Teachers Workshop, "A New Approach to Local Rules," Aug. 3, 2014
34. Faculty Paper Workshop, LSU Law Center, Baton Rouge, LA, "Of Prisoners and Patents: Non-transsubstantive Local Rules," April 9, 2014
35. Journal of Race & Law Speaker Series, University of Michigan Law School, Ann Arbor, MI, "Stop-and-Frisk Litigation in the Second Circuit," Feb. 3, 2014
36. Southeastern Law Scholars Conference, Charleston, SC, "The Danger of Nonrandom Case Assignment," Oct. 5, 2013

**III. EDUCATION**

**LOYOLA LAW SCHOOL, LOS ANGELES, CA**

J. D., *cum laude*, 2006

Honors: Order of the Coif  
Copyright Law First Honors

**Awards &**

Scholarships: Dean's Service Award  
California Bar Foundation Service Scholarship  
Faculty Honors Scholarship  
Jesuit Community Scholarship

Law Review: Chief Articles Editor, *Loyola Law Review*

**NORTHWESTERN UNIVERSITY, EVANSTON, IL**

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

Honors: Phi Beta Kappa

Awards: Pathbreaker Award, Women in Leadership Conference

Study Abroad: Universidad de Guanajuato, Mexico (literature coursework)

**IV. OTHER EMPLOYMENT**

**GOVERNMENT EMPLOYMENT**

1. Office for Civil Rights, U.S. Department of Education  
*Special Counsel for Disability Rights*, Sept. 2022–Aug. 2023

**JUDICIAL CLERKSHIPS**

1. United States Court of Appeals for the Ninth Circuit, Los Angeles, CA  
*Law Clerk to Hon. Arthur L. Alarcón*, 2007–2008
2. United States District Court for the District of Arizona, Phoenix, AZ  
*Law Clerk to Hon. Frederick J. Martone*, 2006–2007

**PROFESSIONAL EMPLOYMENT**

1. New York City Law Department, New York, NY  
*Assistant Corporation Counsel*, Special Federal Litigation Division, 2011–2013
2. Quinn Emanuel Urquhart & Sullivan, LLP, Los Angeles, CA and New York, NY  
*Associate*, 2008–2011

**V. PROFESSIONAL ASSOCIATIONS, ACTIVITIES, AND MEMBERSHIP**

1. American Association of University Women, Fellowships & Grants Review Panel
2. Association of American Law Schools, Affinity Group for Law Professors with Disabilities and Allies, Co-Founder and Executive Committee Member
3. Association of American Law Schools Disability Law Section, Chair (2021); Chair-Elect (2020); Secretary (2019)

**VI. BAR ADMISSIONS**

1. California
2. New York
3. United States Court of Appeals for the Ninth Circuit
4. Central District of California
5. Southern District of New York
6. Eastern District of New York

**VII. SERVICE**

**SOUTHERN UNIVERSITY LAW CENTER**

1. Title IX Committee, 2021-2022
2. Intellectual Property Committee, 2021-2022
3. Faculty advisor to four *Southern University Law Review* student articles, 2021-2022
4. Speaker, Southern University Law Center Cultural Competency Series, “Disability Visibility and the Law,” Nov. 19, 2021
5. Prepared “Advising Student Law Review Notes and Comments” guide for faculty advisors

#### UNIVERSITY OF IDAHO COLLEGE OF LAW

1. Chair, College of Law Recruitment Committee, 2020–2021
2. Member, COVID-19 University of Idaho Advisory Committee, 2020–2021
3. Outside Member, Department of Politics and Philosophy Tenure and Promotion Committee, 2020
4. University of Idaho Representative, Local Rules Advisory Committee, District of Idaho, 2016–2019
5. Chair, Strategic Plan Implementation Committee, 2018–2019
6. Faculty Advisor, IDAHO LAW REVIEW symposium issue, 2017–2018 and 2018–2019
7. Member, University of Idaho Title IX Policies, Procedures and Protocol Committee, 2017–2018
8. Faculty Advisor, American Constitution Society Student Chapter, 2016–2021
9. Coach, National Moot Court Team, 2016–2017
10. Outside Member, University of Idaho Media Law Search Committee, 2015–2016
11. Faculty Advisor, University of Idaho College of Law Black Law Students Association, 2015–2016

#### COMMUNITY SERVICE

1. *Amici Curiae* Brief for *E.T. v. Paxton*, U.S. Court of Appeals for the Fifth Circuit No. 21-51083, January 14, 2022
2. Arthritis Foundation, Patient Ambassador, 2015–2018
3. Global Healthy Living Foundation, Patient Advocate, 2014–2015
  - Testified before the Louisiana Legislature, House Committee on Health and Welfare, May 2015
  - Congressional Arthritis Caucus Briefing Panelist, Washington, D.C., July 13, 2015
4. Catholic Charities of Idaho, Deferred Action for Childhood Arrivals Volunteer, 2017
5. Loyola Law School Class of 2006 Reunion Committee, Co-Chair, 2016
6. Loyola Alumni Clerkship Committee, Co-Founder and Advisor, 2007–2015
7. Legal Aid Society of New York, Deferred Action for Childhood Arrivals Attorney Volunteer, Summer 2012
8. Central District of California Pro Bono Civil Rights Panel, Los Angeles, CA, 2008–2010
9. Bresee Youth Center, Reading Tutor and Career Mentor, Los Angeles, CA, 2003–2005

#### VIII. SELECTED HONORS AND AWARDS

1. Ford Foundation, \$250,000 U.S. Disability Rights Program Grant
2. Peer Reviewer: Cambridge University Press, University of Chicago Press, Yale Law Journal
3. Accomplished Under 40, Idaho Business Review, 2019
4. University of Idaho College of Law Diversity and Human Rights Award, 2019

**IX. MISCELLANEOUS**

**SIGNIFICANT MEDIA INTERVIEWS**

New York Times, Wall Street Journal, NPR, USA Today, The Nation, Bloomberg News, Health Central, Law 360, Law to Fact Podcast, Ipse Dixit Podcast, Legal Innovators Law in Black & White Podcast, Tea for Teaching Podcast

**LANGUAGES**

Fluent in Spanish and Italian

## MEMORANDUM OF UNDERSTANDING

The Memorandum of Understanding (“the MOU”) is entered into as of \_\_\_\_\_, 2022 (“Effective Date”) by and between Ochsner Health, LLC d/b/a Ochsner Health (“OH”) and Southern University and A&M College at Baton Rouge, Louisiana, through the School of Nursing (“SU-SON”), collectively, the “Parties”.

### PURPOSE OF AGREEMENT

WHEREAS, SUSON offers four degrees: the Bachelor of Science in Nursing (BSN), RN to BSN online, the Master of Science in Nursing (MSN) with a specialty in family health, the Doctor of Nursing Practice (DNP) with a focus on leadership, and the Doctor of Philosophy in Nursing (PhD) with a focus on research;

WHEREAS, SUSON houses a Simulation Based Learning Center (SBLC) and Skills Labs, the Technology and Learning Resources Center to facilitate student learning through real-world scenarios;

WHEREAS, SUSON has a long-standing history of forging collaborative academic-practice partnerships to meet the complex healthcare needs of vulnerable populations;

WHEREAS, SUSON graduates actualize the SUSON’s motto “Caring is the Essence of Nursing” while embracing the institution’s rich heritage;

WHEREAS, OH operates to achieve its vision to inspire healthier lives and stronger communities through the integration of medicine, education, and meaningful work in service to others;

WHEREAS, OH is committed to increasing clinicians of color as it lives into its core values of patients first, compassion, integrity, teamwork, excellence, and inclusivity;

WHEREAS, OH invests in the training of nursing students across Louisiana through its competitive Ochsner Nurse Scholars program;

WHEREAS, OH supports strengthening capacity of the SUSON to meet the nursing pipeline needs of Louisiana; and,

WHEREAS, OH is committed to a Workforce Development/Construction and Infrastructure Enhancement Donation to the Southern University System Foundation on behalf of SUSON to provide payment toward strengthening SUSON’s capacity. The cost projection of \$2,000,000 is to be itemized in a budget that meets the aims outlined in this MOU, beginning September 2022 through December 2025, with extension options and adjustments in agreement.

NOW THEREFORE, the **Parties** agree to memorialize their responsibilities as follows:

- I. **SU-SON and OH agree to collaborate on an initiative to increase capacity for SUSON’s BSN program through the following four distinct strategies:**

1. **SIMULATION LAB ENHANCEMENTS** – Parties will assess, identify, and enact agreed upon opportunities that bring the SUSON SBLC up-to-industry standard equipment, best practices, and technology to enable a robust learning experience aligned to working in a fast-paced, complex healthcare environment;
2. **REGISTERED NURSING PROGRAM EXPANSION** – Parties will assess, identify, and enact agreed upon opportunities to build the capacity of SUSON BSN program by 25 students, annually, beginning in the Fall of 2023. Pathways to capacity build may include leasing of classroom space, increasing clinical faculty, OH prioritizing SU students for clinical rotations, shared marketing (career expos, etc.), and the like. And, all SUSON BSN students will have an opportunity as a Tier 1 partner for students applying to Ochsner Nurse Scholars (tuition support in exchange for commitment to serve at an Ochsner facility for a specified term post-graduation);
3. **REMEDICATION & RETENTION PRACTICES** – Parties will assess, identify, and enact agreed upon opportunities to focus efforts on improving retention rates and strengthening student academic performance and passing rates of NCLEX of SUSON BSN students. Opportunities may include remediation and retention coordinators, NCLEX study support, student mentoring, etc.; and,
4. **WORKFORCE LIAISON** – Parties will assess whether support personnel are needed to promote student recruitment and enrollment to the SUSON BSN program.
  - a. Support personnel would liaison with OH to ensure SUSON has timely access to OH Career Center to announce application windows for Ochsner Nurse Tech, Ochsner Nurse Scholars, opportunities for adjunct clinical faculty, etc.;
  - b. Schedule Ochsner’s Talent Attraction Outreach team to support SUSON BSN students with mock interviews and resume writing workshops;
  - c. Liaison with OH’s Talent Attraction team for Career Expos, Talent Ambassador talks, etc.;
  - d. SUSON will provide notification of personnel vacancies and qualifications for vacant positions within SUSON to OH Human Resources department for posting; and,
  - e. SUSON will post job announcements for OH immediately within the SON.

**II. Fundamental Components of the Partnership:** The **Parties** agree to the following fundamental components of this Memorandum of Understanding:

1. The establishment of an *Advisory Committee* with the purpose of finalizing and implementing a Goal Achievement Plan (“GAP”) as well as to oversee fund expenditures to ensure that funds are directly supporting the agreed upon GAP and achieving desired outcomes;



2. The establishment of outcome measures and a reporting cadence to monitor success and recommend adjustment to approaches to the GAP; and,
3. The facilitation of joint promotional opportunities between the communications departments of each Party.

### **III. Term**

The Initial Term of this agreement with Southern University's Baton Rouge campus shall commence Fall 2022 and end after the Fall 2025 academic calendar. On the expiration of the Initial Term, Southern University and Ochsner Health shall have the option to extend the agreement for a period of (1) year with adjustments in the agreement.

Any extension of the agreement that includes an adjustment must be memorialized by a written amendment that is signed by both partners.

### **IV. Termination**

During the Initial Term, and any term extension, either partner may terminate this contract for convenience and without any cause by providing at least 90 calendar day's prior written notice.

### **V. General Terms**

Confidentiality: Neither partner shall disclose any information relating to this contract to a third party, unless required under state law.

Criminal Background Checks: Each partner must perform a criminal background check on any staff hired. Human resources on both parties will handle hiring process.

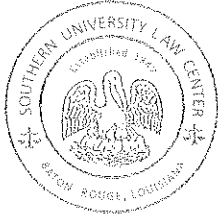
Amendments: No alteration of this contract shall be effective unless made by a written amendment by each partner's authorized signatory.

Services & Equipment: Both parties must agree to new services and/or medical equipment recommended for capacity building and workforce increase space.

Authorized Signatories: The individuals signing this contract on behalf of their parties, represent that they have the requisite authority and intent to bind that partner to this contract.

Use of Name: Neither partner shall use each other's name or protected marks for any commercial use without advanced written consent from respected partner.





## SOUTHERN UNIVERSITY LAW CENTER

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

November 8, 2022

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: Update on Cooperative Endeavor Agreement (CEA) by and between the Southern University Law Center (SULC), the Louisiana Minority Business Development Agency (MBDA) Business Center, the Folger Coffee Company, and Gulf Partners, LLC

Dear President Shields:

On August 15, 2022, a CEA was made and entered into on August 15, 2022, by and between SULC, the MBDA Business Center, the Folger Coffee Company, and Gulf Partners, LLC. The CEA endeavors to develop projects that envisions enhanced educational opportunities for SULC students and other SU System students, workforce training, and local minority vendor participation in the coffee industry.

The partners in this endeavor would like to make a brief presentation to the Southern University Board of Supervisors at the November 25, 2022, board meeting with updates on the progress made thus far.

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

Sincerely,

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

## STATE OF LOUISIANA

### COOPERATIVE ENDEAVOR AGREEMENT

THIS COOPERATIVE ENDEAVOR AGREEMENT (this "Contract"), made and entered into this 15<sup>th</sup> day of August, 2022 by and between *Southern University Law Center* (hereinafter referred to as "SULC"), the *Louisiana Minority Business Development Agency (MBDA) Business Center* (hereinafter referred to as the "Center"), *The Folger Coffee Company*, an Ohio Corporation (hereinafter referred to as "Folger"), and *Gulf Partners, LLC*, a Louisiana Limited Liability Company (hereinafter referred to as "Gulf Partners"). SULC, the Center, Folger, and Gulf Partners are sometimes referred to herein individually as a "Party" and collectively as the "Parties."

#### WITNESSETH:

WHEREAS, Article VII, Section 14(c) of the Constitution of the State of Louisiana provides that political subdivisions and political corporations may enter into a cooperative endeavor agreement with any public or private association, corporation, or individual to carry a public purpose; and

WHEREAS, SULC and the Center desire to cooperate with Folger and Gulf Partners in the development of the Project as hereinafter provided; and

WHEREAS, Folger is one of the largest coffee manufacturers in existence and operates the largest coffee production facility in North America in New Orleans, LA; and

WHEREAS, the Parties recognize that partnership between SULC and Folger provides unique educational opportunities for its students; and

WHEREAS, the Parties recognize that partnership would provide for development of Folger's local workforce and employment opportunities for local residents; and

WHEREAS, the Parties recognize that partnership would provide opportunities for local and minority vendors to participate in Folger's supply chain; and

WHEREAS, the public purpose is described as: Development of enhanced educational opportunities for students of SULC and other interested students, work force training, and local/minority vendor participation in the coffee industry.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

#### Scope of Services

In order to develop the project, the Parties contemplate three activities to develop the contemplated enhanced educational opportunities for students of SULC and other interested students, work force training, and local/minority vendor participation in the coffee industry:

1. Coffee Supply-

- A. Folger and Gulf Partners will work to identify a qualified local importer of green coffee with the capability of supplying approximately 30 million pounds of green coffee to Folger for processing. Nothing in this section obligates Smucker to purchase any green coffee without appropriate internal approvals.
  - B. If Folger finds an acceptable supplier, Gulf Partners will divide the proceeds of the sale with SULC to fund an endowed professorship to coordinate the project at SULC.
  - C. SULC students and other interested students would be able to observe and participate in the coffee sale under the supervision of Gulf Partners and the importer.
- II. Workforce Training-
- A. Folger will engage with SULC and its subunits to apply for a sector grant from the US. Department of Commerce Economic Development Agency and other relevant grants to provide workforce training in the coffee industry for local residents.
  - B. Folger will provide technical information for development of the workforce training program for trainees in the coffee industry and related agricultural manufacturing industries.
  - C. Folger will work with SULC to determine the feasibility of a process to provide for employment of trainees that complete the program.
- III. Coffee Plant Waste Stream-
- A. Folger will coordinate with SULC to research the highest and best use of the waste stream of Folger facilities in Louisiana.
  - B. Gulf Partners has identified local minority contractors with the desire and ability to provide services to Folger regarding waste stream.
  - C. Folger and Gulf Partners will work with the Center to identify opportunities to qualified minority vendors to commercially develop the waste stream.

The Parties agree that once any of the activities above reaches the point of any Party committing its own funds or receiving funds from third parties, the applicable Parties will enter into a separate services agreement or statement of work ("SOW") to provide more detail on roles and responsibility in a given activity.

### **Payment Terms**

No funding is attached to this agreement.

### **Taxes**

Smucker hereby agrees that the responsibility for payment of taxes from the funds thus received under this Contract and/or legislative appropriation shall be Smucker's obligation and identified under Federal tax identification number (*tax id number*).

### **Termination for Convenience**

Any Party may terminate its participation in this Contract at any time by giving thirty (30) days written notice to Folger. The remaining Parties will work together in good faith to determine the

feasibility of continuing the activities contemplated here under. The Parties acknowledge that termination of this Contract will not affect rights and obligations of Parties under a related but separate SOW that might be signed by some or all of the Parties as contemplated under the Scope of Services section above.

## **Confidentiality**

“Confidentiality Information” of a Party means any material, non-public information relating to an Agreement, written or oral, that is disclosed or made available to the receiving party, directly or indirectly, through any means of communication or observation and that is marked confidential or would appear confidential to a reasonable person based on the nature of the information. “Confidential Information” will not be deemed to include information which the receiving party can demonstrate: (a) is now, or hereafter becomes generally known or available to the public, through no fault of the receiving party; (b) is known by the receiving party prior to the time of receiving such information; (c) is hereafter furnished to the receiving party by a third party, as a matter of right and without restriction on disclosure; (d) is disclosed pursuant to the prior written consent of the disclosing party; (e) is required to be disclosed by the receiving party pursuant to a court order as otherwise required by law; provided, however, that the receiving party, unless prohibited by court order, notifies the disclosing party within sufficient time to allow the disclosing party to contest such order; or (f) is independently developed by persons at the receiving party who had no access to the Confidential Information.

The receiving party will only use or disclose the disclosing party’s Confidential Information (y) as is necessary to perform its obligations under this Contract and will take reasonable security precautions, at least as great as the precautions it takes to protect its own Confidential Information (z) and to those employees, attorneys or consultants that have executed appropriate written agreement sufficient to enable the receiving party to comply with the provisions of this Section.

Except as otherwise provided for in this Contract, all Confidential Information is and will remain the exclusive property of the disclosing party. Nothing in this Agreement grants any express or implied right to or waiver by the disclosing party of its proprietary interests in the Confidential Information. The receiving party will return all Confidential Information, and all copies thereof, within five (5) business days of the request of the disclosing party.

Confidential Information was developed or obtained by the disclosing party by investment of significant time, effort and/or expense, and the Confidential Information provides the disclosing party with a significant competitive advantage in its business. The obligations contained in this Contract are necessary and reasonable to protect the business of the disclosing party, and the receiving party expressly agrees and acknowledges that monetary damages may be inadequate to compensate the disclosing party for any breach of any covenant set forth in this Contract. Any violation, or threatened violation of this Contract by the receiving party may cause irreparable harm to the disclosing party, and the disclosing party will be entitled to seek injunctive or equitable relief, in addition to any other remedies available, as may be deemed proper by a court of competent jurisdiction without posting any bond. The obligations of nondisclosure set forth in this Section will survive the termination or expiration of this Contract. In the event that any Confidential Information is lost, misplaced, stolen or in any way compromised, the receiving party

will notify the disclosing party as soon as reasonably possible and provide the details and nature of the situation.

SULC and the Center are subject to the Louisiana Public Records Law (La. R.S. 44:1, et seq.). If there are any conflicts between this Contract and the Louisiana Public Records Law, the Louisiana Public Records Law shall supersede. If SULC or the Center receives any requests under the Louisiana Public Records Law, it will notify Folger or Gulf Partners of said requests. If Folger or Gulf Partners object to the disclosure of the records requested, Folger or Gulf Partners shall file the appropriate action to prevent the disclosure of said records. SULC or the Center shall not be obligated to object to any request under the Louisiana Public Records Law regarding any matter concerning this Contract. If Folger or Gulf Partners do not object to any said request by timely filing the appropriate action in a proper court of competent jurisdiction, then SULC or the Center shall be permitted to provide any responsive records to said request. This paragraph shall supersede any other paragraph in this Contract.

### **Nonassignability**

No party shall assign any interest in this Contract by assignment, transfer, or novation, without prior written consent of other Parties. This provision shall not be construed to prohibit the Party from assigning to its bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the non-assigning Parties.

### **Term of Contract**

This Contract shall begin on August 15, 2022 and shall terminate on the earlier of (i) three years thereafter; or (ii) the date of last signature by the Parties on the third of three SOW's governing the activities described in Scope of Services section above.

### **Fiscal Funding**

The continuation of this Contract is contingent upon the appropriation of funds to fulfill the requirements of this Contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of this Contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of this Contract, this Contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

### **Discrimination Clause**

The parties agree to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age

Act of 1975, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

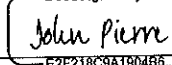
The Parties agree not to discriminate in its employment practices and will render services under this Contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, disabilities.

Any act of discrimination committed by any Party, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Contract.

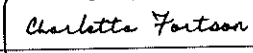
THUS DONE AND SIGNED at Baton Rouge, Louisiana on the day, month and year first written above.

IN WITNESS WHEREOF, the Parties have executed this Contract as of this day of *August 15, 2022*.

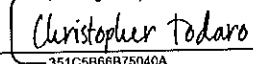
Southern University Law Center:

By: DocuSigned by:  
  
E2E218C9A1904B5...  
John Pierre  
Title: Chancellor

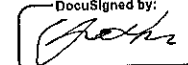
Louisiana MBDA Business Center

By: DocuSigned by:  
  
F96BE1E9E323444...  
Title: Executive Director

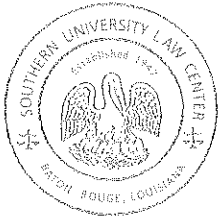
The Folger Coffee Company

By: DocuSigned by:  
  
351C5B66B75040A...  
Title: Vice President, Coffee operations & SQMS

Gulf Partners, LLC:

By: DocuSigned by:  
  
DC55FAF0B5A64B7...  
Title: counsel for Gulf Partners





## SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

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OFFICE OF THE CHANCELLOR

(225) 771-2552

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November 8, 2022

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: Update on the Semester in Shreveport 2023 Spring Semester Activities at the Southern University Law Center Off Campus Instructional Site (SULC OCIS)

Dear President Shields:

In January 2023, the Semester in Shreveport program will host its second cohort at the Shreve Memorial Library in Downtown Shreveport. I would like to give the Southern University Board of Supervisors an update on progress made by SULC to provide legal education opportunities in the Shreveport/Bossier metropolitan area and the northwest region of Louisiana at the November 25, 2022, board meeting of the Board of Supervisors.

If you have any questions, please feel free to contact me. I look forward to making a brief presentation to the Board of Supervisors.

Sincerely,

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

# Southern University System

## Active Capital Outlay Project Tracking

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 Caferia	Planning and Design			Planning and Design			Bidding and Contracting	Construction												
	ADA Compliant Restrooms and Public Accommodations in the Cafeteria, University Center, Health & Physical				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 Annex	Planning and Design	Bidding and Contracting	Construction																	
	Data Science and Analytics Center	Planning and Design			Bidding and Contracting	Construction															
SULC	Renovations and Additions to Existing Law Library	Planning and Design		Bidding and Contracting	Construction																
SJAG	Disaster Relief Mega Shelter	Planning and Design			Bidding and Contracting	Construction															

**Southern University System**  
**General Operating Budget Financial Statement**  
**For Fiscal Year Ending June 30, 2023**  
**As of October 31, 2022**

	<b>FY23 Budget</b>	<b>Actual</b>	<b>Projected</b>	<b>Total FY23</b>	<b>Over/(Under) Budget</b>	<b>% Actual to Budget</b>
<b>Revenues</b>						
General Fund Direct	\$ 56,075,430	\$ 20,435,666	\$ 35,639,764	\$ 56,075,430	\$ -	36.4%
Statutory Dedicated	4,530,158	650,842	3,879,316	4,530,158	-	14.4%
Federal	3,654,209	811,474	2,842,735	3,654,209	-	22.2%
<b>Self Generated</b>						
Tuition - Fall 2021	35,186,556	29,433,845	5,411,031	34,844,876	(341,680)	83.7%
Tuition - Spring 2022	29,896,725	25,243	29,871,482	29,896,725	-	0.1%
Tuition - Summer	3,637,130	1,749,793	2,197,023	3,946,816	309,686	48.1%
Out-of-State Fees	16,245,922	9,497,567	6,788,097	16,285,664	39,742	58.5%
Other	27,021,273	7,864,658	17,948,472	25,813,130	(1,208,143)	29.1%
Interagency Transfer	3,869,822	653,716	3,216,106	3,869,822	-	16.9%
<b>Total Revenues</b>	<b>\$ 180,117,225</b>	<b>\$ 71,122,804</b>	<b>\$ 107,794,025</b>	<b>\$ 178,916,830</b>	<b>\$ (1,200,395)</b>	<b>39.5%</b>
<b>Expenditures</b>						
Salaries	\$ 85,131,438	\$ 29,067,058	\$ 55,127,496	\$ 84,194,554	\$ (936,884)	34.1%
Other Compensation	268,382	50,764	217,618	268,382	-	18.9%
Related Benefits	36,202,269	11,257,257	24,339,271	35,596,528	(605,741)	31.1%
<b>Total Personal Services</b>	<b>\$ 121,602,089</b>	<b>\$ 40,375,079</b>	<b>\$ 79,684,385</b>	<b>\$ 120,059,464</b>	<b>\$ (1,542,625)</b>	<b>33.2%</b>
Travel	1,369,111	129,555	1,239,556	1,369,111	-	9.5%
Operating Services	16,819,759	6,232,737	11,175,094	17,407,831	588,072	37.1%
Supplies	2,001,408	579,315	1,267,395	1,846,710	(154,698)	28.9%
<b>Total Operating Expenses</b>	<b>\$ 20,190,278</b>	<b>\$ 6,941,607</b>	<b>\$ 13,682,045</b>	<b>\$ 20,623,652</b>	<b>\$ 433,374</b>	<b>34.4%</b>
Professional Services	2,847,544	365,199	2,629,499	2,994,698	147,154	12.8%
Other Charges	13,027,924	347,122	12,222,350	12,569,472	(458,452)	2.7%
Debt Services						
Interagency Transfers	7,387,731	-	7,387,731	7,387,731	-	0.0%
<b>Total Other Charges</b>	<b>\$ 23,263,199</b>	<b>\$ 712,321</b>	<b>\$ 22,239,580</b>	<b>\$ 22,951,901</b>	<b>\$ (311,298)</b>	<b>3.1%</b>
General Acquisitions	562,991	34,557	528,434	562,991	-	6.1%
Library Acquisitions	587,000	249,091	337,909	587,000	-	42.4%
Major Repairs	689,994	243,564	446,430	689,994	-	
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 1,839,985</b>	<b>\$ 527,211</b>	<b>\$ 1,312,774</b>	<b>\$ 1,839,985</b>	<b>\$ -</b>	<b>28.7%</b>
Scholarships	13,221,675	8,496,702	5,362,083	13,858,785	637,110	64.3%
<b>Total Expenditures</b>	<b>\$ 180,117,226</b>	<b>\$ 57,052,921</b>	<b>\$ 122,280,866</b>	<b>\$ 179,333,787</b>	<b>\$ (783,439)</b>	<b>31.7%</b>

**Southern University Board and System Administration**  
**General Operating Budget Financial Statement**  
**For Fiscal Year Ending June 30, 2023**  
**As of October 31, 2022**

	<b>FY23 Budget</b>	<b>Actual</b>	<b>Projected</b>	<b>Total FY23</b>	<b>Over/(Under) Budget</b>	<b>% Actual to Budget</b>
<b>Revenues</b>						
General Fund Direct	\$ 3,636,063	\$ 1,363,524	\$ 2,272,539	\$ 3,636,063	\$ -	37.5%
Statutory Dedicated		-	-			
Federal		-	-			
<b>Self Generated</b>						
Tuition - Fall 2021		-	-			
Tuition - Spring 2022		-	-			
Tuition - Summer		-	-			
Out-of-State Fees		-	-			
Other		-	-			
Interagency Transfer		-	-			
<b>Total Revenues</b>	<b>\$ 3,636,063</b>	<b>\$ 1,363,524</b>	<b>\$ 2,272,539</b>	<b>\$ 3,636,063</b>	<b>\$ -</b>	<b>37.5%</b>
<b>Expenditures</b>						
Salaries	\$ 1,867,770	\$ 644,213	\$ 1,223,557	\$ 1,867,770	\$ -	34.5%
Other Compensation	64,500	23,332	41,168	64,500	-	36.2%
Related Benefits	822,396	195,985	626,411	822,396	-	23.8%
<b>Total Personal Services</b>	<b>\$ 2,754,666</b>	<b>\$ 863,530</b>	<b>\$ 1,891,136</b>	<b>\$ 2,754,666</b>	<b>\$ -</b>	<b>31.3%</b>
Travel	226,000	16,502	209,498	226,000	-	7.3%
Operating Services	196,100	34,929	161,171	196,100	-	17.8%
Supplies	105,887	4,518	101,369	105,887	-	4.3%
<b>Total Operating Expenses</b>	<b>\$ 527,987</b>	<b>\$ 55,949</b>	<b>\$ 472,038</b>	<b>\$ 527,987</b>	<b>\$ -</b>	<b>10.6%</b>
Professional Services	98,000	-	98,000	98,000	-	0.0%
Other Charges	190,410	-	190,410	190,410	-	0.0%
Debt Services		-	-			
Interagency Transfers	-	-	-			
<b>Total Other Charges</b>	<b>\$ 288,410</b>	<b>\$ -</b>	<b>\$ 288,410</b>	<b>\$ 288,410</b>	<b>\$ -</b>	<b>0.0%</b>
General Acquisitions	65,000	-	65,000	65,000	-	0.0%
Library Acquisitions		-	-			
Major Repairs		-	-			
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 65,000</b>	<b>\$ -</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>	<b>\$ -</b>	<b>0.0%</b>
Scholarships		-	-			
<b>Total Expenditures</b>	<b>\$ 3,636,063</b>	<b>\$ 919,479</b>	<b>\$ 2,716,584</b>	<b>\$ 3,636,063</b>	<b>\$ -</b>	<b>25.3%</b>

**Southern University Baton Rouge Campus  
General Operating Budget Financial Statement  
For Fiscal Year Ending June 30, 2023  
As of October 31, 2022**

	<b>FY23 Budget</b>	<b>Actual</b>	<b>Projected</b>	<b>Total FY23</b>	<b>Over/(Under) Budget</b>	<b>% Actual to Budget</b>
<b>Revenues</b>						
General Fund Direct	\$ 22,772,669	\$ 8,539,752	\$ 14,232,917	\$ 22,772,669	\$ -	37.5%
Statutory Dedicated	1,792,041	524,824	1,267,217	1,792,041	-	29.3%
Federal	-	-	-	-	-	-
<b>Self Generated</b>						
Tuition - Fall 2021	21,989,957	17,373,532	3,945,590	21,319,122	(670,835)	79.0%
Tuition - Spring 2022	17,504,416	-	17,504,416	17,504,416	-	0.0%
Tuition - Summer	1,825,882	1,222,627	912,941	2,135,568	309,686	67.0%
Out-of-State Fees	11,119,549	6,803,776	4,315,773	11,119,549	-	61.2%
Other	15,541,562	4,350,743	11,190,819	15,541,562	-	28.0%
Interagency Transfer	3,869,822	653,716	3,216,106	3,869,822	-	16.9%
<b>Total Revenues</b>	<b>\$ 96,415,898</b>	<b>\$ 39,468,970</b>	<b>\$ 56,585,779</b>	<b>\$ 96,054,749</b>	<b>\$ (361,149)</b>	<b>40.9%</b>
<b>Expenditures</b>						
Salaries	\$ 43,652,429	\$ 15,232,394	\$ 28,420,035	\$ 43,652,429	\$ -	34.9%
Other Compensation	-	-	-	-	-	0.0%
Related Benefits	19,151,764	6,698,226	12,453,538	19,151,764	-	35.0%
<b>Total Personal Services</b>	<b>\$ 62,804,193</b>	<b>\$ 21,930,620</b>	<b>\$ 40,873,573</b>	<b>\$ 62,804,193</b>	<b>\$ -</b>	<b>34.9%</b>
Travel	325,870	23,838	302,032	325,870	-	7.3%
Operating Services	9,917,138	3,336,538	6,997,556	10,334,094	416,956	33.6%
Supplies	937,411	259,696	527,715	787,411	(150,000)	27.7%
<b>Total Operating Expenses</b>	<b>\$ 11,180,419</b>	<b>\$ 3,620,072</b>	<b>\$ 8,540,347</b>	<b>\$ 11,447,375</b>	<b>\$ 266,956</b>	<b>32.4%</b>
Professional Services	1,101,480	5,031	1,096,449	1,101,480	-	0.5%
Other Charges	4,051,514	142,786	3,697,579	3,840,365	(211,149)	3.5%
Debt Services	-	-	-	-	-	-
Interagency Transfers	4,797,836	-	4,797,836	4,797,836	-	0.0%
<b>Total Other Charges</b>	<b>\$ 9,950,830</b>	<b>\$ 147,817</b>	<b>\$ 9,803,013</b>	<b>\$ 9,739,681</b>	<b>\$ (211,149)</b>	<b>1.5%</b>
General Acquisitions	199,681	3,960	195,721	199,681	-	2.0%
Library Acquisitions	62,000	62,000	0	62,000	-	100.0%
Major Repairs	-	-	-	-	-	-
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 261,681</b>	<b>\$ 65,960</b>	<b>\$ 195,721</b>	<b>\$ 261,681</b>	<b>\$ -</b>	<b>25.2%</b>
Scholarships	12,218,775	7,555,083	4,663,692	12,218,775	-	61.8%
<b>Total Expenditures</b>	<b>\$ 96,415,898</b>	<b>\$ 33,319,552</b>	<b>\$ 64,076,346</b>	<b>\$ 96,471,705</b>	<b>\$ 55,807</b>	<b>34.6%</b>

The Southern University Baton Rouge Campus has included \$2.4 million in HEERF funds to balance the fiscal year 2022-2023 general operating budget. The campus is requesting an increase of \$416,956 in Energy Surcharge fee.

**Southern University Law Center  
General Operating Budget Financial Statement  
For Fiscal Year Ending June 30, 2023  
As of October 31, 2022**

	<b>FY23 Budget</b>	<b>Actual</b>	<b>Projected</b>	<b>Total FY23</b>	<b>Over/(Under) Budget</b>	<b>% Actual to Budget</b>
<b>Revenues</b>						
General Fund Direct	\$ 5,762,928	\$ 2,161,098	\$ 3,601,830	\$ 5,762,928	\$ -	37.5%
Statutory Dedicated	194,234	55,133	139,101	194,234	-	28.4%
Federal	-	-	-	-	-	-
<b>Self Generated</b>						
Tuition - Fall 2021	5,016,672	5,187,788	-	5,187,788	171,116	103.4%
Tuition - Spring 2022	4,719,970	-	4,719,970	4,719,970	-	0.0%
Tuition - Summer	882,945	-	882,945	882,945	-	0.0%
Out-of-State Fees	4,615,144	2,373,525	2,241,619	4,615,144	-	51.4%
Other	3,815,126	2,355,921	1,459,205	3,815,126	-	61.8%
Interagency Transfer		-	-			
<b>Total Revenues</b>	<b>\$ 25,007,019</b>	<b>\$ 12,133,465</b>	<b>\$ 13,044,670</b>	<b>\$ 25,178,135</b>	<b>\$ 171,116</b>	<b>48.5%</b>
<b>Expenditures</b>						
Salaries	\$ 13,987,916	\$ 4,687,258	\$ 9,300,658	\$ 13,987,916	\$ -	33.5%
Other Compensation	-	-	-	-	-	-
Related Benefits	5,155,826	1,449,200	3,706,626	5,155,826	-	28.1%
<b>Total Personal Services</b>	<b>\$ 19,143,742</b>	<b>\$ 6,136,458</b>	<b>\$ 13,007,284</b>	<b>\$ 19,143,742</b>	<b>\$ -</b>	<b>32.1%</b>
Travel	515,000	58,370	456,630	515,000	-	11.3%
Operating Services	1,383,237	620,036	934,317	1,554,353	171,116	44.8%
Supplies	325,000	184,199	140,801	325,000	-	56.7%
<b>Total Operating Expenses</b>	<b>\$ 2,223,237</b>	<b>\$ 862,605</b>	<b>\$ 1,531,748</b>	<b>\$ 2,394,353</b>	<b>\$ 171,116</b>	<b>38.8%</b>
Professional Services	1,506,543	199,038	1,307,505	1,506,543	-	13.2%
Other Charges	849,563	779	848,784	849,563	-	0.1%
Debt Services		-	-	-	-	-
Interagency Transfers	283,934	-	283,934	283,934	-	0.0%
<b>Total Other Charges</b>	<b>\$ 2,640,040</b>	<b>\$ 199,817</b>	<b>\$ 2,440,223</b>	<b>\$ 2,640,040</b>	<b>\$ -</b>	<b>7.6%</b>
General Acquisitions		29,948	(29,948)	-	-	-
Library Acquisitions	350,000	187,091	162,909	350,000	-	53.5%
Major Repairs	-	-	-	-	-	-
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 350,000</b>	<b>\$ 217,039</b>	<b>\$ 132,961</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>62.0%</b>
Scholarships	650,000	293,000	357,000	650,000	-	45.1%
<b>Total Expenditures</b>	<b>\$ 25,007,019</b>	<b>\$ 7,708,919</b>	<b>\$ 17,469,216</b>	<b>\$ 25,178,135</b>	<b>\$ 171,116</b>	<b>30.8%</b>

**Southern University New Orleans Campus  
General Operating Budget Financial Statement  
For Fiscal Year Ending June 30, 2023  
As of October 31, 2022**

	<b>FY23 Budget</b>	<b>Actual</b>	<b>Projected</b>	<b>Total FY23</b>	<b>Over/(Under) Budget</b>	<b>% Actual to Budget</b>
<b>Revenues</b>						
General Fund Direct	\$ 9,481,986	\$ 2,963,122	\$ 6,518,864	\$ 9,481,986	\$ -	31.3%
Statutory Dedicated	558,554	-	\$ 558,554	558,554	-	0.0%
Federal	-	-	-	-	-	-
<b>Self Generated</b>						
Tuition - Fall 2021	4,851,700	3,138,956	1,465,441	4,604,397	(247,303)	64.7%
Tuition - Spring 2022	4,577,842	-	4,577,842	4,577,842	-	0.0%
Tuition - Summer	429,999	213,713	216,286	429,999	-	49.7%
Out-of-State Fees	352,829	197,124	155,705	352,829	-	55.9%
Other	4,735,175	1,098,439	3,636,736	4,735,175	-	23.2%
Interagency Transfer		-	-			
<b>Total Revenues</b>	<b>\$ 24,988,085</b>	<b>\$ 7,611,354</b>	<b>\$ 17,129,428</b>	<b>\$ 24,740,782</b>	<b>\$ (247,303)</b>	<b>30.5%</b>
<b>Expenditures</b>						
Salaries	\$ 11,440,229	\$ 3,834,287	\$ 7,605,942	\$ 11,440,229	\$ -	33.5%
Other Compensation	75,000	10,765	\$ 64,235	75,000	-	-
Related Benefits	4,555,019	1,339,119	\$ 3,215,900	4,555,019	-	29.4%
<b>Total Personal Services</b>	<b>\$ 16,070,248</b>	<b>\$ 5,184,171</b>	<b>\$ 10,886,077</b>	<b>\$ 16,070,248</b>	<b>\$ -</b>	<b>32.3%</b>
Travel	21,000	1,452	19,548	21,000	-	6.9%
Operating Services	2,025,500	499,806	1,525,694	2,025,500	-	24.7%
Supplies	180,500	52,361	128,139	180,500	-	29.0%
<b>Total Operating Expenses</b>	<b>\$ 2,227,000</b>	<b>\$ 553,619</b>	<b>\$ 1,673,381</b>	<b>\$ 2,227,000</b>	<b>\$ -</b>	<b>24.9%</b>
Professional Services	-	17,705	(17,705)	-	-	-
Other Charges	4,909,862	192,896	4,469,663	4,662,559	(247,303)	3.9%
Debt Services		.	.			
Interagency Transfers	1,353,076	-	1,353,076	1,353,076	-	0.0%
<b>Total Other Charges</b>	<b>\$ 6,262,938</b>	<b>\$ 210,601</b>	<b>\$ 5,805,034</b>	<b>\$ 6,015,635</b>	<b>\$ (247,303)</b>	<b>3.4%</b>
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	175,000		175,000	175,000	-	0.0%
Major Repairs	-	-	-	-	-	-
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 175,000</b>	<b>\$ -</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>	<b>\$ -</b>	<b>0.0%</b>
Scholarships	252,900	211,509	41,391	252,900	-	83.6%
<b>Total Expenditures</b>	<b>\$ 24,988,086</b>	<b>\$ 6,159,900</b>	<b>\$ 18,580,883</b>	<b>\$ 24,740,783</b>	<b>\$ (247,303)</b>	<b>24.7%</b>

**Southern University Shreveport Campus  
General Operating Budget Financial Statement  
For Fiscal Year Ending June 30, 2023  
As of October 31, 2022**

	<b>FY23 Budget</b>	<b>Actual</b>	<b>Projected</b>	<b>Total FY23</b>	<b>Over/(Under) Budget</b>	<b>% Actual to Budget</b>
<b>Revenues</b>						
General Fund Direct	\$ 6,734,035	\$ 2,525,264	\$ 4,208,771	\$ 6,734,035	\$ -	37.5%
Statutory Dedicated	182,015	55,133	126,882	182,015	-	30.3%
Federal		-	-			
<b>Self Generated</b>						
Tuition - Fall 2021	3,328,227	3,733,569	-	3,733,569	405,342	112.2%
Tuition - Spring 2022	3,094,497	25,243	3,069,254	3,094,497	-	0.8%
Tuition - Summer	498,304	313,453	184,851	498,304	-	62.9%
Out-of-State Fees	158,400	123,142	75,000	198,142	39,742	77.7%
Other	2,929,410	59,555	1,661,712	1,721,267	(1,208,143)	2.0%
Interagency Transfer		-	-			
<b>Total Revenues</b>	<b>\$ 16,924,888</b>	<b>\$ 6,835,359</b>	<b>\$ 9,326,470</b>	<b>\$ 16,161,829</b>	<b>\$ (763,059)</b>	<b>40.4%</b>
<b>Expenditures</b>						
Salaries	\$ 8,280,556	\$ 2,712,477	\$ 4,631,195	\$ 7,343,672	\$ (936,884)	32.8%
Other Compensation	-	-	-	-	-	0.0%
Related Benefits	3,678,340	882,222	2,190,377	3,072,599	(605,741)	24.0%
<b>Total Personal Services</b>	<b>\$ 11,958,896</b>	<b>\$ 3,594,699</b>	<b>\$ 6,821,572</b>	<b>\$ 10,416,271</b>	<b>\$ (1,542,625)</b>	<b>30.1%</b>
Travel	34,800	1,689	33,111	34,800	-	4.9%
Operating Services	2,714,231	1,208,875	1,505,356	2,714,231	-	44.5%
Supplies	133,200	28,502	100,000	128,502	(4,698)	21.4%
<b>Total Operating Expenses</b>	<b>\$ 2,882,231</b>	<b>\$ 1,239,066</b>	<b>\$ 1,638,467</b>	<b>\$ 2,877,533</b>	<b>\$ (4,698)</b>	<b>43.0%</b>
Professional Services	86,521	133,675	100,000	233,675	147,154	154.5%
Other Charges	1,162,282	10,661	1,151,621	1,162,282	-	0.9%
Debt Services		-	-			
Interagency Transfers	734,958	-	734,958	734,958	-	0.0%
<b>Total Other Charges</b>	<b>\$ 1,983,761</b>	<b>\$ 144,336</b>	<b>\$ 1,986,579</b>	<b>\$ 2,130,915</b>	<b>\$ 147,154</b>	<b>7.3%</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	437,110	300,000	737,110	637,110	437.1%
<b>Total Expenditures</b>	<b>\$ 16,924,888</b>	<b>\$ 5,415,211</b>	<b>\$ 10,746,618</b>	<b>\$ 16,161,829</b>	<b>\$ (763,059)</b>	<b>32.0%</b>



**Southern University Agricultural Research and Extension Center  
General Operating Budget Financial Statement  
For Fiscal Year Ending June 30, 2023  
As of October 31, 2022**

	<b>FY23 Budget</b>	<b>Actual</b>	<b>Projected</b>	<b>Total FY23</b>	<b>Over/(Under) Budget</b>	<b>% Actual to Budget</b>
<b>Revenues</b>						
General Fund Direct	\$ 7,687,749	\$ 2,882,906	\$ 4,804,843	\$ 7,687,749	\$ -	37.5%
Statutory Dedicated	1,803,314	15,752	1,787,562	1,803,314	-	0.9%
Federal	3,654,209	811,474	2,842,735	3,654,209	-	22.2%
<b>Self Generated</b>						
Tuition - Fall 2021		-	-			
Tuition - Spring 2022		-	-			
Tuition - Summer		-	-			
Out-of-State Fees		-	-			
Other		-	-			
Interagency Transfer		-	-			
<b>Total Revenues</b>	<b>\$ 13,145,272</b>	<b>\$ 3,710,133</b>	<b>\$ 9,435,139</b>	<b>\$ 13,145,272</b>	<b>\$ -</b>	<b>28.2%</b>
<b>Expenditures</b>						
Salaries	\$ 5,902,538	\$ 1,956,430	\$ 3,946,108	\$ 5,902,538	\$ -	33.1%
Other Compensation	128,882	16,667	112,215	128,882	-	12.9%
Related Benefits	2,838,924	692,505	2,146,419	2,838,924	-	24.4%
<b>Total Personal Services</b>	<b>\$ 8,870,344</b>	<b>\$ 2,665,601</b>	<b>\$ 6,204,743</b>	<b>\$ 8,870,344</b>	<b>\$ -</b>	<b>30.1%</b>
Travel	246,441	27,704	218,737	246,441	-	11.2%
Operating Services	583,553	532,553	51,000	583,553	-	91.3%
Supplies	319,410	50,039	269,371	319,410	-	15.7%
<b>Total Operating Expenses</b>	<b>\$ 1,149,404</b>	<b>\$ 610,296</b>	<b>\$ 539,108</b>	<b>\$ 1,149,404</b>	<b>\$ -</b>	<b>53.1%</b>
Professional Services	55,000	9,750	45,250	55,000	-	17.7%
Other Charges	1,864,293	-	1,864,293	1,864,293	-	0.0%
Debt Services		-	-	-		
Interagency Transfers	217,927	-	217,927	217,927	-	0.0%
<b>Total Other Charges</b>	<b>\$ 2,137,220</b>	<b>\$ 9,750</b>	<b>\$ 2,127,470</b>	<b>\$ 2,137,220</b>	<b>\$ -</b>	<b>0.5%</b>
General Acquisitions	298,310	649	297,661	298,310	-	0.2%
Library Acquisitions		-	-	-		
Major Repairs	689,994	243,564	446,430	689,994	-	35.3%
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 988,304</b>	<b>\$ 244,213</b>	<b>\$ 744,091</b>	<b>\$ 988,304</b>	<b>\$ -</b>	<b>24.7%</b>
Scholarships	-	-	-	-	-	
<b>Total Expenditures</b>	<b>\$ 13,145,272</b>	<b>\$ 3,529,860</b>	<b>\$ 9,615,412</b>	<b>\$ 13,145,272</b>	<b>\$ -</b>	<b>26.9%</b>