



SOUTHERN UNIVERSITY SYSTEM
BOARD OF SUPERVISORS

MEETING

9 a.m.

Friday, June 21, 2019

Southern University at New Orleans

Lake Campus

Millie M. Charles School of Social Work Building

6801 Press Drive

New Orleans, LA 70128

Academic Affairs Committee

ACADEMIC AFFAIRS COMMITTEE

**Southern University at New Orleans
Millie M. Charles School of Social Work Building
6801 Press Drive
New Orleans, LA 70128
Friday, June 21, 2019
9 AM**

AGENDA

1. Call to Order
2. Invocation
3. Roll Call
4. Adoption of the Agenda
5. Public Comments
6. Action Item(s):
 - A. Request Approval of the 2017-2020 Undergraduate Catalog (SUBR)
 - B. Request Approval of the 2019-2023 Graduate Catalog (SUBR)
 - C. Request Approval to Establish a Cannabis Compliance, Law, Policy and Regulatory Institute (SULC)
7. Other Business
8. Adjournment

MEMBERS

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



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL
POST OFFICE BOX 9294
BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552
FAX (225) 771-2474

May 30, 2019

RECEIVED
OFFICE OF THE
PRESIDENT/CHANCELLOR
2019 MAY 30 PM 3:10
SOUTHERN UNIVERSITY
SYSTEM

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

RE: Cannabis Compliance, Law, Policy, and Regulatory Institute

Dear Dr. Belton:

The State of Louisiana has legalized the use of cannabis to create medicine and/or medical products for use by individuals for specified diseases, illnesses, and medical conditions. The Louisiana Legislature continues to expand the types of diseases, disease states, illnesses, and medical conditions which warrant the legal use of cannabis.

Western states and now, Eastern and Midwestern states are increasingly launching legalization efforts regarding cannabis production and use. These legalization efforts have created compliance, legal, policy, and regulatory issues that are going to be transformational and far reaching.

Over the last year, law students have been learning about these issues through a course that focuses on medical marijuana in the Law Center's "Law and Medicine" course and experiential learning opportunities that are being developed. The critical cannabis issues include, but are not limited to the following: (1) Licensing mechanics/structures and quality/safety concerns; (2) Health outcomes in legal and medical use jurisdictions; (3) Adult use cannabis regulation; (4) The federal position on marijuana laws; and (5) Banking issues, business structuring, and cannabis business taxation; and (6) Criminal Justice and Social Justice.

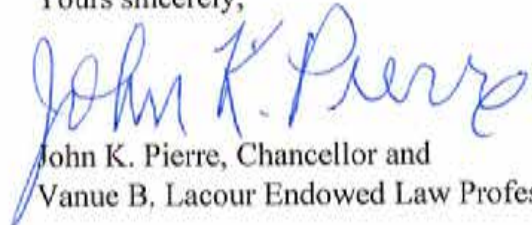
Legal Cannabis/marijuana sales are projected to exceed \$24.5 billion dollars by 2021. At least 29 states have legalized the use of medical cannabis/marijuana, and 8 states have legalized recreational adult use. Law students and attorneys need to acquire the knowledge and skills needed to guide and help cannabis licenses, cannabis producers, processors, wholesalers,

Dr. Ray Belton
May 30, 2019
Page -2-

retailers, and auxiliary enterprises navigate this thriving industry. In addition law students, attorneys, and other policymakers need to acquire knowledge and engage in research that serves as a guide to prudent policy making.

The Institute would be the vehicle through which the Law Center could help create a platform to study cannabis compliance, law, policy, and regulatory issues. I respectfully request that the Board of Supervisors for the Southern University System review this idea and approve the creation of the Institute during the June 2019 board meeting. If you have any questions, please feel free to contact me.

Yours sincerely,



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

Athletics Committee

ATHLETICS COMMITTEE
(Following the Academic Affairs Committee)
Southern University at New Orleans
Millie M. Charles School of Social Work Building
6801 Press Drive
New Orleans, LA 70128
Friday, June 21, 2019

AGENDA

1. Call to Order
2. Invocation
3. Roll Call
4. Adoption of the Agenda
5. Public Comments
6. Action Item(s):
 - A. Request Approval of Contract Extension for Head Coach, Women's Basketball- Carlos Funchess (SUBR)
 - B. Request Approval of Contract Extension for Head Coach, Baseball- Kerrick Jackson (SUBR)
7. Other Business
8. Adjournment

MEMBERS

Mr. John Barthelemy—Chair, Atty. Edwin Shorty—Vice Chair
Mr. Raymond Fondel, Jr., Rev. Donald Ray Henry, Atty. Patrick Magee, Dr. Rani Whitfield
Atty. Domoine D. Rutledge- Ex Officio



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

DEPARTMENT OF ATHLETICS

SOUTHERN JAGUARS | PO BOX 9942 | BATON ROUGE, LA 70813
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May 24, 2019

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

I respectfully submit this letter to recommend personnel action for Coach Carlos Funchees and Coach Kerrick Jackson. Coach Funchees is entering his 15th year at Southern University and has won the 2019 SWAC Regular Season Championship, 2019 SWAC Tournament Championship along with 2019 SWAC Coach of the Year. He also won the national WBCA (Maggie Dixon) Division 1 Rookie Coach of the Year. He took us back to the NCAA Tournament since 2009. Coach Funchees is regarded as one of the top coaches in the SWAC Conference and is a valuable asset to the Southern University Department of Athletics. It is my pleasure to recommend for your consideration, a 2-year contract extension for Coach Funchees and a salary adjustment from \$105,000 to \$115,000. Additionally, he will have a salary pool of \$6,000 that he can disburse among his assistant's coach's salary.

Also, for your consideration is Coach Kerrick Jackson. Coach Jackson is in his 2nd year at Southern University and has had an incredible turnaround. He has won the 2019 SWAC Western Division Championship, 2019 SWAC Tournament Championship along with 2019 SWAC Coach of the Year. It will be our first post-season return since 2009 in a NCAA Regional. Coach Jackson is regarded as one of the top coaches in the SWAC Conference and is a valuable asset to the Southern University Department of Athletics. It is my pleasure to recommend for your consideration, a 3-year contract extension for Coach Jackson (with an option year) and a salary adjustment from \$85,000 to \$103,000. Additionally, he will have a salary pool of \$8,000 that he can disburse among his assistant's coach's salary.

It is without hesitation that I humbly request approval for the personnel actions for both Coach Carlos Funchees and Coach Kerrick Jackson. Should you have additional questions, please do not hesitate to let me know.

Please accept my recommendation of the above mentioned.

The starting salary date is July 1, 2019.

Respectfully,

Roman Banks
Director of Athletics
Southern University and A&M College University

Dr. Ray L. Belton
President-Chancellor
Southern University System and Baton Rouge Campus

**FIRST AMENDMENT TO THE
EMPLOYMENT CONTRACT OF
HEAD WOMEN'S BASKETBALL COACH
CARLOS CAMILL FUNCHESS**

This agreement shall be effective on the 1st day of July 2019, between Southern University at Baton Rouge ("SUBR"), through its management board, the Southern University Board of Supervisors ("Board") and Carlos Camill Funchess (Head Women's Basketball Coach). This agreement constitutes the employment contract and appointment of the Head Women's Basketball Coach at Southern University in Baton Rouge, Louisiana. This shall amend the original agreement effective on July 2, 2018 through July 1, 2021 as described below.

EMPLOYMENT OF HEAD WOMEN'S BASKETBALL COACH

II. Term

- a. The term of the original agreement shall be extended by two (2) years commencing on July 1, 2021 and terminate on June 30, 2023.

III. Compensation and Employee Benefits

- a. For services and satisfactory performance of all terms of this agreement, SUBR shall pay Head Women's Basketball Coach an annual base salary of one-hundred fifteen thousand dollars (\$115,000.00). The salary shall be paid in equal amounts monthly or such other regular pay periods used for administrative employees.

V. Performance Incentives

A. Basketball Game Guarantee Incentive Funding

1. If one hundred and fifty-five thousand dollars (\$155,000.00) or more in game guarantees are collected during the contract year, the Head Women's Basketball Coach shall receive a distribution of up to twenty thousand dollars (\$20,000.00) towards his salary and five thousand dollars (\$5,000.00) towards vehicle stipend. The Women's Basketball Program may be allocated up to twenty-five thousand dollars (\$25,000.00) that may be used at Head Women's Basketball Coach's discretion, with approval from the Athletic Director and President-Chancellor, on any basketball related programs and activities, including recruiting, travel, equipment, salary supplements for assistant coaches, tutors, or other such personnel to assist the basketball program. Ninety-five thousand dollars (\$95,000.00) will be retained by the athletic department budget. The basketball program must first satisfy the state budget requirements before allowing any other expenditures.

IN WITNESS WHEREOF, the parties hereto have executed this agreement, or caused this agreement to be executed on the date shown below.

Head Women's Basketball Coach, Date
Carlos Funchess

Director of Athletics, Roman Banks, Date

President-Chancellor, Dr. Ray Belton, Date

SUBOS Chairman, Domoine Rutledge, Date



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

DEPARTMENT OF ATHLETICS

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To: Deidre Robert
General Counsel

From: Roman Banks Director of Athletics

RE: Head Women's Basketball Coach Extension

Date: May 30, 2019

Term

Two (2) year Extension

Salary

Annual Base Salary of one-hundred fifteen thousand dollars (\$115,000.00)

v. Fundraising Incentives

A. Basketball Game Guarantee Incentive Funding

1. If one hundred and fifty-five thousand dollars (\$155,000.00) or more in game guarantees are collected during the contract year, the Head Women's Basketball Coach shall receive a distribution of up to twenty thousand dollars (\$20,000.00) towards his salary and five thousand dollars (\$5,000.00) towards vehicle stipend. The women's Basketball program may be allocated up to twenty-five thousand dollars (\$25,000.00) that may be used at Head Women's Basketball Coach's discretion with approval from the Athletic Director and President-Chancellor, on any basketball related programs and activities, including recruiting, travel, equipment, salary supplements for assistant coaches, tutors, or other such personnel to assist the basketball program. Ninety-five thousand dollars (\$95,000.00) will be retained by the athletic department budget. The basketball program must first satisfy the state budget requirements before allowing any other expenditures.

***All Other Terms Remain the Same**



**SOUTHERN
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SOUTHERN UNIVERSITY
HUMAN RESOURCES

2019 MAY 30 P 3: 25

To: Deidre Robert
General Counsel

From: Roman Banks Director of Athletics

RE: Head Baseball Coach New Agreement/Amendment

Date: May 30, 2019

Term

Three (3) years with a one-year (1) option.

Salary

First (1st) year \$103,000; second (2nd) year \$103,000; third (3rd) year \$103,000; and fourth (4th) year if option is exercised \$103,000

Incentives (Stay the Same Adding 1 Additional Incentive)

I. SWAC Divisional Championship

1) Head Baseball Coach	One Month's Salary
2) Full-Time Assistant Coaches	\$1,000.00
3) Part-Time Coaches	\$500.00

v. Private Fundraising

- Head Coach will have the opportunity to secure private donations for baseball program.
- Head Baseball Coach, upon AD, President-Chancellor, and Director of the Foundation approval, may withdraw up to forty-five thousand dollars (\$45,000.00) per year of the private donations for the baseball program. However, Head Baseball Coach can only use twenty-five thousand dollars (\$25,000.00) toward Head Baseball Coach's Salary and ten thousand dollars (\$10,000.00) toward Assistant Baseball Coach's Salary.

***All Other Terms Remain the Same**

**FIRST AMENDMENT TO THE
EMPLOYMENT CONTRACT OF
HEAD BASEBALL COACH
KERRICK JACKSON**

This agreement shall be effective on the 1st day of July 2019, between Southern University at Baton Rouge ("SUBR"), through its management board, the Southern University Board of Supervisors ("Board") and Kerrick Jackson (Head Baseball Coach. This agreement constitutes the employment contract and appointment of the Head Baseball Coach at Southern University in Baton Rouge, Louisiana. This shall amend the original agreement effective on August 1, 2017 and through June 30, 2019 as described below.

EMPLOYMENT OF HEAD BASEBALL COACH

II. Term

- a. The term of the agreement shall be extended by three (3) years commencing on July 1, 2019 and terminate on June 30, 2022. The Board has the option to extend this agreement for one additional year (2023). The option to extend this contract must be approved by the board based upon the recommendation of the Director of Athletics and SUBR Chancellor. Head Baseball Coach shall have the option to accept or reject such extension.

III. Compensation and Employee Benefits

- a. For services and satisfactory performance of all terms of this agreement, SUBR shall pay Head Baseball Coach an annual base salary of one-hundred three thousand dollars (\$103,000.00). The salary shall be paid in equal amounts monthly or such other regular pay periods used for administrative employees.

V. Performance Incentives (adding section a.vi. and amending section v.)

a. (vi.) SWAC Divisional Championship

1. Head Baseball Coach	One Month's Salary
2. Full-Time Assistant Coaches	\$1,000.00
3. Part-Time Coaches	\$500.00

v. Private Fundraising

- 1. Head Coach shall have the opportunity to secure private donations for the baseball program. The Southern University System Foundation ("Foundation") in an account dedicated for the baseball program shall manage such donations. To the extent adequate funds are available, and subject to the approval of the Athletic Director, President-Chancellor and Director of the Foundation, Head Coach may withdraw up to forty-five thousand (\$45,000.00) per year of such private donations dedicated to the baseball program to supplement his salary and those of his Assistant coaches. Head Baseball Coach can only use twenty-five thousand dollars (\$25,000.00) towards his salary and ten thousand dollars (\$10,000.00) towards the Assistant Baseball Coaches salary. If such a withdrawal is requested, it shall be made after the last contest of the baseball season.

IN WITNESS WHEREOF, the parties hereto have executed this agreement, or caused this agreement to be executed on the date shown below.

Head Baseball Coach, Kerrick Jackson, Date
Carlos Funchess

Director of Athletics, Roman Banks, Date

President-Chancellor, Dr. Ray Belton, Date

SUBOS Chairman, Domoine Rutledge, Date

Facilities and Property Committee

FACILITIES AND PROPERTY COMMITTEE

(Following the Athletics Committee)

Millie M. Charles School of Social Work Building

6801 Press Drive

New Orleans, LA 70128

Friday, June 21, 2019

AGENDA

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

MEMBERS

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

Southern University and A&M College System

SU System Campuses Projects

Eli G. Guillory III June 2019

	agency	Project Name	Project Budget	Funding Source	Approval Date	Completion Date	Comments
1	SUAG	SUAG Arena - building exterior painting and wall system/roof canopy repairs	\$ 75,000.00	State	2018		Pending WBS no. from FP&C w/ approval
2	SUAG	Southwest Center for Rural Initiatives (Opelousas Ag Bldg) - Mechanical system AC units replacement	\$ 105,221.96	State	2018		Active - In Progress
3	SUAG	A. O. Williams Hall Mechanical HVAC system upgrades - Westside of Phase one	\$ 250,000.00	State	2018		Pending planning by FP&C and seeking additional funding \$1,000,000
4	SUAG	SUAG - A. O. Williams Hall Renovations - Phase 1 westside, ext. wall flashing and de-brick masonry	\$ 2,764,000.00	Fed. Gov. NIFA	2015	2019	complete (pending to seek Capital Outly funding for \$4,500,000 for phase 2 - Eastside)
5	SUAG	Multipurpose Building	\$ 1,492,444.00	Fed. Gov.	2003	2018	complete (furniture funding is pending)
6	SUAG	Child Development Center - code upgrades	\$ 218,300.00	Fed. Gov.	Apr. 2018	2019	Complete
7	SUAG	Horticulture Storage Building Renovation	\$ 275,000.00	Fed. Gov.	2003	2017	Complete
8	SUAG	Pesticide Storage Building	\$ 250,000.00	Fed. Gov.	2003	2018	Complete
9	SUAG	Equipment Storage Shed Building	\$ 90,000.00	Fed. Gov.	2003	2018	Complete
10	SUAG	Meat Technology Roof Replacement	\$ 212,400.00	Fed. Gov.	Apr. 2018	2019	Complete
11	SUAG	A. O. Williams Hall - Mechanical AHU / Mech. Room equipment Repairs	\$ 140,000.00	State	10/20/2017	2019	completed
12	SUBR	B. A. Little Dr. Road upgrade at SUPD & TT Allain Hall	\$ 151,775.00	Title 3	2018	2019	complete
13	SUBR	New Science Complex - program room/space planning phase	\$ 56,000.00	Title 3	2017	2019	completed
14	SUBR	J. B. Moore Hall Hi-Tech Smart Classroom Renovation	\$ 300,000.00	Title 3	Apr. 2016	2019	construction 100% complete
15	SUBR	SU Museum of Art - HVAC Mechanical System Repairs	\$ 127,112.00	State	10/11/2018		Active - Construction in progress - 98% complete
16	SUBR	Air Handling Unit Repair - W. H. James Hall	\$ 350,000.00	State	10/20/2017		Active - Construction in progress 25%
17	SUBR	Fan Coil Unit Repairs-JW Fisher hall	\$ 100,000.00	State	10/19/2017		Active - Construction in progress 98%
18	SUBR	Fan Coil Unit Repairs-J. Lee Hall & Health Research Center	\$ 100,000.00	State	10/19/2017		Active - Construction in progress 95%
19	SUBR	Mechanical Unit Repairs-VWV Stewart Hall -Phase 1	\$ 100,000.00	State	10/19/2017	2019	Construction in progress - 100% complete
20	SUBR	Dehumidifying System Repair-Tourgee A. Debose Music Hall	\$ 225,000.00	State	10/19/2017		Active - Construction in progress 85% complete
21	SUBR	A.W. Mumford (Consent Decree ADA)	\$ 7,900,000.00	State	2016		Active - Construction In progress 85% complete
22	SUBR	F.G. Clark Activity Center (Consent Decree ADA)	\$ 7,450,000.00	State	2016		Active - Construction in progress 90% complete
23	SUBR	J.S. Clark Admin Building - Roof Replacement	\$ 216,558.00	State	12/20/2017		Active - Construction in progress
24	SUBR	Frank Hayden Hall - Theatre Lobby Restrooms Phase 1 upgrades		Title 3	Apr. 2016		pending budget funding for planning & construction
25	SUBR	Ravine Utility Line Erosion Control	\$ 1,221,407.00	State	2016		Active - pending completion by DOTD, FP&C, BoR

26	SUBR	Ruffin Paul Central Plant - Loop Pump and Valve Replacement (Rebuild (2) <i>Loop pumps and replace with new VFDs. Replace valves on top of aluminum cooling tower and replace safety rails</i>)	\$ 212,000.00	State	7/27/2018		Active - in the planning phase for bidding by fp&c
27	SUBR	ADA Safety Compliance & Drainage Project at the Law Center	\$ 95,400.00	State	7/27/2018		Active - in the planning phase for bidding by fp&c
28	SUBR	SU Laboratory School Gym Roof replacement/upgrades as required for interior protection of rain water migration.	\$ 120,000.00	State			Pending WBS no. from FP&C approval
29	SUBR	SU Laboratory School Gym Looker Room upgrades	\$ 70,000.00	SUBR	2019		Active - construct in progress - 98% complete / seek an additional \$20,000 for HVAC upgrades
30	SUBR	SU Laboratory School Elementary Buildings renovations	\$ 440,000.00	State	2019		Active - FP&C pending planning phase
31	SUBR	Install / repairs of 100ft tower lights - West and East of F G Clark Activity Center (Disaster Relief Shelter)	\$ 175,000.00	State			Pending FP&C approval
32	SUBR	Upgrade lighting system for classrooms, exits and stairwells in various buildings	\$ 100,000.00	State			Pending FP&C approval
33	SUBR	Campus sidewalks repairs neutralizing trip hazards and ensuring wheelchair accessibility	\$ 55,542.00	State			Active - planning phase and bidding
34	SUBR	J. S. Clark Adm. Building - Upgrade chill water and hot water pumps and install new automated digital controls	\$ 160,000.00	State			pending FP&C approval
35	SUBR	W. W. Stewart Hall Auditorium Mech. HVAC repairs/upgrades	\$ 255,414.00	State			Active - planning in progress
36	SUBR	Ravine Erosion Control & Road Improvements	\$ 10,000,000.00	DOTD	5/25/2017		Active - construction pending / low bid \$5,000,000 by Merrick LLC - pre-const. meeting 15 June 2019
37	SUBR	Music Building Annex - Music & Recording Studio	\$ 200,000.00	Title 3	2018		Active - planning phase
38	SUBR	W. W. Stewart Hall First Floor Renovations - North	\$ 330,000.00	Title 3	2018		Active - programing & planning phase
39	SUBR	W. W. Stewart Hall Lobby Restrooms / Auditorium Renovations	\$ 160,000.00	Title 3	2018		Active - programing & planning phase
40	SUBR	T. H. Harris Hall Window Replacement	\$ 50,000.00	State	2016	2017	Complete
41	SUBR	SUBR Gas Valve Replacement	\$ 4,028.00	State	2016	2017	Complete
42	SUBR	Underground Gas and Water Line Repairs	\$ 4,250.00	State	2016	2016	Complete
43	SUBR	T. T. Allain Hall ADA compliance	\$ 4,700.00	State	2016	2017	Complete
44	SUBR	Water Valve Replacement	\$ 287,631.35	State	2016	2017	Complete
45	SUBR	Fan Coil Unit Repair James B Moore	\$ 67,987.79	State	2016	2017	Complete
46	SUBR	James Lee Hall - Floor Tile Replacement	\$ 202,491.85	State	2016	2017	Complete
47	SUBR	Cade Library - Fire Alarm Replacement	\$ 279,166.00	State	2016	2017	Complete
48	SUBR	Cade Library - Elevator Repairs	\$ 15,000.00	State	2016	2017	Complete
49	SUBR	T. T. Allain ADA Renovation (Consent Decree)	\$ 1,010,000.00	State	2016	2018	Completed
50	SUBR	Tony Clayton Championship Plaza	\$ 465,000.00	SU Foundation	2017	2018	Completed

51	SUBR	Frank Hayden Hall - Theatre seating and wheelchair lift upgrades	\$ 255,000.00	Title 3	Apr. 2016	2018	completed
52	SUBR	Frank Hayden Hall - Theatre lighting upgrades	\$ 257,000.00	Title 3	Apr. 2016	2018	completed
53	SUBR	E. C. Harrison Street & sidewalk Replacement / Upgrades	\$ 404,000.00	Title 3	Apr. 2016	2018	completed
54	SUBR	School of Computer Science Renovation - phase 1 (H. L. Thuman Jr Hall - East Complex)	\$ 248,000.00	Title 3	Apr. 2016	2018	completed
55	SUBR	J. B. Cade Library 4th Floor Renovations	\$ 142,000.00	Title 3	Apr. 2016	2018	completed
56	SUBR	Roofing Replacement - J.S. Clark Annex Bldg	\$ 155,733.57	State	11/17/2016	2018	Completed
57	SUBR	Roofing Replacement - Benjamin Kraft Bldg	\$ 270,396.87	State	11/28/2016	2018	Completed
58	SUBR	Roofing Replacement - Southern University Museum of Art (SUMA)	\$ 41,200.00	State	11/29/2016	2017	Completed
59	SUBR	Door Entrance ADA Repairs - multiple bldgs	\$ 51,500.00	State	12/16/2016	2018	Completed
60	SUBR	Electrical Lighting Repair/Upgrades - Rodney Higgins Hall & Campus	\$ 77,250.00	State	12/19/2016	2018	Completed
61	SUBR	Sidewalk & Curb Ramp Repairs for ADA Compliance	\$ 20,600.00	State	12/19/2016	2018	Completed
62	SUBR	Roof Replacement - William Wallace Stewart Hall	\$ 339,900.00	State	2/9/2017	2017	Completed
63	SUBR	Roof Replacement - Rodney G. Higgins Hall	\$ 229,478.12	State	2/9/2017	2018	Completed
64	SUBR	Central Plant HVAC Replacement	\$ 231,363.60	State	2/9/2017	2018	Completed
65	SUBR	Central Plant HVAC Replacement Phase 2	\$ 87,425.40	State	9/25/2017	2018	Completed
66	SUBR	HVAC Renovations - Multiple Buildings	\$ 128,750.00	State	2/13/2017	2018	Completed
67	SUBR	Benjamin Kraft Hall - Rooftop Mechanical Equipment Replacement	\$ 25,000.00	State	3/6/2018	2018	Completed
68	SUBR	Rodney Higgins Hall - Rooftop Exhaust Fan Replacement	\$ 90,000.00	State	3/12/2018	2018	Completed
69	SUBR	Student Health Center - Ravine Stabilization	\$ 133,900.00	State	7/24/2018	2018	Completed
70	SUBR	Building Control Systems Rpmnt-Mini Lab/Compliance Center	\$ 150,000.00	State	10/19/2017	2018	Completed
71	SUBR	Cooling Tower Repairs-Ruffin Paul Sr. Central Plant - phase 1	\$ 225,000.00	State	10/19/2017	2017	Completed
72	SUBR	Drainage/Culvert Repair at Steptoe Road	\$ 499,980.00	State	2016	2017	Completed - FP&C and DOTD
73	SUBR	SU Police Station Renovation project budget - 450,000	\$ -	Title 3 / SUBR	Apr. 2016		Seeking funding approval for renovations by SUBR - pending approval
74	SUBR	J. B. Moore Hall I. T. Renovation	\$ 450,000.00	Title 3	2018		Active - programing phase
75	SULC	Roof replacement	\$ 480,000.00	State	2016	2017	Completed
76	SUNO	Campus Wide Electrical & Lighting Repairs - Phase II	\$ 437,510.00	State	8/31/2018		Active - pending planning and bidding
77	SUNO	Roofing Replacement - Cafeteria Bldg	\$ 226,365.00	State	11/29/2016	2018	Completed
78	SUNO	Site Parking Lot Restoration Phase 1 & 2 - temporary fema trailers lake and park campus	\$ 2,154,846.00	FEMA	2015		Active - 75% complete-pending completion of New Ed. Building / Arts & Humanities building
79	SUNO	Univ. Center Replace 3 Air Handling Units	\$ 285,775.00	State	2016		Complete
80	SUNO	Roofing Replacement - University Center Building	\$ 494,400.00	State	2016		Complete
81	SUNO	University Center-Parking Lot Resurfacing, Sidewalk & lighting repairs	\$ 61,800.00	State	2016		Complete
82	SUNO	Natural Science Building	\$ 27,750,000.00	FEMA	2015		complete
83	SUNO	Arts and Humanities Building	\$ 21,200,000.00	FEMA	2015		complete

83-1	SUNO	Arts and Humanities Building - Museum Renovation 2nd floor	\$ 1,200,000.00	FEMA	2019		Active - planning phase
84	SUNO	Mechanical HVAC Controls & Equipment upgrades	\$ 95,082.00	State	2018		Active - planning and bidding by fp&c
85	SUNO	Campus sidewalk and parking lot upgrades / repairs for various locations on the Park Campus and Lake Campus	\$ 145,000.00	State			Active - planning and bidding by fp&c
86	SUNO	Campus wide Mechanical HVAC System Upgrades for various buildings on the Park and Lake Campus	\$ 400,000.00	State			Active - pending planning and bidding
87	SUNO	University Center 2nd & 3rd floor door replacements and painting of offices/restrooms/corridors.	\$ 200,000.00	State			Pending fp&c approval
88	SUNO	Natural Science 1st & 2nd Floors interior build-out spaces Phase 2	\$ 2,700,000.00	FEMA	2015		Active - planning phase
89	SUNO	Demolition of existing New Science and Old Science Buildings - see fp&c for budget amount		FEMA	2015		Active - planning phase (staffing to vacate buildings is pending)
90	SUNO	New Education and Human Development Building	\$ 11,608,000.00	FEMA	2015		Active - under construction 99.5 % complete
91	SUNO	Roof Leaks & associated damage repair -Modular Buildings	\$ 29,772.10	State	2016	2017	Completed
92	SUNO	Washington Library HVAC	\$ 298,295.00	State	2016	2017	Completed
93	SUNO	Electrical Underground Wiring Repairs & Outdoor Lighting	\$ 48,734.00	State	2016	2018	Completed
94	SUNO	Mechanical Underground Piping Repairs	\$ 51,500.00	State	2016	2017	Completed
95	SUNO	Roofing Repair - New Science Bldg	\$ 36,153.00	State	6/13/2017	2017	Completed
96	SUNO	Emergency Chilled Water Valve Installation - L. Washington Memorial Library	\$ 10,300.00	State	6/13/2017	2017	Completed
97	SUNO	Electrical & Lighting Repairs/Replacements - Campuswide	\$ 51,500.00	State	7/24/2017	2018	Completed
98	SUNO	University Center Pool Repairs	\$ 65,290.17	State	10/17/2017	2018	Completed
99	SUNO	Central Plant Building	\$ 6,097,000.00	FEMA	2015	2017	completed
100	SUNO	School of Social Work Building	\$ 10,257,000.00	FEMA	2015	2017	completed
101	SUSLA	Mechanical/HVAC System Repairs	\$ 424,000.00	State	7/27/2018		Active - pending planning & bidding (on hold by FP&C due to a RFP for energy savings performance contracting by SUSLA)
102	SUSLA	ADA Restrooms upgrades	\$ 117,873.00	State			Active - pending planning by fp&c
103	SUSLA	Elevator repairs	\$ 71,180.00	State			Active - repairs in progress
104	SUSLA	Allen Building School of Nursing Renovation (Downtown Texas St.)	\$ 3,500,000.00	State	2018		Active - 99.5% complete
105	SUSLA	HVAC upgrades, install New Roof, Enhance Drainage.	\$ 192,710.00	Title III			Active - In Progress
106	SUSLA	Install keyless Entry Locks on MLK, Incubator and Metro Campus'	\$ 50,000.00	Title III			Active - Pending
107	SUSLA	Campus Building Directions Signage	\$ 15,000.00	Title III			Active - Pending
108	SUSLA	Install Energy Efficient External LED Lighting	\$ 85,000.00	Title III			Active - Pending
109	SUSLA	Renovate Admissions Office	\$ 10,000.00	Title III			Active - Pending
110	SUSLA	Renovate Bathrooms	\$ 50,000.00	Title III			Active - Pending

111	SUSLA	SUSLA -Campus HVAC System Repairs	\$ 194,698.00	State	1/30/2017		Active - pending completion
112	SUSLA	Site campus drainage upgrade throughout the main campus.	\$ 150,000.00	State			Active - Pending planning
113	SUSLA	Mechanical System - Replace Air Handler Units and Duct system, Fan Coils, Exhaust Fans (Science Building (S07505), (Fine Arts, S07509 & Jesse Stone, S07511) Server Unit Repair (IT, Main Campus, S07503), Replace Fan Coil Unit Motors and (Administration S07503), Replace Pumps (Administration S07503)	\$ 282,232.00	State			Active - pending planning & bidding (on hold by FP&C due to a RFP for energy savings performance contracting by SUSLA)
114	SUSLA	Replace Hot and Cold Water underground piping on campus (Administration S07503, NCR S07504, Science S07505, Fine Arts S07509, Jesse Stone S07511, PD & Facilities S07506, Library S07508, Physical Plant S07510, Shipping & Warehouse S12069, Health & Education S13204, Student Union S07507, Student Activity S15913, Womens and Minorities Small Business S15937, Jackson & Dental Hygiene Buildings)	\$ 20,000.00	State			Pending approval by fp&c
115	SUSLA	Downtown Metro Building roof repairs and existing rooftop mechanical items removal	\$ 30,000.00	State			Active - planning and bidding by SUSLA
116	SUSLA	SUSLA -Campus Safety Compliance Projects - walks/doors/lighting repairs	\$ 97,850.00	State	1/30/2017	2018	Active - Repairs in progress
117	SUSLA	SUSLA -HPER-Gymnasium Roofing Repairs	\$ 142,469.13	State	1/31/2017	2017	Completed
118	SUSLA	SUSLA - Campus-wide LED Lighting	\$ 25,750.00	State	4/13/2017	2018	Completed
119	SUSLA	SUSLA - Campus-wide ADA Compliance Projects	\$ 55,488.00	State	4/17/2017	2018	Completed
120	SUSLA	Alphonse Jackson New Classroom Building	\$ 6,300,000.00	State		2015	2018 Completed
121	SUSLA	New Dental Hygiene Learning Center	\$ 900,000.00	one time state funding		2015	2017 Completed
Total amount			\$ 142,525,839.91				

SUBR F. G. Clark Activity Center Renovations



SUBR Lab School Boys Locker Room



Finance Committee

FINANCE COMMITTEE
(Following the Facilities and Property Committee)
Southern University at New Orleans
Millie M. Charles School of Social Work Building
6801 Press Drive
New Orleans, LA 70128
Friday, June 21, 2019

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
 - A. Request Approval for Use of Prior Year Funds (SULC)
 - B. Request Approval for Use of Prior Year Funds (SUNO)
 - C. Request to Establish and Restrict the Educational Technology Fee for Online Learning (SUBR)
 - D. Request Approval of the Tuition Fee for the Master's in Business Administration (SUBR)
 - E. Request to Establish a \$25.00 Application Fee for Online Learning (SUBR)
 - F. Request Approval of Retirement Incentive Plan (SUNO)
6. Other Business
7. Adjournment

MEMBERS

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



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL
POST OFFICE BOX 9294
BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552
FAX (225) 771-2474

May 29, 2019

VIA HAND DELIVERY

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

RE: Request for Use of Prior Year Funds

Dear Dr. Belton:

The Law Center is schedule for reaffirmation of its Accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). As part of the accreditation process, the Law Center is required to design and incorporate a Quality Enhancement Plan (QEP) into its academic programs to improve student learning outcomes. In that regard, the Law Center has formed a QEP Committee and a QEP Budget for the program. The QEP Committee, which is comprised of Law Center Faculty and Staff, will be required to perform additional duties above and beyond their normal work obligations. The QEP Budget, which is estimated to be \$72,000, provides for additional overload compensation for the committee members, as well as other program material and supplies.

The Law Center also desires to employ student workers during the summer, primarily in programs that will supplement their legal education. The costs of employing these students will be approximately \$40,000.

The costs of the QEP program and the Summer Student Workers will equal \$112,000 in total. They will be funded from Self-designated prior year funds, for which the balance is more than sufficient to cover the costs of these requests.

I respectfully request that this Request be presented for approval by the Southern University Board of Supervisors at its June 2019 Board Meeting.

Thank you and with kind regards, I am

Respectfully Submitted,


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

Dr. Ray Belton
May 29 2019
Salary and Wage Increase
Page -2-

APPROVED: _____
Dr. Ray L. Belton, President-Chancellor



SOUTHERN UNIVERSITY AT NEW ORLEANS

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www.suno.edu

OFFICE OF THE CHANCELLOR

June 14, 2019

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

Re: Request for Use of Prior Year Funds

Dear President-Chancellor Belton:

Your approval is requested to transfer Building Use Fees in the amount of \$786,079 from prior year funds to the General Fund for SUNO to offset the increase in operating costs.

Thank you for your approval and the advancement of this request to the Board of Supervisors. Please let me know if you need additional information.

Sincerely,

A handwritten signature in cursive script that reads "Lisa Mims - Devezin".

Dr. Lisa Mims-Devezin
Chancellor

Approved:

Dr. Ray L. Belton
President-Chancellor



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM
Office of the Executive Vice President/Executive Vice Chancellor
J. S. Clark Administration Building, Third Floor
Baton Rouge, LA 70813
Phone: (225) 771-4095

May 31, 2019

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

Dear Dr. Belton:

The Online Learning Program has submitted a policy for consideration by the Southern University Board of Supervisors that would establish and restrict the educational technology fee paid by students enrolled in the university's distance education programs. Louisiana Statutes provide for the assessment of the fee and also stipulates that the fees collected should be restricted, accounted for separately and used in accordance with a written plan developed by the institution.

This policy does not propose a change in the fee, but provides for a disaggregation of the fee since distance learning students pay tuition only and no itemized fees. This policy also provides for the designation of a portion of the online tuition as a technology fee. The funds collected would be restricted and used as provided for in the statute. There is a cost for technology associated with administering distance education programs. The revenue disaggregated will be used to enhance the technology used in the program.

I fully support the recommended policy and ask that it be submitted to the Southern University Board of Supervisors for consideration and approval during its June 2019 meeting.

Sincerely,

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

James H. Ammons, Ph.D.
Executive Vice President/Executive Vice Chancellor



POLICY TITLE

Educational Technology Fee for Online Degree Programs

POLICY NUMBER

5-001

Responsible Unit: <i>Office of E-Learning</i>	Effective Date: <i>07/01/2019</i>
Responsible Official: <i>Senior Associate Vice Chancellor for Academic Affairs</i>	Last Reviewed Date:
Policy Classification: <i>Finance, Audit and Budget</i>	Origination Date: <i>07/01/2019</i>

I. POLICY STATEMENT AND RATIONALE

The purpose of this policy is to establish and restrict the educational technology fee paid by students enrolled in the institution's distance education programs. LA Rev Stat 17:3351.1 A (1) (2), B (1) and C "Technology fee; authority to assess; use of proceeds" provide in relevant part that the Board of Supervisors of Southern University and A&M College may provide for the assessment of a student technology fee of \$5.00 per credit hour, not to exceed \$100.00 per semester, which shall be paid by every student and no student shall be exempted from paying the fee. It provides further that the fees are to be restricted, accounted for separately and used in accordance with a written plan developed by the institution regarding technologies for the benefit of students with an annual accounting made for the uses of the fees.

This policy **does not** propose an additional fee assessment. It proposes a disaggregation of the tuition to designate an educational technology fee. Currently, distance education students pay tuition only and no itemized fees. The tuition per credit hour is higher than that paid by students enrolled in courses on the main campus. Presumably, the tuition paid by distance education students includes aggregated fees. LA Rev Stat 17.3351.1 requires that every student pay the educational technology fee and that it be restricted, with an annual accounting of its uses. There is a cost for technology associated with administering distance education programs and delivering quality online courses. The designation and restriction of the fee will help cover these costs.

II. POLICY SCOPE AND AUDIENCE

This policy only applies to students enrolled in the online degree programs and students with special permission to take courses offered in the online degree programs. The fee will vary per student with the amount to be allocated determined by the number of credit hours for which a student registers during each term.

III. POLICY COMPLIANCE

Designation of a portion of the online tuition as a technology fee, restricted and used as provided for in the statute will ensure that the institution's distance education programs comply with the requirements of LA Rev Stat 17:3351.1.

IV. POLICY DEFINITIONS

"*Technology*" shall mean the same as it is defined in RS17:3351.1 B (2): "this includes but is not limited to instructional and laboratory equipment and the networking and supporting of computer and telecommunications infrastructure necessary to support these activities."

V. POLICY IMPLEMENTATION PROCEDURES

The policy can be implemented as follows:

- Distance education students will register for courses and billed based on the distance education tuition rate.
- Students' bills will include a \$5.00 per credit hour technology fee capped at \$100.00 per semester.
- Upon receipt of the students' payments, the Division of Finance will allocate the portion of the payment attributable to the technology fee based on a newly created a detail code, or an existing code.
- The DoIT and E-Learning will coordinate on the use of fees per the permitted uses in LA Rev Stat 17:3351.1.

VI. POLICY RELATED INFORMATION

The application related information includes:

- LA Rev Stat 17:3351.1 (2017) Technology fee; authority to assess; use of proceeds
- LA Rev Stat 17:3351.17 (2017) Distance education; tuition and attendance fees; waivers; public postsecondary education management boards
- LA Rev Stat 17:3351.20 (2017) Mandatory fees

VII. POLICY HISTORY AND REVIEW CYCLE

This is a new policy designed to bring the institution's distance education programs into compliance with LA Rev Stat 17: 3351.1 (2017) mandating the application of the educational technology fee to every student, restriction of the fee and an annual accounting of how the fees were used.

VIII. POLICY URL

This section identifies the Southern University System website where the system policies are archived – www.sus.edu.

IX. POLICY APPROVAL

This section identifies the appropriate approval official(s).

Ray L. Belton, Ph.D.

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

Effective Date of Policy

The Honorable Dumoine D. Rutledge

Chair - Southern University System Board of Supervisors

Effective Date of Policy



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Executive Vice President/Executive Vice Chancellor

J. S. Clark Administration Building, Third Floor

Baton Rouge, LA 70813

Phone: (225) 771-4095

May 31, 2019

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

Dear Dr. Belton:

The Master's in Business Administration Online Program will relaunch in the Fall semester of 2019. To prepare for this relaunch, it is imperative that we set the tuition rate.

We are seeking your endorsement of a tuition fee of \$675 per credit hour, which was set based on the market rate analysis with peer and aspiration programs that are accredited by the AACSB. The per credit hour rates fall within the range of \$392 to \$2,030 per credit hour.

I fully support the recommended rate and ask that you submit this proposed rate to the Southern University Board of Supervisors for consideration for approval.

Sincerely,

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

James H. Ammons, Ph.D.
Executive Vice President/Executive Vice Chancellor



POLICY TITLE

***Establishment of the Tuition and Fees for the
Masters of Business Administration Online Degree Program***

POLICY NUMBER

2-005

Responsible Unit: <i>Office of E-Learning</i>	Effective Date: <i>7/1/2019</i>
Responsible Official: <i>Senior Associate Vice Chancellor for Academic Affairs</i>	Last Reviewed Date:
Policy Classification: <i>Finance, Audit, and Budget</i>	Origination Date: <i>6/1/2019</i>

I. POLICY STATEMENT AND RATIONALE

The purpose of this proposed policy is to establish the tuition rate for the Master of Business Administration Online degree program. The MBA Online will relaunch in the fall semester of 2019. The proposed tuition rate is \$600.00 per credit hour and is established pursuant to a market rate analysis of peer and aspirational programs that are accredited by the AACSB. The per credit hour rate falls within the range of \$382.00 per credit hour and \$2,030.00 per credit hour. The rate at LSU Baton Rouge is \$1,110.00.

As proposed, the Southern University and A&M College's MBA Online will continue the tradition of making education affordable and accessible. The proposed per credit hour rate includes all fees except the Application Fee and Graduation Fee. It includes the required technology fee, which will be disaggregated based on the number of credit hours a student is registered or, restricted and accounted for pursuant to the requirements of LA Rev Stat 3351.1 (2017).

II. POLICY SCOPE AND AUDIENCE

The policy will apply to every student admitted to the MBA Online degree program.

III. POLICY COMPLIANCE

The setting of tuition and attendance fees for the masters degree in business administration is authorized by LA Rev Stat 17:3351.14 (2017) and the setting of fees for distance education tuition

and fees is authorized by LA Rev Stat 17:3351.17. This proposed policy complies with both statutory provisions.

IV. POLICY DEFINITIONS

"Distance education" refers to all academic, continuing education or certificate programs offered by the institution and delivered primarily via the internet and utilizing the learning management system - Moodle.

"Technology fee" as used herein refers to the amount established by LA Rev Stat 17:3351.1 and approved by the institution, that is due and payable by every student at the institution. The provisions of proposed *Policy 5-001 Educational Technology Fee for Online Degree Programs* is incorporated herein as if fully set forth.

V. POLICY IMPLEMENTATION PROCEDURES

The policy will be effective beginning Academic year 2019-2020 and thereafter. The tuition amount will be publicized in the usual and customary manner established by the Division of Financial Affairs. As required by the statute, criteria for waiving the fee will be established by the institution.

The technology fee required to be paid by every student at Southern University will be disaggregated from the tuition, restricted and accounted for annually as required by LA Rev State 17:3351.1(1)(2), B(1) and C.

VI. POLICY RELATED INFORMATION

Information related to the statutory authority can be found in:

1. LA Rev Stat 17:3351.14 *Board of Supervisors of Southern University and A&M College; tuition and attendance fee amounts; graduate students; masters degree in business administration*
2. LA Rev Stat 17:3351.17 *Distance education; tuition and attendance fees; public postsecondary education management boards*

VII. POLICY HISTORY AND REVIEW CYCLE

This is a new policy designed to establish the initial tuition and fee schedule for the MBA Online degree program.

VIII. POLICY URL

This section identifies the Southern University System website where the system policies are archived – www.sus.edu.

IX. POLICY APPROVAL

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

Effective Date of Policy

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

Effective Date of Policy

TABLE 2

Online MBA Tuition Comparison

Program	Min. Program Length (Months)	Total Cr. Hrs. Required	Cost Per Cr. Hr. Min.	Tuition Min.	Remarks
Alcorn State University	18	36	\$382.00	\$13,752.00	Accredited by ACBSP
University of Louisiana at Lafayette	15	33	\$377.88	\$12,459.00	Includes all course materials
Louisiana State University	14	36	\$168.00	\$14,688.00	AACSB accredited
Louisiana State University at Shreveport	18	30	\$115.80	\$12,473.50	AACSB accredited
University of Louisiana at Monroe	10	30	\$115.00	\$12,474.00	AACSB accredited
University of Southeastern Louisiana	17	33	\$523.00	\$17,270.00	AACSB accredited
Trine State University	16	36	\$530.00	\$19,080.00	AACSB accredited
University of Wisconsin	17	36	\$579.00	\$20,844.00	AACSB accredited
Southern University and A&M College, Baton Rouge	18-32	42	\$650.00	\$27,300.00	Includes tuition and all fees except Application and Graduation Fees
University of Maryland	18	44	\$700.00	\$27,760.00	No GMAT/GRE required
Florida A&M University	24	44	\$792.00	\$34,848.00	Text books, study abroad and a laptop are included.
University of Delaware	16	36	\$812.00	\$33,792.00	AACSB accredited
Morgan State University	24	39	\$831.00	\$30,009.00	AACSB accredited
University of Massachusetts Amherst	24	39	\$800.00	\$31,100.00	AACSB accredited
Howard University	24	36	\$937.00	\$31,452.00	AACSB accredited
University of Alabama at Birmingham	24	42	\$1,088.00	\$30,168.00	AACSB accredited
LSU at Baton Rouge	18	42	\$1,110.00	\$46,520.00	AACSB accredited
University of Miami MBA	24-28	51	\$2,000.00	\$83,260.00	AACSB Accredited
Murphy Online MBA	36	60	\$1,778.00	\$92,280.00	AACSB accredited
Carnegie Mellon MBA	36		\$1,920.00	\$113,000.00	AACSB Accredited

* Please note that the tuition and fees are estimated and subject to change. The Per Cr. Hr. tuition is based on Fall 2018 average pricing per Credit Hr. for the on-campus MBA and subject to change without notice. Students who do not possess a Bachelor degree in Business may need to take foundation courses in addition to the core courses and electives. The total tuition listed above for SU online MBA does not include foundation courses.



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Executive Vice President/Executive Vice Chancellor

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

May 31, 2019

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

Dear Dr. Belton:

The Online Learning Program has submitted a policy for consideration by the Southern University Board of Supervisors that would establish a \$25 application fee for all distance education programs — undergraduate and graduate. This policy will create alignment and equity in the fees paid by students on the main campus and those applying to enroll in distance education programs. Currently, undergraduate and graduate students applying for admission pay a \$25 application fee. Students enrolled in online courses are not charged an application fee.

The revenue generated from the fee will help offset some of the costs associated with processing applications in the Graduate College and Office of E-Learning, while supporting the program.

I fully endorse the recommended policy and ask that it be submitted to the Southern University Board of Supervisors for consideration and approval during its June 2019 meeting.

Sincerely,

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

James H. Ammons, Ph.D.
Executive Vice President/Executive Vice Chancellor



POLICY TITLE

Application Fees for Distance Education Programs

POLICY NUMBER

2-004

Responsible Unit: <i>Office of E-Learning</i>	Effective Date: <i>08/01/2019</i>
Responsible Official: <i>Associate Vice Chancellor for Academic Affairs</i>	Last Reviewed Date:
Policy Classification: <i>Enrollment Management</i>	Origination Date: <i>08/01/2019</i>

I. POLICY STATEMENT AND RATIONALE

This proposed policy will establish a \$25.00 application fee for all distance education programs, undergraduate and graduate. The purpose of this policy is to create alignment and equity in the fees paid by students on the main campus and those applying to distance education degree programs. Currently, undergraduate and graduate students applying to the university pay a \$25.00 application fee. Undergraduate and graduate students who apply to the online degree programs do not pay an application fee. There is no policy, law or regulation that prohibits the assessment of the fee. Imposing the minimal fee creates equity among all applicants. The revenue generated from the fee will help offset some of the costs associated with processing applications in the Graduate College and the Office of E-Learning; and support the program.

II. POLICY SCOPE AND AUDIENCE

The policy will only apply to students who apply for admission to any distance education degree program after August 1, 2019. This will include but not be limited to former students seeking readmission, transfer students, first-time students and non-degree seeking students who seek special permission to take a course in the online degree programs. The audience implicated include:

1. **Office of E-Learning**
2. **Graduate College**
3. **Division of Financial Affairs**
4. **Applicants for Admission**

III. POLICY COMPLIANCE

There are no compliance issues implicated in this policy adoption, except that every applicant will be treated equally, regardless of the degree program to which they apply.

IV. POLICY DEFINITIONS

The following definitions apply to this policy:

“Distance education” refers to all academic, continuing education or certificate programs offered by the institution and delivered primarily via the internet and utilizing the learning management system – Moodle.

“Application fee” shall mean the sum of money required to be submitted at the time a student submits the application for readmission or admission to the university.

“Application fee waiver” removal or setting aside of the assessed application fee.

V. POLICY IMPLEMENTATION PROCEDURES

Upon approval by the Board, this policy will be implemented by:

1. Posting the notification of the fee requirement in all of the usual and customary places where similar information is disseminated, including the Graduate College website, departmental recruitment material, the E-Learning website, and in the weekly SUBR news updates.
2. The fees will be collected at the time of application.
3. Requests for waivers will be processed in the manner consistent with the current policy used by Undergraduate and the Graduate College for processing requests for fee waiver.
4. To the extent allowable, the collection of application fees from any application to a distance education program shall be allocated to the budget for the administration of Distance Education programs.

VI. POLICY RELATED INFORMATION

Pursuant to LA Rev Stat 17:3351.17(2017) *Distance education; tuition and attendance fees; waivers; public postsecondary education management boards* provide in relevant part that Southern University and A&M College may impose tuition and attendance fees for students enrolled in an academic degree program offered entirely through distance education when such program is comparable to a program offered through traditional in-person classroom instruction. Assessment of the application fee for distance education students is consistent with this Louisiana Revised Statute.

VII. POLICY HISTORY AND REVIEW CYCLE

This is a new policy designed to address the inequity in payment of application fees among traditional applicants and distance education applicants.

VIII. POLICY URL

This section identifies the Southern University System website where the system policies are archived – www.sus.edu.

IX. POLICY APPROVAL

Ray L. Belton, Ph.D.

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

Effective Date of Policy

The Honorable Domoine Rutledge

Chair - Southern University System Board of Supervisors

Effective Date of Policy



SOUTHERN UNIVERSITY AT NEW ORLEANS

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New Orleans, LA 70126-0002
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FAX (504) 284-5500
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OFFICE OF THE CHANCELLOR

June 17, 2019

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

Re: Request to Implement a Layoff Avoidance Plan

Dear President-Chancellor Belton:

Your approval is requested to offer faculty and unclassified employees' retirement incentive plans, as a layoff avoidance measure, in order to reduce the financial impact personal services has on our general operating budget.

Thank you for your approval and the advancement of this request to the Board of Supervisors. Please let me know if you need additional information.

Sincerely,

A handwritten signature in black ink, reading "Lisa Mims-Devezin".

Dr. Lisa Mims-Devezin
Chancellor

Approved:

A handwritten signature in blue ink, reading "Ray L. Belton".

Dr. Ray L. Belton
President-Chancellor



SOUTHERN UNIVERSITY AT NEW ORLEANS RETIREMENT INCENTIVE PLAN FOR UNCLASSIFIED EMPLOYEES

Southern University at New Orleans (SUNO) will offer a retirement incentive plan in accordance with the Southern University Board of Supervisors' (Board) Policy for the Unclassified Employee Early Retirement Incentive Plan. The eligibility criteria for the retirement incentive plan (Plan) will be based on the Board's policy and the following guidelines specific to SUNO.

Retirement Incentive Option

1. SUNO unclassified employees who are current and fulltime are eligible to participate in the retirement option.
2. Employees must be eligible for regular retirement under the Louisiana State Employees Retirement System (LASERS), Teachers Retirement System of Louisiana (TRSL), or the Optional Retirement Plan (ORP) and should meet all plan eligibility requirements as of the application date.
3. To participate in the retirement option, a SUNO employee shall not have applied for retirement or received termination notice before the plan was offered to employees. This exclusion shall not include those who are still working, but are officially retired under the Deferred Retirement Option Plan (DROP).
4. The retirement incentive will be forty (40%) percent of the SUNO employee's base salary for 2018-2019, with a cap not to exceed \$25,000. The incentive payment is subject to all applicable federal and state taxes and regulations.
5. If the SUNO employee is approved to participate in the retirement incentive plan, the SUNO's employee's vacated position will not be filled until the Fall semester of 2021. This provision will ensure costs savings through the 2020-2021 budget year.
6. If a vacated position is deemed critical for the effective and efficient operation of a SUNO unit, the position can be filled prior to Fall 2021 semester.
7. This plan cannot be applied to any portion of an employee's salary that is paid from any grant(s) and/or contract(s).
8. If a SUNO department has three (3) unclassified employees eligible for retirement, only one (1) qualified employee will be allowed to participate in the retirement incentive plan on a first come, first served basis. If everyone in the department applies and all applications are received at the same time, a lottery method will be employed. This plan is open to five (5) employees. Additional employees *may* be considered.
9. Retirement Incentive Plan Applications are attached herein and shall be submitted in writing to the Human Resources Director by electronic mail, facsimile, or hand delivery. Applications submitted by U.S. Postal Service will be considered received on the date received by the Human Resources Department.
10. If the SUNO employee is approved to participate, the SUNO employee must submit a letter of resignation as required in the application.
11. Any employee who participates in this plan cannot be rehired by the SUNO /University for a period of two (2) years.
12. This Retirement Incentive Plan is not available to Vice-Chancellors, Deans, and Directors.



SOUTHERN UNIVERSITY AT NEW ORLEANS

UNCLASSIFIED EMPLOYEES

Retirement/Resignation Incentive Plan Application

Name: _____

Title: _____ Department/Unit _____

I hereby elect to participate in the Southern University at New Orleans (SUNO) Retirement-Incentive Plan (Plan). I certify that I have reviewed the Southern University at New Orleans Unclassified Employee Retirement Incentive Plan and that I understand the guidelines for the Plan. I further certify that I meet all eligibility requirements.

I will voluntarily resign my employment with SUNO on the appropriate effective date in order to retire.¹ I understand that this decision is *irreversible* once the seven (7) day grace period has passed. I understand that, if for any reason after expiration of the grace period, I elect not to separate by retirement or if I fail to comply with applicable retirement system plan application procedures or rules (e.g., completion of supporting forms) and therefore do not become a retiree from SUNO without a break in service, I will not receive the incentive payment and will still be separated from employment with Southern.

If SUNO finds that, although I complied with the relevant application procedures and rules, I am determined to be ineligible for retirement, I understand that I will not receive the retirement incentive selected but may remain employed with SUNO with no break in service.

By signing this document, I agree to abide by all provisions of the Plan. My decision to participate in the Plan is completely voluntary and free from threat, duress, intimidation, or other inappropriate or unlawful influence. I have made the decision to participate in the Plan only after careful consideration and SUNO has afforded to me a reasonable period of time in which to consult with others prior to electing to participate in the Plan.

I understand that the retirement/resignation incentive being offered by SUNO is in addition to all retirement benefits to which I may be entitled under the Teachers' Retirement System of Louisiana ("TRSL"), the Louisiana State Employees Retirement System ("LASERS"), the Federal Civil Service Retirement System ("CSRS"), the Optional Retirement Plan ("ORP") or other applicable state plans. I understand that the Plan does not in any way affect either my eligibility for retirement or the amount of any retirement stipend/benefits to which I am entitled.

Done this _____ day of _____, 2019

Signature _____ Date _____

Witness _____ Date _____

¹ Applicant shall submit a resignation letter within eight (8) days of receipt of the Plan approval letter. The seven (7) day grace period will begin upon applicant's receipt of notice of acceptance into the Plan.



SOUTHERN UNIVERSITY AT NEW ORLEANS FACULTY RETIREMENT INCENTIVE PLAN

Southern University at New Orleans (SUNO) will offer a faculty retirement incentive plan in accordance with the Southern University and A&M College Board of Supervisors' (Board) Policy for Early Retirement Incentive Plan. The eligibility criteria for the faculty retirement incentive plan (Plan) will be based on the Board's policy and the following guidelines specific to SUNO.

1. Tenured faculty members who are current and fulltime, including those serving in administrative positions, are eligible to participate in the retirement incentive plan.
2. Participants must be eligible for regular retirement under the Louisiana State Employees Retirement System (LASERS), Teachers Retirement System of Louisiana (TRSL), or the Optional Retirement Plan (ORP) and should meet all plan eligibility requirements as of the application date.
3. A faculty member is not eligible to participate in this Plan if he/she has applied for retirement or received termination notice before the plan was offered to employees. This exclusion shall not include those who are still working, but are officially retired under the Deferred Retirement Option Plan (DROP).
4. In order to maintain the integrity of academic programs, faculty in departments with less than four (4) fulltime faculty members may not be eligible for this incentive.
5. Departments with more than four (4) fulltime faculty members may be allowed one (1) or more incentive plan participants.
6. Applications will be reviewed on a first come, first served basis. This plan is open to five (5) employees. Additional employees *may* be considered.
7. The retirement incentive will be forty (40%) percent of a faculty members base salary for 2018-2019, with a cap not to exceed \$25,000.
8. If the SUNO faculty member is approved to participate in the retirement incentive plan, the faculty member's position will not be filled until the Fall semester 2021. This provision will ensure costs savings through the 2020-2021 budget year.
9. If the faculty position is deemed critical for the effective and efficient operation of the academic unit, the faculty position can be filled prior to the Fall semester 2021.
10. Applications shall be submitted in writing to the Director of Human Resources, via electronic mail, facsimile, or hand delivery. Applications submitted via U.S. Postal Service will be considered received on the date they are received by the Human Resources Department.
11. If the faculty member is approved to participate in the Plan, the faculty member must submit a resignation letter as required in the application.
12. This Plan cannot be applied to any portion of any employee's salary funded by grant (s) and/or contract(s).
13. This Plan is not available to Vice Chancellors, Deans, and Directors.



Southern University at New Orleans
TENURED FACULTY
Retirement/Resignation Incentive Plan Application .

Name: _____

Title: _____ Department/Unit _____

I hereby elect to participate in the Southern University at New Orleans (SUNO) Retirement Incentive Plan (Plan), I certify that I have reviewed the Southern University at New Orleans Tenured Faculty Retirement Incentive Plan and that I understand the guidelines for the Plan. I further certify that I meet all eligibility requirements.

I will voluntarily resign my employment with SUNO on the appropriate effective date in order to retire.¹ I understand that this decision is *irreversible* once the seven (7) day grace period has passed. I understand that if for any reason after expiration of the grace period, I elect not to separate by retirement or if I fail to comply with applicable retirement system plan application procedures or rules (e.g., completion of supporting forms) and therefore do not become a retiree from the system without a break in service, I will not receive the incentive payment and will still be separated from employment with Southern.

If SUNO finds that although I complied with the relevant application procedures and rules, I am determined to be ineligible for retirement, I understand that I will not receive the retirement incentive selected but may remain employed with SUNO with no break in service.

By signing this document, I agree to abide by all provisions of the Plan. My decision to participate in the Plan is completely voluntary and free from threat, duress, intimidation, or other inappropriate or unlawful influence. I have made the decision to participate in the Plan only after careful consideration and SUNO has afforded to me a reasonable period of time in which to consult with others prior to electing to participate in the Plan.

I understand that the retirement/resignation incentive being offered by SUNO is in addition to all retirement benefits to which I may be entitled under the Teachers' Retirement System of Louisiana ("TRSL"), the Louisiana State Employees Retirement System ("LASERS"), the Federal Civil Service Retirement System ("CSRS"), the Optional Retirement Plan ("ORP") or other applicable state plan. I understand that the Plan does not in any way affect either my eligibility for retirement or the amount of any retirement stipend/benefits to which I am entitled.

Done this _____ *day of* _____, 2019

Signature _____ Date _____

Witness _____ Date _____

¹ Applicant shall submit a resignation letter within eight (8) days of receipt of the Plan approval letter. The seven (7) day grace period will begin upon applicant's receipt of notice of acceptance into the Plan.

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

DEPARTMENT: Higher Education		FOR OPB USE ONLY				
AGENCY: Southern University Board of Supervisor		OPB LOG NUMBER		AGENDA NUMBER		
SCHEDULE NUMBER: 19-615		Approval and Authority:				
SUBMISSION DATE: 06/12/2019						
AGENCY BA-7 NUMBER: 2						
HEAD OF BUDGET UNIT: Dr. Ray Belton						
TITLE: System President-Chancellor						
SIGNATURE <small>(Certifies that the information provided is correct and true to the best of your knowledge):</small> <i>Ray S. Belton</i>						
MEANS OF FINANCING	CURRENT FY 2018-2019	ADJUSTMENT (+) or (-)	REVISED FY 2018-2019			
GENERAL FUND BY:						
DIRECT	\$43,166,221	\$300,000	\$43,466,221			
INTERAGENCY TRANSFERS	\$3,304,906	\$0	\$3,304,906			
FEES & SELF-GENERATED	\$89,004,299	\$6,771,398	\$95,775,697			
STATUTORY DEDICATIONS	\$4,624,272	\$81,011	\$4,705,283			
Support Education in Louisiana First Fund (G10)	\$2,824,272	\$81,011	\$2,905,283			
Tobacco Tax Health Care Fund (E32)	\$1,000,000	\$0	\$1,000,000			
Subtotal of Dedications from Page 2	\$800,000	\$0	\$800,000			
FEDERAL	\$3,654,209	\$0	\$3,654,209			
TOTAL	\$143,753,907	\$7,152,409	\$150,906,316			
AUTHORIZED POSITIONS	0	0	0			
AUTHORIZED OTHER CHARGES	0	0	0			
NON-TO FTE POSITIONS	0	0	0			
TOTAL POSITIONS	0	0	0			
PROGRAM EXPENDITURES						
PROGRAM NAME:	DOLLARS	POS	DOLLARS	POS	DOLLARS	POS
Southern University - Board of Supervisors	\$3,159,184	0	\$0	0	\$3,159,184	0
Southern University - Baton Rouge Campus	\$78,656,943	0	\$3,742,865	0	\$82,399,808	0
Southern University - Law Center	\$14,215,484	0	\$1,992,744	0	\$16,208,228	0
Southern University - New Orleans Campus	\$23,670,369	0	\$1,109,785	0	\$24,780,154	0
Southern University - Shreveport Campus	\$15,144,082	0	\$5,426	0	\$15,149,508	0
Southern University - Agricultural, Research & Extension Center	\$8,907,845	0	\$301,589	0	\$9,209,434	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
Subtotal of programs from Page 2:	\$0	0	\$0	0	\$0	0
TOTAL	\$143,753,907	0	\$7,152,409	0	\$150,906,316	0

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

DEPARTMENT: Higher Education	FOR OPB USE ONLY	
AGENCY: Southern University Board of Supervisor	OPB LOG NUMBER	AGENDA NUMBER
SCHEDULE NUMBER: 19-615		
SUBMISSION DATE: 06/12/2019	ADDENDUM TO PAGE 1	
AGENCY BA-7 NUMBER: 2		

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

MEANS OF FINANCING	CURRENT FY 2018-2019	ADJUSTMENT (+) or (-)	REVISED FY 2018-2019
GENERAL FUND BY:			
STATUTORY DEDICATIONS			
Pari-mutuel Live Racing Facility Gaming Control Fund (G09)	\$50,000	\$0	\$50,000
Southern University AgCenter Program Fund (G12)	\$750,000	\$0	\$750,000
[Select Statutory Dedication]	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0
SUBTOTAL (to Page 1)	\$800,000	\$0	\$800,000



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

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

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

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

1. What is the source of funding (if other than General Fund (Direct))? Specifically identify any grant or public law and the purposes of the funds, if applicable. A copy of any grant application and the notice of approved grant or appropriation must accompany the BA-7. What are the expenditure restrictions of the funds?
 The source of funding is supplemental appropriations for statutory dedications and increased self-generated funds for the fiscal year 2018-2019. There are no restrictions on spending of these funds.

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

MEANS OF FINANCING OR EXPENDITURE	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
GENERAL FUND BY:					
DIRECT	\$300,000	\$0	\$0	\$0	\$0
INTERAGENCY TRANSFERS	\$0	\$0	\$0	\$0	\$0
FEES & SELF-GENERATED	\$6,771,398	\$0	\$0	\$0	\$0
STATUTORY DEDICATIONS	\$81,011	\$0	\$0	\$0	\$0
FEDERAL	\$0	\$0	\$0	\$0	\$0
TOTAL	\$7,152,409	\$0	\$0	\$0	\$0

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

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

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

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

PERFORMANCE IMPACT OF MID-YEAR BUDGET ADJUSTMENT

1. Identify and explain the programmatic impacts (positive or negative) that will result from the approval of this BA-7.
 The funds will be used to support current activities and essential operations required at Southern University.

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

OBJECTIVE:

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE STANDARD		
		CURRENT FY 2018-2019	ADJUSTMENT (+) OR (-)	REVISED FY 2018-2019

JUSTIFICATION FOR ADJUSTMENT(S): Explain the necessity of the adjustment(s).

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

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

4. If there are no performance impacts associated with this BA-7 request, then fully explain this lack of performance impact.
 The BA-7 will not have any performance impact.

5. Describe the performance impacts of failure to approve this BA-7. (Be specific. Relate performance impacts to objectives and performance indicators.)
 The BA-7 will not have any performance impact.

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

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 1 NAME: Southern University - Board of Supervisors

MEANS OF FINANCING:	CURRENT FY 2018-2019	REQUESTED ADJUSTMENT	REVISED FY 2018-2019	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
GENERAL FUND BY:							
Direct	\$3,159,184	\$0	\$3,159,184	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Statutory Dedications *	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$3,159,184	\$0	\$3,159,184	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$1,573,660	\$0	\$1,573,660	\$0	\$0	\$0	\$0
Other Compensation	\$88,000	\$0	\$88,000	\$0	\$0	\$0	\$0
Related Benefits	\$745,227	\$0	\$745,227	\$0	\$0	\$0	\$0
Travel	\$155,000	\$0	\$155,000	\$0	\$0	\$0	\$0
Operating Services	\$103,339	\$0	\$103,339	\$0	\$0	\$0	\$0
Supplies	\$59,000	\$0	\$59,000	\$0	\$0	\$0	\$0
Professional Services	\$129,000	\$0	\$129,000	\$0	\$0	\$0	\$0
Other Charges	\$280,958	\$0	\$280,958	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$20,000	\$0	\$20,000	\$0	\$0	\$0	\$0
Major Repairs	\$5,000	\$0	\$5,000	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$3,159,184	\$0	\$3,159,184	\$0	\$0	\$0	\$0
POSITIONS							
Classified	0	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0	0
* Statutory Dedications:							
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 1 NAME: Southern University - Board of Supervisors

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

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

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

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

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 2 NAME: Southern University - Baton Rouge Campus

MEANS OF FINANCING:	CURRENT FY 2018-2019	REQUESTED ADJUSTMENT	REVISED FY 2018-2019	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
GENERAL FUND BY:							
Direct	\$18,254,465	\$0	\$18,254,465	\$0	\$0	\$0	\$0
Interagency Transfers	\$3,304,906	\$0	\$3,304,906	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$55,248,353	\$3,689,822	\$58,938,175	\$0	\$0	\$0	\$0
Statutory Dedications *	\$1,849,219	\$53,043	\$1,902,262	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$78,656,943	\$3,742,865	\$82,399,808	\$0	\$0	\$0	\$0

EXPENDITURES:	CURRENT FY 2018-2019	REQUESTED ADJUSTMENT	REVISED FY 2018-2019	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
Salaries	\$36,851,188	\$2,468,746	\$39,319,934	\$0	\$0	\$0	\$0
Other Compensation	\$111,377	\$0	\$111,377	\$0	\$0	\$0	\$0
Related Benefits	\$17,738,430	\$672,135	\$18,410,565	\$0	\$0	\$0	\$0
Travel	\$271,400	\$0	\$271,400	\$0	\$0	\$0	\$0
Operating Services	\$7,486,748	\$200,985	\$7,687,733	\$0	\$0	\$0	\$0
Supplies	\$876,811	\$0	\$876,811	\$0	\$0	\$0	\$0
Professional Services	\$1,291,377	\$0	\$1,291,377	\$0	\$0	\$0	\$0
Other Charges	\$10,014,460	\$400,999	\$10,415,459	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$3,805,821	\$0	\$3,805,821	\$0	\$0	\$0	\$0
Acquisitions	\$209,331	\$0	\$209,331	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$78,656,943	\$3,742,865	\$82,399,808	\$0	\$0	\$0	\$0

POSITIONS	CURRENT FY 2018-2019	REQUESTED ADJUSTMENT	REVISED FY 2018-2019	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
Classified	0	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0	0

* Statutory Dedications:	CURRENT FY 2018-2019	REQUESTED ADJUSTMENT	REVISED FY 2018-2019	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
Support Education in Louisiana First Fund (G10)	\$1,849,219	\$53,043	\$1,902,262	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 2 NAME: Southern University - Baton Rouge Campus

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$0	\$3,689,822	\$53,043	\$0	\$3,742,865

EXPENDITURES:						
Salaries	\$0	\$0	\$2,430,722	\$38,024	\$0	\$2,468,746
Other Compensation	\$0	\$0	\$0		\$0	\$0
Related Benefits	\$0	\$0	\$657,116	\$15,019	\$0	\$672,135
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$200,985	\$0	\$0	\$200,985
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$400,999	\$0	\$0	\$400,999
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$3,689,822	\$53,043	\$0	\$3,742,865

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

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

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 3 NAME: Southern University - Law Center

MEANS OF FINANCING:	CURRENT FY 2018-2019	REQUESTED ADJUSTMENT	REVISED FY 2018-2019	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
GENERAL FUND BY:							
Direct	\$4,016,328	\$0	\$4,016,328	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$9,997,275	\$1,986,953	\$11,984,228	\$0	\$0	\$0	\$0
Statutory Dedications *	\$201,881	\$5,791	\$207,672	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$14,215,484	\$1,992,744	\$16,208,228	\$0	\$0	\$0	\$0

EXPENDITURES:							
Salaries	\$7,394,456	\$831,251	\$8,225,707	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$2,866,099	\$120,640	\$2,986,739	\$0	\$0	\$0	\$0
Travel	\$100,000	\$150,000	\$250,000	\$0	\$0	\$0	\$0
Operating Services	\$1,868,900	\$490,853	\$2,359,753	\$0	\$0	\$0	\$0
Supplies	\$100,000	\$100,000	\$200,000	\$0	\$0	\$0	\$0
Professional Services	\$665,795	\$0	\$665,795	\$0	\$0	\$0	\$0
Other Charges	\$617,357	\$200,000	\$817,357	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$302,877	\$0	\$302,877	\$0	\$0	\$0	\$0
Acquisitions	\$300,000	\$100,000	\$400,000	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$14,215,484	\$1,992,744	\$16,208,228	\$0	\$0	\$0	\$0

POSITIONS							
Classified	0	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0	0

* Statutory Dedications:							
Support Education in Louisiana First Fund (G10)	\$201,881	\$5,791	\$207,672	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 3 NAME: Southern University - Law Center

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$0	\$1,986,953	\$5,791	\$0	\$1,992,744
EXPENDITURES:						
Salaries	\$0	\$0	\$827,100	\$4,151	\$0	\$831,251
Other Compensation	\$0	\$0	\$0		\$0	\$0
Related Benefits	\$0	\$0	\$119,000	\$1,640	\$0	\$120,640
Travel	\$0	\$0	\$150,000	\$0	\$0	\$150,000
Operating Services	\$0	\$0	\$490,853	\$0	\$0	\$490,853
Supplies	\$0	\$0	\$100,000	\$0	\$0	\$100,000
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$200,000	\$0	\$0	\$200,000
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$100,000	\$0	\$0	\$100,000
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$1,986,953	\$5,791	\$0	\$1,992,744
OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
POSITIONS						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0

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

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 4 NAME: Southern University - New Orleans Campus

MEANS OF FINANCING:	CURRENT FY 2018-2019	REQUESTED ADJUSTMENT	REVISED FY 2018-2019	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
GENERAL FUND BY:							
Direct	\$8,891,959	\$0	\$8,891,959	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$14,199,833	\$1,094,623	\$15,294,456	\$0	\$0	\$0	\$0
Statutory Dedications *	\$578,577	\$15,162	\$593,739	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$23,670,369	\$1,109,785	\$24,780,154	\$0	\$0	\$0	\$0

EXPENDITURES:	CURRENT FY 2018-2019	REQUESTED ADJUSTMENT	REVISED FY 2018-2019	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
Salaries	\$11,050,882	\$328,898	\$11,379,580	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$5,232,862	\$2,420	\$5,235,282	\$0	\$0	\$0	\$0
Travel	\$50,000		\$50,000	\$0	\$0	\$0	\$0
Operating Services	\$1,945,284	(\$147,444)	\$1,797,840	\$0	\$0	\$0	\$0
Supplies	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$0
Professional Services	\$34,740	\$11,072	\$45,812	\$0	\$0	\$0	\$0
Other Charges	\$4,656,351	\$915,039	\$5,571,390	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$450,250	\$0	\$450,250	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$23,670,369	\$1,109,785	\$24,780,154	\$0	\$0	\$0	\$0

POSITIONS	CURRENT FY 2018-2019	REQUESTED ADJUSTMENT	REVISED FY 2018-2019	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
Classified	0	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0	0

* Statutory Dedications:	CURRENT FY 2018-2019	REQUESTED ADJUSTMENT	REVISED FY 2018-2019	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
Support Education in Louisiana First Fund (G10)	\$528,577	\$15,162	\$543,739	\$0	\$0	\$0	\$0
Parimutuel Live Racing Facility Gaming Control Fund (G09)	\$50,000	\$0	\$50,000	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 4 NAME: Southern University - New Orleans Campus

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$0	\$1,094,623	\$15,162	\$0	\$1,109,785
EXPENDITURES:						
Salaries	\$0	\$0	\$317,829	\$10,869	\$0	\$328,698
Other Compensation	\$0	\$0	\$0		\$0	\$0
Related Benefits	\$0	\$0	(\$1,873)	\$4,293	\$0	\$2,420
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	(\$147,444)	\$0	\$0	(\$147,444)
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$11,072	\$0	\$0	\$11,072
Other Charges	\$0	\$0	\$915,039	\$0	\$0	\$915,039
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$1,094,623	\$15,162	\$0	\$1,109,785
OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
POSITIONS						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0

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

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 5 NAME: Southern University - Shreveport Campus

MEANS OF FINANCING:	CURRENT FY 2018-2019	REQUESTED ADJUSTMENT	REVISED FY 2018-2019	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
GENERAL FUND BY:							
Direct	\$5,396,063	\$0	\$5,396,063	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$9,558,838	\$0	\$9,558,838	\$0	\$0	\$0	\$0
Statutory Dedications *	\$189,181	\$5,426	\$194,607	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$15,144,082	\$5,426	\$15,149,508	\$0	\$0	\$0	\$0

EXPENDITURES:							
Salaries	\$8,041,186	\$3,890	\$8,045,076	\$0	\$0	\$0	\$0
Other Compensation	\$0		\$0	\$0	\$0	\$0	\$0
Related Benefits	\$3,619,908	\$1,536	\$3,621,444	\$0	\$0	\$0	\$0
Travel	\$44,200	\$0	\$44,200	\$0	\$0	\$0	\$0
Operating Services	\$1,645,956	\$0	\$1,645,956	\$0	\$0	\$0	\$0
Supplies	\$224,100	\$0	\$224,100	\$0	\$0	\$0	\$0
Professional Services	\$11,000	\$0	\$11,000	\$0	\$0	\$0	\$0
Other Charges	\$780,224	\$0	\$780,224	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$773,508	\$0	\$773,508	\$0	\$0	\$0	\$0
Acquisitions	\$4,000	\$0	\$4,000	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$15,144,082	\$5,426	\$15,149,508	\$0	\$0	\$0	\$0

POSITIONS							
Classified	0	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0	0

* Statutory Dedications:							
Support Education in Louisiana First Fund (G10)	\$189,181	\$5,426	\$194,607	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 5 NAME: Southern University - Shreveport Campus

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$0	\$0	\$5,426	\$0	\$5,426

EXPENDITURES:						
Salaries	\$0	\$0	\$0	\$3,890	\$0	\$3,890
Other Compensation	\$0	\$0	\$0		\$0	\$0
Related Benefits	\$0	\$0	\$0	\$1,536	\$0	\$1,536
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$5,426	\$0	\$5,426

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

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

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

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

MEANS OF FINANCING:	CURRENT FY 2018-2019	REQUESTED ADJUSTMENT	REVISED FY 2018-2019	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
GENERAL FUND BY:							
Direct	\$3,448,222	\$300,000	\$3,748,222	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Statutory Dedications *	\$1,805,414	\$1,589	\$1,807,003	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$3,654,209	\$0	\$3,654,209	\$0	\$0	\$0	\$0
TOTAL MOF	\$8,907,845	\$301,589	\$9,209,434	\$0	\$0	\$0	\$0

EXPENDITURES:							
Salaries	\$4,492,269	\$1,139	\$4,493,408	\$0	\$0	\$0	\$0
Other Compensation	\$52,000		\$52,000	\$0	\$0	\$0	\$0
Related Benefits	\$2,080,116	\$450	\$2,080,566	\$0	\$0	\$0	\$0
Travel	\$118,660	\$0	\$118,660	\$0	\$0	\$0	\$0
Operating Services	\$331,945	\$0	\$331,945	\$0	\$0	\$0	\$0
Supplies	\$114,393	\$0	\$114,393	\$0	\$0	\$0	\$0
Professional Services	\$27,202	\$0	\$27,202	\$0	\$0	\$0	\$0
Other Charges	\$208,061	\$300,000	\$508,061	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$1,432,849	\$0	\$1,432,849	\$0	\$0	\$0	\$0
Acquisitions	\$50,350	\$0	\$50,350	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$8,907,845	\$301,589	\$9,209,434	\$0	\$0	\$0	\$0

POSITIONS							
Classified	0	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0	0

* Statutory Dedications:							
Support Education in Louisiana First Fund (G10)	\$55,414	\$1,589	\$57,003	\$0	\$0	\$0	\$0
Tobacco Tax Health Care Fund (E32)	\$1,000,000	\$0	\$1,000,000	\$0	\$0	\$0	\$0
Southern University AgCenter Program Fund (G12)	\$750,000	\$0	\$750,000	\$0	\$0	\$0	\$0
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 5 NAME: Southern University - Shreveport Campus

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$300,000	\$0	\$0	\$1,589	\$0	\$301,589
EXPENDITURES:						
Salaries	\$0	\$0	\$0	\$1,139	\$0	\$1,139
Other Compensation	\$0	\$0	\$0		\$0	\$0
Related Benefits	\$0	\$0	\$0	\$450	\$0	\$450
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$300,000	\$0	\$0	\$0	\$0	\$300,000
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$300,000	\$0	\$0	\$1,589	\$0	\$301,589
OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
POSITIONS						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0

Governance Committee

GOVERNANCE COMMITTEE
(Following the Finance Committee)
Southern University at New Orleans
Millie M. Charles School of Social Work Building
6801 Press Drive
New Orleans, LA 70128
Friday, June 21, 2019

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
 - A. Request Approval of the Records Management Policy (SUS)
 - B. Request Approval of the Service and Assistance Animal Residential Housing Policy (SUS)
 - C. Request Approval of Indirect Cost Recovery & Reallocation Policy (SUBR)
6. Other Business
7. Adjournment

MEMBERS

Mr. Sam Gilliam—Chair, Dr. Leon R. Tarver—Vice Chair,
Dr. Curman L. Gaines, Rev. Donald Ray Henry, Rev. Samuel C. Tolbert, Jr., Ms. Arlanda Williams
Atty. Domoine D. Rutledge-Ex-Officio



POLICY TITLE
Records Management Policy

POLICY NUMBER
6-005

Responsible Unit: <i>Office of Vice President for Finance and Business Affairs</i>	Effective Date: <i>06/21/2019</i>
Responsible Official: <i>Vice President for Finance and Business Affairs</i>	Last Reviewed Date: <i>01/1/2008</i>
Policy Classification: <i>Governance</i>	Origination Date: <i>05/2/1990</i>

I. POLICY STATEMENT AND RATIONALE

The Southern University System Board of Supervisors (System) established this policy to provide a systematic method for developing a formal records retention schedule in accordance with *LA R.S. 44:411*.

II. POLICY SCOPE AND AUDIENCE

These guidelines are formulated to provide uniform direction regarding methods of records retention, retrieval and safekeeping of records, destruction of records, and the development and maintenance of record retention schedules for the System. This policy will apply to all records created and received by System employees.

III. POLICY COMPLIANCE

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

IV. POLICY DEFINITIONS

- a. *Approved Retention Schedule* – A retention schedule which has been approved by the State Archivist or his designee.
- b. *Electronically Stored Information (ESI)* – Includes but is not limited to: electronic files; communications including email and instant messages sent or received and voicemail; data produced by calendar software; and information management software. In addition to specific data that are electronically stored and readily retrievable, ESI includes data that may not be visible that is generated

by computer hard-drive, email and instant messaging, information management software, handheld computer devices (i.e. iPhones, iPads, Blackberry® devices, etc.), telecommunications devices and back-up storage devices. ESI may be stored on different electronic devices and removable devices (i.e. internal and external drives, PDAs, smart phones, servers, laptops, backup tapes, thumb drives, CDs, DVDs) and may also reside at different locations (i.e. on the home or work systems, institutionally owned or personal systems in department files, etc.).

- c. *Evidence* – Includes all records, whether electronic or paper form, created, received, or maintained in the transaction of University business whether conducted at home or at work.
- d. *Litigation Hold Notice* – An order to cease destruction and preserve all records whether paper or electronic that must be retained during litigation notwithstanding the institution’s records retention and disposition schedule.
- e. *Litigation Hold Officer* – The individual appointed to serve as the official institutional representative with the authority and responsibility to oversee litigation hold procedures, coordinate with the System office and determine appropriate actions relative to the disposal of documents.
- f. *Litigation Hold Procedures* – Suspension of normal operation of document destruction policies for particular records that are relevant to pending litigation.
- g. *Records* – All documents, papers, letters, books, drawings, maps, plats, photographs, magnetic or optical media, microfilm, microphotograph, motion picture film, or other document or any other material, regardless of physical form or characteristic, generated or received under law or in connection with the transaction of official business, or preserved by an agency or political subdivision because of other informational or legal value. This term shall not be construed to include library and museum material developed or acquired and preserved solely for reference or exhibition purposes, extra copies maintained for convenience in reference or stocks of standard publications, or processed documents.
- h. *Records Management* – The systematic application of management techniques to the creation, utilization, maintenance, retention, preservation, and disposal of records for the purpose of reducing costs and improving efficiency of records keeping. Includes management of filing and microfilming equipment and supplies; filing and information retrieval systems; files correspondence, reports, and forms management; historical documentation; micrographics; retention programming; and vital records protection.
- i. *Records Series* – A group of related or similar records, regardless of medium that may be filed together as a unit used in a similar manner, and typically are evaluated as a unit for determining retention periods.
- j. *Records Retention Officer* – The individual appointed to oversee records management at the institutional level.
- k. *Retention and Disposal Schedule* – A set of disposition instructions prescribing how long, in what location, under what conditions, and in what form records series shall be kept.

V. POLICY IMPLEMENTATION PROCEDURES

a. Records Management Officer Designation

In compliance with R.S. 44:411, on or before July of each state fiscal year, the Chief Executive Officer (System President/Chancellor) of each System institution will designate a Records Management Officer to act as liaison between the Division of Archives and the institution on all matters related to records management for the term of one year.

The institution will communicate the Records Management Officer designation by completing form SS ARC 940, Records Management Officer Designation form, (including a signature of the Chief Executive Officer and the date the designation was signed) and submitting the completed form to state archives in accordance with R.S. 44:405.

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

b. Designation of Records Coordinators

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

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

c. Retention Inventory

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

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

d. General Rules on Record Retention Time Frame

The Record Retention and Access Section of the Office of Management and Budget (OMB) Uniform Guidance (2 CFR Section 200) (Attachment A) provides the Federal requirements for records retention and access for recipients of Federal Awards. Section 200.333 states that financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a sub-recipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are the following:

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

In accordance with R.S. 44:36, records should be maintained for three (3) years. However, if there is litigation, or unresolved audit findings, the records should be maintained until final action has been taken.

e. Writing the Retention Schedule

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

- 1) Determine the length of time for each record series based on the administrative, legal, fiscal and any history/information value. The general rules on record retention time frames stated within this Policy, should be used as a guide.
- 2) Develop specific retention and disposition instructions for each records series, including transference of inactive records to an appropriate record storage facility. Also develop instruction for the maintenance of long term or permanent records within the institution, and/or transfer of custody of permanent records to the State Archives.
- 3) Develop a draft retention schedule, using form number SS ARC 932 providing a brief description of the records series, suggested retention period for each records series, recommended disposition instructions for non-permanent records. R.S. 44:405

f. Retention Schedule Maintenance

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

g. Retention Schedule Renewal

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

h. Records Transmittal and Storage

- 1) Prior to the delivery of records to the State Records Center for storage, an institution must provide the Records Center with a completed Record Transmittal and Receipt Form (SS ARC 103). This form will serve as an inventory sufficiently detailed to enable the Records Center to retrieve any records needed by institution for reference (see <https://www.sos.la.gov/HistoricalResources/PublishedDocuments/ssarc-103-sample.pdf>).
- 2) After completing the transmittal forms for the boxes to be stored at the State Records Center, the department will forward the SS ARC 103 to the Records Management Officer for review and approval.
- 3) The Records Management Officer will mail or fax the transmittal to the State Records Center at least two weeks prior to the date of transfer the institution is requesting.
- 4) The State Records Center will contact the Records Management Officer to finalize the delivery date.
- 5) The State Records Center staff or the Records Management Officer may postpone or rearranged delivery dates in special circumstances or emergency situations.

i. Requesting Stored Records

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

- 1) The Records Management Officer must contact the State Records Center by either mail, fax, phone or email requesting access to or check out a file(s) or box(es) by listing the Records Center box number for the boxes being requested and providing file name if particular files are being requested; and
- 2) The State Records Center will contact the Records Management Officer when the records in question are ready for review or pickup. The institution's employee will be required to show proper identification before access to the records will be granted.

j. Disposal of Records

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

k. Disposal of Records not located in the State Records Center

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

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

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

l. Destruction Authorization

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

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

m. Disposal Methods

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

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

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

n. Imaging System Survey

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

- 1) Survey Information – Each institution will provide the following information to the State Archives.
 - a. A listing of all records series maintained/managed by the Imaging System being surveyed.
 - b. The hardware and software being used (including model and version number) including total storage capacity.
 - c. The type and density of media being used by the Imaging System.
 - d. The type and resolution of images production.
 - e. The institution’s quality control procedures for image production and maintenance.
 - f. The institution’s backup procedures for the Imaging System and where (on-site, off-site) and how many sets of images exist.
 - g. The institution’s migration plans for purging images from the Imaging System that have met the retention period.
- 2) New System/Initial Survey Implementation – In addition to completing the Imaging System Survey, any institution implementing an imaging system on or after June 1, 2003 must contact the State Archives prior to implementation to ensure that a retention schedule, approved by the State Archives, is in place and that the system can comply with the schedule’s requirements.
- 3) In the event that any changes in the initial information provided on an institution’s Imaging Survey response, the institution will submit an amendment to the survey response within ninety (90) days of change occurring.

o. Acceptable Means of Records Preservation

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

p. Short-term Records

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

- 1) The records series has been included on the institution's retention schedule approved by State Archivist;
- 2) Quality control inspection of the images is conducted prior to the destruction of the original source documents to ensure the visibility and accessibility;
- 3) The proper approval has been secured from the State Archives prior to the destruction of the original; and
- 4) The records series maintained on imaging system are stored in such a manner as to comply with the retention requirements.

q. Long-term/Permanent Records

In accordance with R.S. 44:410, institutions utilizing imaging for the creation and maintenance of long-term and/or archival records; may use imaging for administrative purposes provided the following:

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

r. Electronic Mail (Email)

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

Email should not be treated as a single record series for retention scheduling purposes. Email should be incorporated into existing records series maintained by the institution.

Transitory Email Records

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

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

Electronic Mail Record

Electronic mail records are records that have administrative, financial, legal, or archival value to the Agency and the State, or are required to be maintained under

state or federal law for a specified amount of time. Examples of these records can include but are not limited to the following:

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

Retention

The retention requirement for email records must follow suit with records with similar content found in other media (i.e., paper, film, an electronic image). In the event that the content of the message does not fit into an existing record series or an approval retention schedule, the email should be maintained in a manner consistent with R.S. 44:36 and should be added to the institutions' approved retention schedule if the series is expected to remain active.

s. Training Program

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

t. Litigation Hold Requirements

General

There are circumstances when records that are involved in litigation, or which can be reasonably anticipated to relate to foreseeable actions must be preserved until the resolution of such litigation. A litigation hold requires the retention of relevant paper and electronic records for an indefinite period of time due to pending litigation. Any and all records which might provide insight into the litigation must be maintained until the completion of the issue.

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

Authorized Personnel and Responsibilities

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

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

Notification Process

- 1) Any institutional personnel who become aware of litigation, threat of litigation, other legal action or investigation by any administrative, civil or criminal authority shall immediately notify the Litigation Hold Officer.
- 2) Employees who have received notice of pending or potential claims or action against the institution must submit such notice to the designated individual/office within two (2) business days of receipt of such notice.
- 3) The designated individual/office shall notify the Litigation Hold Officer within three (3) business days of receipt of such notice. In addition, the General Counsel for the SU System shall be notified of any legal action or investigation no later than three (3) business days subsequent to the designee's receipt of such notice.

Litigation Hold Process

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

- 8) Such retention efforts could actually predate any official notification. Records relating to any complaints, grievances or controversies which could potentially rise to the level of a lawsuit shall be retained

VI. POLICY RELATED INFORMATION

This policy is required by *LA R.S. 44:410, et seq.* (<http://www.legis.la.gov/Legis/Law.aspx?p=y&d=99731>) and additional procedural information regarding the Records Management Program can be found in the Louisiana Administrative Code at LAC 4:XVII, Chapters 1-15 (<https://www.doa.la.gov/Pages/osr/lac/books.aspx>).

VII. POLICY HISTORY AND REVIEW CYCLE

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

VIII. POLICY URL

The information regarding the Records Management Program will be posted to the System Board's website under Board Policies at www.sus.edu.

IX. POLICY APPROVAL

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

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

Effective Date of Policy

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

Effective Date of Policy

ATTACHMENT A

RECORD RETENTION AND ACCESS

§ 200.333 Retention requirements for records.

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

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

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

(1) If submitted for negotiation. If the proposal, plan, or other computation is required to be submitted to the Federal government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission.

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

ATTACHMENT B

DATE

NAME

TITLE

DEPARTMENT

CAMPUS

ADDRESS

CITY, Louisiana ZIP CODE

Sent via Campus Mail and Email

Re: *Litigation Hold Notice*

TITLE OF CLAIM/CASE

Dear NAME:

The Board of Supervisors of Southern University and A&M College has been sued along with individual employees and board members in the above titled case. You have been identified as a potential witness or university official with information related to this case. As a result, all university officials and employees are required to preserve any documents (including electronic documents) that may potentially be related to the issues in the litigation. This notice, referred to as a "Litigation Hold," describes the obligation of all university officials to preserve any potentially relevant information.

This Litigation Hold Notice will serve to advise that all potential witnesses and/or individuals who may have information relevant to the allegations in the above referenced lawsuit, have a legal obligation to preserve all data, information and records in electronic and paper form in their possession or control that may arguably or even tangentially relate to the claims concerning this lawsuit.

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

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

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

- Email messages and attachments;
- Word processing documents;
- Spreadsheets;
- Databases;
- Calendar entries;
- Voice mail messages and files;
- Computer drawings;
- Backup voice mail files;
- Presentation documents;
- Graphics
- Images (e.g., TIFF files, JPEG files, etc.)
- Animations;
- Instant messages and/or IM logs;
- Backup email files;

- Deleted emails;
- Program files;
- Backup and archived tapes;
- Text messages; and,
- Temporary document destruction procedures.

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

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

This list may not contain a comprehensive listing of all data, information and records in electronic and/or paper form that must be preserved, so you should and must make a good faith effort to ensure that all data, records, recordings, and information in electronic and/or paper form are preserved and retained insofar as they relate, even tangentially, to the above-referenced lawsuit. Failure to preserve such data, information and records that Southern is required to preserve could impair the defense of this lawsuit and could also result in fines or other penalties. If you have questions as to whether any information is subject to this "Litigation Hold Notice," please take the position that such information/documents are subject to the litigation hold and preserve and retain such information and documents consistent with the dictates outlined herein.

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

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

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

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

This Litigation Hold Notice takes precedence over any other document retention and/or destruction policies and guidelines that would otherwise require the destruction of the information/records/electronic data discussed in this memo. Therefore, **effective immediately, no one should delete, over-write, alter or destroy** any documents or files, whether paper or electronic, which may relate, in any way, to the above referenced lawsuit. In the event that you have disposed of information relating to this matter or if you are unsure as to whether to preserve a particular piece of information, please let me know immediately so we can provide further guidance and direction. Please let me know immediately if you have any potentially relevant information in your possession that may relate to this matter and/or if you have already turned over that information. Also, please let me know immediately if you have any potentially relevant information that has been discarded.

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

Sincerely,

General Counsel



POLICY TITLE
UNIFORM SYSTEM POLICY: SERVICE AND ASSISTANCE ANIMAL
RESIDENTIAL HOUSING POLICY

POLICY NUMBER
13-002

Responsible Unit: <i>Office of Executive Vice President/Executive Vice Chancellor</i>	Effective Date: <i>07/01/2019</i>
Responsible Officials: System Executive Vice President in conjunction with the System General Counsel and each campus Vice Chancellor for Student Affairs.	Last Reviewed Date:
Policy Classification: <i>Student Affairs</i>	Origination Date: <i>05/31/2019</i>

I. POLICY STATEMENT AND RATIONALE

Southern University and A&M College System is committed to providing access to housing and programs. This policy establishes the process and procedures to enable students living in university housing with a documented disability to reasonably introduce their assistance or service animal into the on-campus housing community. It establishes requirements for animal behavior, animal health and well-being, and animal cleanliness. Students must submit prescribed forms a minimum of 30 days prior to move-in day for the semester that the assistance or service animal will arrive on campus. Updated forms are to be submitted within 24 hours of any change in the information about the animal.

II. POLICY SCOPE AND AUDIENCE

This policy applies to all students, live-in staff and their assistance or service animal that resides, or is seeking to reside, in the residential facilities of on any campus within the Southern University and A&M College System (hereinafter "University").

III. POLICY COMPLIANCE

Violations or failure to adhere to the policy may result in action under the appropriate handbook for faculty, staff, and/or students. Each violation should be reported to the Office of the Chancellor on each respective campus.

IV. POLICY DEFINITIONS

“Assistance Animal” will be used in accordance with the Fair Housing Act (hereinafter “FHA”) and will be considered synonymous with the following terms often used in referring to an assistance animal: Comfort Animal, Companion Animal, Emotional Support Animal, Support Animal, Therapy Animal, etc.

“Service Animal” will be used in accordance with the Americans with Disabilities Act as amended (hereinafter “ADA”).

Guide	Service Animals	Assistance Animal
<i>Federal Mandate:</i>	<i>ADA</i>	<i>FHA</i>
Emotional Support Coverage:	Excludes Emotional Support	Includes Emotional Support
Where can you take the animal?	Anywhere on Campus	Housing areas Only
Reason for the animal:	Access	Reasonable accommodations
Is approval Necessary:	Automatically allowed	Approved Needed
Type of Animals Allowed:	Dogs	All Animals

Note: Emotional distress resulting from having to give up an animal because of a “no pets” policy does not in and of itself qualify a person for an accommodation. Appropriate documentation of a disability is required.

DEFINITIONS

- a. **“Disability”:** The term "disability" means, with respect to an individual, a physical or mental impairment that substantially limits one or more major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment. (42 U.S.C.A. § 12102)

Major Life Activities includes, but is not limited to:

Caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

“Being regarded as having such an impairment”:

An individual meets the requirement of "being regarded as having such an impairment" if the individual establishes that he or she has been subjected to an action prohibited under this chapter because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity.

Impairments that are transitory and minor do not qualify. A transitory impairment is defined as an impairment with an actual or expected duration of 6 months or less.

- b. **“Assistance Animal”:** Animals that work, provide assistance, or perform tasks necessary to afford an individual with a disability an equal opportunity to use and enjoy a dwelling or to participate in

the housing service or program; or animals that provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. (Source: U.S. Dep't of Hous. & Urban Dev., HUD Handbook 4350.3: Occupancy Requirements of Subsidized Multifamily Housing Programs (2009)).

Further, there must be a relationship, or nexus, between the individual's disability and the assistance the animal provides. The individual with a disability may be permitted to keep an Assistance Animal as a reasonable accommodation in housing facilities that otherwise impose restrictions or prohibitions on animals.

In order to qualify for such an accommodation, the Assistance Animal must be necessary to afford the individual an equal opportunity to use and enjoy a dwelling or to participate in the housing service or program.

An Assistance Animal is not a Service Animal and unlike a Service Animal, an Assistance Animal does not require training to assist a person with a disability with activities of daily living.

- c. **“Service Animal”**: Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability (there is a separate provision regarding miniature horses). The work or tasks performed by a Service Animal must be directly related to the resident student's disability.

Examples of work or tasks include, but are not limited to:

Assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition. (28 C.F.R. §36.302(c)).

- d. **“Pet”**: A domesticated animal kept in the home for pleasure and companionship, rather than for the purpose of assisting persons with disabilities. A pet is not considered a Service Animal or Assistance Animal, and, therefore, is not covered by these requirements and related policies. (24 C.F.R. § 5.306(1)) *Residents are not permitted to keep pets on university property or in university housing facilities.*
- e. **“Student Partner”**: As referenced in this Policy, refers to the individual who benefits from the Assistance Animal's use or Service Animal's training.
- f. **“Handler”**: Refers to the student partner of the Assistance/Service Animal as well as any other person who is charged with control of the Assistance/Service Animal, e.g., a guest or personal attendant.

V. POLICY IMPLEMENTATION PROCEDURES

APPROVAL AND REGISTRATION PROCESS

A *Service Animal* may reside in a University Residence Hall/Apartment with its student partner provided that its behavior and care does not create unreasonable disruptions for residents, employees, and other University community members. Disruptions, including noise levels, will be addressed by Residential Life staff in the same manner as with all students. A service animal is permitted in all areas of the University where the person it serves is permitted.

An *Assistance Animal* may reside in a University Residence Hall/Apartment with its student partner only after the student partner has submitted required forms and has received written approval by the campus' Office of Disability Services provided that its behavior and care does not create unreasonable disruptions for residents, employees, and other University community members. Disruptions, including noise levels, will be addressed by Residential Life staff in the same manner as with all students. An Assistance Animal is not permitted in other areas of the University (e.g. dining facilities, libraries, academic buildings, athletic buildings and facilities, classroom, labs, individual center, etc.).

Pets and any dangerous, poisonous, unregistered, unlicensed, and/or illegal animals are not permitted. Fish in aquariums of 20-gallon capacity or less are allowed in accordance with the campus' Department of Residential Life policy.

- a. **Service Animal Approval and Registration:** A Service Animal does not need approval, as long as it is readily apparent that the dog is trained to do work or perform tasks for the benefit of an individual with a disability, but to reside in student housing, the dog must be registered with the Department of Residential Life. The student partner is still required to complete the required forms outlined below.
- b. **Assistance Animal Approval and Registration:** An Assistance Animal may be permitted to reside in a University Residence Hall/Apartment with its student partner only after the student partner has submitted required forms and received written approval by the campus' Office of Disability Services.

An Assistance Animal will be approved for an individual provided the following conditions are met:

- The person has a documented disability as recognized by the campus' Office of Disability Services.
- The Assistance Animal must be necessary for the resident with a disability to have equal access to housing and the accommodation must also be reasonable.
- There is an identifiable relationship or nexus between the disability and the assistance the animal provides.
- All required forms are submitted to the campus' Department of Residential Life.
- The campus' Office of Disability Services provides approval of the request.
- The Assistance Animal does not impose an undue financial and/or administrative burden.

- The Assistance Animal does not alter an essential element of the University housing policies.
- Assistance Animal does not pose a direct threat to the health and safety of others nor is there a reasonable basis to believe the animal could potentially cause substantial property damage to the property of others, including, but not limited to, Residential Life property.

Residential Life may consider the following factors, among others, to assist in housing assignments, and as evidence to determine whether the presence of the Assistance Animal is necessary to accommodate the disability of the student partner:

- The size of the animal is too large for available assigned housing space;
- The animal's presence would evict another individual from individual housing (e.g., serious allergies);
- The animal's presence otherwise violates another individuals' right to enjoyment;
- The animal is not housebroken or is unable to live with others in a reasonable manner;
- The animal's vaccinations are not up-to-date;
- The animal poses or has posed a direct threat to the student partner or other individuals, including but not limited to, aggressive behavior, which may or may not include personal injuries, toward the student partner or others;
- The animal causes or has caused damage to campus' Residential Life property beyond what is normally considered reasonable wear and tear.

c. Required Forms

Requests for Assistance or Service Animals in campus' residential facilities are made by completing the following and submitting to the campus' Department of Residential Life:

1. **Registration:** Complete the Assistance and Service Animal Registration Form.
2. **Verification of a disability and accommodation request (Assistance Animal only):** Attending healthcare provider for the disability must complete the attached Assistance Animal Disability & Accommodation Verification Form.
3. **Veterinarian Verification Form:** Veterinarian must complete the attached form, which may then be submitted by the student partner.
4. **Personal Attendant Agreement Form:** If applicable, personal attendant must complete the form and the student partner submit.
5. **Roommate Acknowledgement Form:** This form is to be completed if the roommate is known; otherwise the form will be forwarded to the student partner's roommate(s) for completion prior to finalization of assignments.

d. Process

The student must complete and submit all of the necessary forms listed above to the campus' Department of Residential Life. Upon receipt of all required information, Residential Life will forward the documentation to the appropriate persons for further review and required approval.

Assistance Animal Request: Disability Services will retain the Assistance Animal Disability & Accommodation Verification form in its files. If the request is approved, the Office of Disability Service will sign the Assistance and Service Animal Registration form and return all remaining original forms to the Department of Residential Life for final approval.

Service Animal Request: Office of Disability Services will review the request and return all original forms to the Department of Residential Life for final approval.

The Department of Residential Life will provide a decal for the room/apartment door once an animal has been registered.

CONFLICTING CONDITIONS

Students with medical condition(s) that are affected by the animal's presence (e.g., respiratory diseases, asthma, and severe allergies) should contact the Department of Residential Life to address any health or safety related concerns associated with their exposure to the animal. The Department of Residential Life will seek to make reasonable accommodations for individuals with such medical conditions that require accommodation when living in proximity to Assistance/Service Animal in a timely manner.

The Department of Residential Life will make reasonable efforts to notify the members of the residential community when an Assistance/Service Animal is present. The conflicting conditions, needs and/or accommodations of all persons involved will be considered and coordinated to the best of the department's ability in the approval process.

EMERGENCY RESPONSE

Should an emergency situation occur which requires evacuation or other action from the student partner, and an emergency response team be called, the team will attempt to keep the animal and Student Partner together. However, the team's primary efforts will be toward ensuring the safety of the student partner and all other students, which may necessitate leaving the animal behind in certain emergency evacuation situations.

APPEALS AND GRIEVANCES

Any person dissatisfied by a decision concerning an Assistance/Service Animal may appeal the decision to the campus' Vice Chancellor for Student Affairs.

PUBLIC ETIQUETTE TOWARDS SERVICE OR ASSISTANCE ANIMALS

It is okay to ask someone if she/he would like assistance if there seems to be confusion, however, faculty, staff, students, visitors and members of the general public should avoid the following practices:

- Petting an Assistance/Service Animal, as it may distract them from the task at hand.
- Feeding the Assistance/Service Animal.
- Deliberately startling the Assistance/Service Animal.
- Separating or attempting to separate a Handler from his/her Assistance or Service Animal.

COMMUNITY STANDARDS

a. Animal Behavior:

- I. The Assistance/Service Animal (animal) must be under the control of its student partner or Handler at all times while on University property, including, but not limited to, within the University Residence Halls/Apartments. It is expected that the animal will be controlled by a leash, harness, or appropriate device (tank, cage, etc.) at all times while on or in University property, unless performance of the animal's work or tasks related to the student partner's disability require the animal to be off-leash/harness. The animal may be off-leash/harness or outside of an appropriate device within the confines of the student partner's bedroom, but must

- remain under the control of the student partner or Handler and must be leashed/harnessed/confined at all times when outside of the bedroom or apartment if living alone, or if a roommate(s) requests leashing/harnessing/containment. When the animal is unattended, it must remain in the student partner's bedroom, or apartment if living alone, and kenneled or housed in an appropriate device (tank, cage, etc.).
2. The Department of Residential Life may exclude/remove an Assistance/Service Animal in its sole discretion when it 1) poses a direct threat to the health or safety of others; or 2) results in an alteration of an essential element of a University program. Additionally, the Department of Residential Life has the ability to relocate the student partner/handler and the animal as necessary when the animal poses a direct threat to the health and/or safety of others, or if the failure to do so would force a relocation of another student under a contractual agreement, or for any other reason the Department reasonably believes warrants relocation.
 3. The Department of Residential Life has the authority to temporarily or permanently exclude an Assistance/Service Animal from its grounds or facilities if the animal's behavior is unruly or disruptive, in ill health, or habitually unclean. The Department of Residential Life has adopted a "one-bite policy" which requires an Assistance/Service Animal be removed from University property after a single occurrence of biting or other aggressive behavior. If the animal is deemed an immediate threat to the health and safety of others, the decision to exclude an Assistance/Service Animal from the residential facility will be made exclusively by the campus' Director for Residential Life & Housing. If not considered an emergency, the decision to remove the animal will be made by the campus's Vice Chancellor for Student Affairs after evaluating information collected from all parties involved.
 4. An Assistance Animal must be contained within the privately assigned individual living accommodations (e.g. room, suite, or apartment if living alone) except to the extent the student partner or handler is taking the animal out for natural relief. When an Assistance Animal is outside the private living accommodations, it must be in an animal carrier or controlled by a leash or harness. Assistance Animals are not allowed in any University facilities other than the residence hall or apartment (e.g. rooms, suites, apartments, etc.) to which the student partner is assigned.

b. Animal Health and Well-Being:

1. All animals must have all veterinarian-recommended vaccinations necessary to maintain the animal's health and prevent contagious diseases. Student partners are expected to submit documentation of vaccinations before August 1 for the fall semester and December 1 for the spring semester. The University reserves the right to request updated verification at any time during the animal's residency. Documentation shall be maintained at the residence at all times.
2. If taken outside the residence, animal must wear identification tags with the student's name, a campus address, and a current rabies tag.

Note: The University may prohibit the use of Service Animals in certain locations for health and safety reasons (e.g., where the animals may be in danger, or where their use may compromise the integrity of research). Restricted areas may include, but are not limited to, the following areas: custodial closets, boiler rooms, facility equipment rooms, utility rooms,

research laboratories, classrooms with research/demonstration animals, areas where protective clothing is necessary, wood and metal shops, motor pools, rooms with heavy machinery and all other areas considered inaccessible to animals under Louisiana law. Service Animals are prohibited from kitchens and food-preparation areas, not including public dining areas (e.g., the Union), except those in apartments and other University residential facilities.

3. Assistance Animals (as defined by the Fair Housing Act) are only allowed in a student's residence, common areas, and room or apartment after a request has been submitted and approvals granted. Assistance Animals are not allowed to be outside of the residence hall or apartment environment except for exercise or relief. Unlike a Service Animal, Assistance Animals are not allowed in other campus facilities.
4. Animals that are ill should not be taken into public areas. A student partner with an ill animal may be asked to leave University facilities or remove the animal from campus. Upon reasonable suspicion that the animal is ill, Residential Life may require temporary and exclusive examination by a veterinarian.

c. Animal Cleanliness

1. Student partners are responsible for properly containing and disposing of the animal's solid waste (e.g. feces).
 - a. Indoor animal waste, and/or used litter, must be disposed of in an outside trash dumpster. The litter must be changed weekly with pet waste separated from the litter twice each week or more frequently to avoid odors. Litter boxes must be placed on mats to minimize contamination of carpeted surfaces.
 - b. Outdoor animal solid waste must be immediately retrieved by the Handler, placed in a plastic bag and securely tied before being disposed of in an outside trash dumpster.
 - c. A designated pet walk area may be provided in certain residential areas.
 - d. In the event that the student partner is not physically able to clean up after the animal, it is then the responsibility of the student partner to hire someone capable of cleaning up after the animal. The person cleaning up after the animal should abide by the following guidelines:
 - i. Always carry equipment sufficient to clean up the animal's feces when the animal is on campus
 - ii. Properly dispose of waste and/or litter in appropriate containers, (e.g., an outside trash dumpster).
2. Student partners are responsible for providing appropriate cleaning supplies, all basic necessities for the Animal, including food, water, medicines, and all other supplies necessary to ensure its health and safety within the confines of their bedroom/apartment if living alone.

3. An animal's food should be kept in a closed container within the student partner's bedroom, or apartment if living alone.
4. If the animal vomits, urinates, leaves solid waste, and/or becomes incontinent, it is the responsibility of the student partner to clean and sanitize the contaminated area immediately. If the contamination occurs indoors, clean-up must include disinfectant of the area and carpet or floor treatment to minimize damage to the facility. All matter must be disposed of in an outside trash dumpster.
5. Regular cleaning to avoid significant odors and/or to manage shedding is expected. Handlers may use showers/tubs within the University residential community if they live in a space with a private bath to bathe or clean their Assistance/Service Animal, otherwise an off-campus service must be used.
6. Student partners are responsible for taking effective precautions to avoid flea and tick infestations. If the animal is found to have fleas or ticks, the student partner will be responsible for eliminating the fur coat infestation and laundering all pet bedding. Residential Life may monitor and inspect for possible infestations. If fleas, ticks or other pests are detected on the animal and/or within the residence it will be treated using approved methods by a university approved pest control service. The student partner will be billed, as are all students, for the expense of any required pest management due to the animal's presence.

d. Student Partner Responsibilities

1. The student partner must provide the Department of Residential Life with a completed "Assistance/Service Animal Registration Form" and the Veterinarian Verification indicating the animal has all veterinary-recommended vaccinations to maintain the animal's health and prevent against contagious disease.
2. The student partner is responsible for ensuring that the animal does not interfere with the routine activities of the University, its surrounding property or cause difficulties for other students who residing in the residential community. Sensitivity to residents, staff and faculty with allergies, and to those who fear animals, is an important consideration for the student partner in order to ensure a community environment that supports the individual needs of all who reside or work at the University. When a student partner is informed of a person with a medical condition that is affected by the animal, s/he will refer him/her to the Residential Life Coordinator for their community to whom any health or safety concern about exposure to the animal may be addressed with.
3. The student partner is financially and legally responsible for any injuries, which the student partner, guests in its home, or any third person who may have contact with the animal, may sustain, including, but not limited to: illness, personal injuries, and damage to property caused by the animal beyond what is considered ordinary wear and tear, including, but not limited to, any replacement of furniture, carpet, drapes, or wall covering. The student partner is responsible for reimbursing these costs upon repair and/or move-out. If a repair is made prior to move-out, charges will be posted to the student's University account for payment.
4. The student partner is responsible, as are all students, for any expenses that are required due to costs incurred for cleaning or repair to the residence or surrounding property, which is not

considered ordinary wear and tear. The Department of Residential Life reserves the right to bill the student partner's account for all damages or deficiencies with the room condition.

5. If fleas, ticks or other pests are detected within the residence it will be treated using approved fumigation methods by a University-approved pest control service. The Student Partner will be billed, as are all students, for the expense of any required pest management.
6. To be a roommate of the student partner, the student roommate must agree to allow the Assistance/Service Animal to be in residence with them, and sign a Roommate Acknowledgement to demonstrate their consent. In the event that a roommate does not want to, or cannot, live with the Assistance/Service Animal in the shared residential unit, either the student partner or the roommate(s) may be moved to a more suitable location. In the event that one or more roommates, suitemates, apartment-mates do not approve, either the resident and Assistance/Service Animal or the non-approving roommates, suitemates, or apartment-mates, as determined by the Department of Residential Life, may be reassigned to a more suitable location if space is available.
7. The student partner agrees, as all students do, to continue to abide by all other Residential Life policies. Having an Assistance/Service Animal does not preclude the student partner from following all other requirements found in the Residential Life contract and Living on Campus Handbook. Any violation of the above rules and requirements by any student will be reviewed by Residential Life. The student will be afforded appropriate review per Student Conduct & Residential Life policies and may be referred to Office of the Dean of Students/Office of the Vice Chancellor for Student Affairs as a violation of the Code of Student Conduct.
8. Assistance/Service Animals may not be left overnight in University housing to be cared for by any individual other than the student partner. If the student partner is away from his/her residence hall or apartment overnight or longer, the animal must accompany the student partner. The student partner is responsible for ensuring that the animal is contained appropriately when the student partner is not present during the day while attending classes or other activities.
9. The student partner must consent to the disclosure of information regarding the request for and presence of the Assistance/Service Animal to those individuals who may be impacted by the presence of the animal including, but not limited to, Disability Services personnel, Office of Facility Services personnel, Residential Life personnel, other University staff that may be required to enter the residence hall or apartment, and any potential or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the student partner's disability.
10. Should the Assistance/Service Animal be disqualified or removed from the premises for any reason, the student partner will remain responsible for the terms and conditions of the housing contract for the remainder of the term of the contract.

VI. POLICY RELATED INFORMATION

Form A. Registration Form

Form B: Verification of a disability and accommodation request (Assistance Animal only):

Form C: Veterinarian Verification Form:

Form D: Personal Attendant Agreement Form

Form E: Roommate Acknowledgement Form

VII. POLICY HISTORY AND REVIEW CYCLE

This is a newly implemented policy. This policy shall be reviewed every five years.

VIII. POLICY URL

www.subr.edu/housing

IX. POLICY APPROVAL

This policy is effective upon approval by the Southern University and A&M College System Board of Supervisors and appropriate signatures of the President-Chancellor and Chair of the Board of Supervisors.

Ray L. Belton, Ph.D.

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

Effective Date of Policy

The Honorable Atty. Domoine Rutledge

Chair - Southern University System Board of Supervisors

Effective Date of Policy

Southern University and A&M College System FORM A
Department of Residential Life Assistance or Service Animal Registration Form

___ SUBR ___ SUSLA ___ SUNO

<p><i>For Residential Life Use</i></p> <p>Type of Animal</p> <p>___ Assistance</p> <p>___ Service</p>	<p>Date Received: _____</p> <p>Received by: _____</p> <p><i>The following forms are attached and completed:</i></p> <p>___ <i>Roommate Acknowledgment</i></p> <p>___ <i>Personal Attendant Agreement</i></p> <p>___ <i>Veterinarian Verification Form</i></p> <p>___ <i>Assistance Animal Disability & Accommodation Verification</i></p>
Student's Name:	
Student's Permanent Address:	
Student's Home Phone:	
Student's Campus Address:	
Student's SU ID Number:	
Student's Cell Phone:	
Assistance Animal Disability & Accommodation Verification Form completed (Assistance Animal only)	<p>Circle one: YES or NO</p> <p>If yes, provide date: _____</p> <p>If no, please explain why:</p>
Animal's Name:	
Is the Animal required because of a disability?	Circle One: Yes or No
(Service Animal Only)	
What work or task is the Animal trained to do?	

<p>(Assistance Animal Only)</p> <p>What assistance does the Animal provide?</p>	
<p>Type of Animal and Breed</p>	
<p>Description of the Animal</p> <p>(photo must be attached)</p>	
<p>Is the Assistance or Service Animal current on veterinary recommendation vaccinations?</p>	<p>Circle one: YES or NO</p> <p>If yes, please attach veterinarian verification form</p> <p>If no, please explain why:</p>
<p>Has the Assistance or Service Animal ever bitten or shown aggression toward people?</p>	<p>Circle one: YES or NO</p> <p>If yes, please explain:</p>

Southern University and A&M College System **FORM B**
Department of Residential Life Assistance Animal Disability & Accommodation Verification Form

____ SUBR ____ SUSLA ____ SUNO

Student Contact Information

Student's Name: _____ Date of Birth: _____

Phone Number: _____ S# Number: _____

E-mail Address: _____ Move in date: _____

Instructions for evaluator:

This evaluation must be filled out by a qualified healthcare provider. Your name, signature, title, and credentials must be provided at the end of this form. [Please note: Section 1001 of Title 18 of the United States Code makes it a criminal offense to willfully falsify a material fact or make a false statement in any matter within the jurisdiction of a federal agency]. Please answer the questions as thoroughly as possible.

This form can be returned to: Address:

- SUBR Residential Life
Post Office Box 9640
Baton Rouge, LA 70813

- SUNO Residential Life
7000 Press Drive
New Orleans, LA 70126

- SUSLA Residential Life
3052 Martin L. King, Jr. Dr.
Shreveport, LA 71107

Evaluator Information:

Name: _____ Title: _____

Phone Number: _____ License or Certification Number: _____

Please provide answers to the following questions:

1. Federal laws define a person with a disability as, “any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such an impairment.” Does the student listed above have a physical or mental impairment that substantially limits one or more major life activity including, but not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working?

Yes No

2. Are you prescribing an Assistance Animal to ameliorate the effects of a diagnosed disability? If yes, what service, assistance, or support does the Animal provide?

Yes No

Please describe:

Note: Completed form will be maintained on file at Disability Services.

Signature: _____ Date: _____

Southern University and A&M College System FORM C
Department of Residential Life Assistance or Service Animal Veterinarian Verification Form

_____ SUBR _____ SUSLA _____ SUNO

Please complete the following information:

Veterinarian's Name and/or Clinic Name _____

Address _____

City State Zip _____

Phone Number & Fax _____

Animal's Information:

Owner's Name: _____

Animal's Name: _____

Animal Type and Breed: _____

Sex _____ Spayed/Neutered _____

Please check all that apply:

Vaccinations

Dog:

- DHLPP + C (Distemper, Hepatitis, Leptospirosis, Parvovirus, Parainfluenza, Corona)
- Bordetella
- Rabies

Cat:

- Rabies
- FVRCP (Feline Viral Rhinotracheitis, Calicivirus, Panleukopenia)
- _____

Other:

- _____
- _____
- _____

I verify the above mentioned animal has all current vaccinations as required by the City of Baton Rouge, Parish of East Baton Rouge, and State of Louisiana.

I verify that all the above vaccinations are and will remain current through one year or as instructed by veterinarian. I verify that the above mentioned animal has been given a stool sample test for internal parasites and that the stool sample was found to be negative for parasites known or suspected of infecting humans, including roundworms, whipworms, hookworms, tapeworms, and Giardia sp; or that the animal has been appropriately treated for these parasites. I further verify that the above mentioned animal has been treated and/or examined and found to be free of flea infestation.

I verify that the above animal is in general good health.

Veterinarian's Signature

Date:

Southern University and A&M College System **FORM D**
Department of Residential Life Personal Attendant Agreement

____ SUBR ____ SUSLA ____ SUNO

By my signature below, I, _____, agree to provide personal attendant support for the student partner of the Assistance or Service Animal approved by this agreement, and abide by the conditions set.

Should I have any concerns regarding the care and control of the Assistance or Service Animal, I will discuss my concerns with the animal's student partner and then with Residential Life, if the student partner of the animal and I cannot come to an agreement.

Personal Attendant's Signature

Date

Southern University and A&M College System **FORM E**
Department of Residential Life Roommate Acknowledgement

____ SUBR ____ SUSLA ____ SUNO

I, _____, acknowledge that I will share the common areas of my assigned residential space with another student, as well as an Assistance or Service Animal approved by the University. Should I have any concerns regarding the care and control of the approved Assistance or Service Animal, I will discuss my concerns with the animal's student partner and if the student partner and I cannot come to a satisfactory resolution between us, then with Residential Life staff.

I am aware that the Assistance or Service Animal is working with its student partner and I will observe the following etiquette:

- I will avoid touching the animal or its partner without permission.
- I will not make noises at the animal as it may distract the Animal from doing its job.
- I will not feed the animal as it may disrupt its schedule.
- I will not attempt to startle or distract the animal.
- I will not attempt to separate the animal from its student partner.
- I will refrain from asking my roommate about any disability or the assistance the Animal provides.
- I recognize students with Assistance or Service Animal may not want to talk about very personal matters, including diagnoses, or treatment.
- I will refrain from gossip or discussion with others related to my roommate's disability or accommodations. If the student partner shares medical or disability-related information, I will treat the information as I would any personal information shared in confidence and will only share it on a need-to-know basis (e.g., emergency situation, or if professional attention or intervention is necessary).

Roommate's Signature

Date



POLICY TITLE
Indirect Cost Recovery & Reallocation Plan

POLICY NUMBER
11-002

Responsible Unit: <i>Office of Research, Strategic Initiatives & Economic Development</i>	Effective Date: <i>07/01/2019</i>
Responsible Official: <i>Vice Chancellor for Research, Strategic Initiatives & Economic Development</i>	Last Reviewed Date:
Policy Classification: <i>Research Expenditures & Sponsored Funds Administration</i>	Origination Date: <i>05/01/2019</i>

I. POLICY STATEMENT AND RATIONALE

The purpose of the Indirect Cost Recovery & Reallocation Plan is to recover the total indirect (facilities and administration (F&A)) cost for each sponsored award (grants, contracts & cooperative agreements) unless specifically prohibited or limited by the funding agency and determine percentages to be applied to the indirect (F&A) costs and distributed to the departments and personnel involved in conducting research.

II. POLICY SCOPE AND AUDIENCE

This policy applies to all sponsored projects administered by the Office of Sponsored Programs (OSP) under the authority of the Office of Research, Strategic Initiatives & Economic Development (ORSI-ED). Offices responsible for affecting this policy include:

- **Vice Chancellor for ORSI-ED** - reviews requests for indirect cost waivers and approves only those that have exceptional circumstances and potential benefits that are compelling and well-justified. Also reviews and approves requests for changes to credit distributions that do not affect prior fiscal year indirect (F&A) distribution, and for which appropriate approvals have been obtained.
- **Deans/Chairs/Center Directors** - reviews requests for indirect (F&A) cost waivers and endorses only those that have exceptional circumstances and potential benefits that are compelling and well-justified. Also reviews and endorses only those changes to credit

distributions that do not affect a prior fiscal year. Forward the endorsed requests to the VC ORSI-ED for final review and approval.

- **OSP** - provides SPAPDCO with the percentages of indirect (F&A) cost allocations distributed to each area.
- **Office of Sponsored Programs Accounting, Policy Development & Operational Compliance (SPAPDCO)** - establishes appropriate SUBR accounts* and distributes the indirect (F&A) costs per the distribution plan provided by OSP.
- **The Budget Office** - ensures daily management of indirect (F&A) cost accounts and expenditures.
- **Office of the Comptroller** - approves indirect (F&A) cost accounts and expenditures.

**Note: if any awarded unit has a current account, the indirect (F&A) costs will be allocated to the current account.*

III. POLICY COMPLIANCE

Compliance with this policy ensures that the faculty, staff, and their home units (Colleges/Schools, Departments or Centers) receive the recognition and rewards for their efforts.

IV. POLICY DEFINITIONS

Indirect Cost (Facilities and Administrative (F&A) Cost): the costs of administrative and support functions of the university including general administration and expense, operations and maintenance, building and equipment depreciation, and library expenses. Costs incurred for common or joint objectives that cannot be readily assigned to a particular sponsored project, instructional activity, or any other institutional activity.

General Fund: Forty-five percent (45%) of the collected indirect cost (F&A) charges will be dedicated to the University's General Fund. Funds will be expended according to University established protocols.

Faculty Incentive Fund: Five percent (5%) of the collected indirect cost (F&A) charges will be channeled toward a Faculty Incentive Fund. The main purpose of this fund is to make dollars available to faculty members as incentives toward scholarship and research. These funds can be utilized to fund stipends for publications, mini-grants within SU that foster inter-departmental/inter-disciplinary research, excellence in teaching/research awards, etc.

Grantee's College/School: Five percent (5%) of the collected indirect cost (F&A) charges will be allocated to the Grantee's College/School. A grantee is an individual who serves as the main principal investigator of a grant. His/her College will be entitled to this portion of the indirect costs. Funds can be used to strengthen the overall effectiveness of the College's operation. While personal equipment purchases will be discouraged, equipment that will be used in laboratories and classrooms will be allowed. Dependent upon the research success of its faculty, Colleges may choose to establish a new faculty fund to be used toward matching salary support. The University Research Council will be engaged to support the development of a more defined distribution policy within each College. Each department will have to seek approval of the budget from the Provost and Vice Chancellor for Research to ensure compliance with Indirect Cost Recovery and Reallocation Policy.

Grantee's Department: Ten percent (10%) of the collected indirect cost (F&A) will be allocated to the Grantee's Department. A grantee is an individual who serves as the main principal investigator of a grant. His/Her Department will be entitled to this portion of the indirect cost (F&A). Monies spent from this fund can only be used toward faculty development (conference fees, publication costs, travel, etc.). If adequately justified, these funds may also be used toward the purchase of equipment for faculty offices. Dependent upon the research success of its faculty, Departments may also choose to establish a new faculty fund to be used toward matching salary support. The University Research Council will be engaged to support the development of a more defined distribution policy within each Department. Each department will have to seek approval of budget from the Dean of the Grantee's College and Vice Chancellor for Research to ensure compliance with Indirect Cost Recovery and Reallocation Policy.

Research Center: Since Research Centers are devoid of colleges and departments, these units are allocated 15 percent (15%: 10 percent plus 5 percent) of the collected indirect cost (F&A) charges. Funds will be spent to purchase equipment, facilitate travel of personnel to conferences/workshops, purchase software, and other center needs. The University Research Council will be engaged to support the development of a more defined distribution policy within each Center. Each Center will have to seek approval of annual budget from the Vice Chancellor for Research and Chancellor to ensure compliance with Indirect Cost Recovery and Reallocation Policy before expending these funds.

Principal Investigator (Grantee): The principal investigator of the project will be entitled to 15 percent (15%) of the collected indirect cost (F&A) funds of the associated award. These funds will be utilized by the investigator in the conduct of his/her current and future research needs, such as travel, supplies, and the engagement of postdocs, and graduate and undergraduate student engagement. The investigator will follow approval protocols that apply to grant funds.

Office of Research, Strategic Initiatives and Economic Development (ORSI-ED): Ten percent (10%) of the collected indirect cost (F&A) charges will be allocated to the ORSI. Funds will be utilized by this office to offer matching funds, travel, research development workshops, and research incentives to colleges and departments that are lesser engaged in the research enterprise. Funds may be used to initiate and support new and emerging strategic initiatives.

Office of Sponsored Programs (OSP): Five percent (5%) of the collected indirect cost (F&A) will be allocated to OSP to support pre- and post-award activities related to funded programs and to strengthen the efficiency and effectiveness of services provided by the unit. Funds will be used to enhance the professional capabilities of the unit by funding educational resource seminars/workshops, meetings, infrastructure support, personnel, collaborations and other support costs.

Office of Sponsored Programs Accounting, Policy Development & Operational Compliance (SPAPDCO): Five percent (5%) of the collected indirect cost (F&A) will be allocated to the SPAPDCO to support post-award financial services related to the funded programs and to strengthen the efficiency and effectiveness of services provided by the unit. Funds will be used to enhance the professional capabilities of the unit by supporting educational resources seminars, meetings, infrastructure support, collaboration and other support costs.

V. POLICY IMPLEMENTATION PROCEDURES

A. Budgeting Indirect (Facilities and Administrative) on Sponsored Project Proposals

1. Grantee (PI) will prepare a budget which provides for the recovery of total costs for each sponsored program administered by the OSP, the SPAPDCO, and the ORSI-ED. The budget must include full indirect (F&A) costs that are calculated by multiplying the direct cost base by the indirect (F&A) cost rate. In all but exceptional circumstances, the total budget, including full indirect (F&A) costs, will be the budget proposed to the external sponsor.
2. When potential benefits are compelling and well-justified, the PI may submit a Request for F&A (Indirect) Cost Waiver. The waiver must be endorsed by the department chair(s) and the cognizant dean(s), and forwarded to the VC ORSI-ED.
3. When a not-for-profit sponsor has a published rate that is used for all awardees and differs from the federal indirect (F&A) cost rate, the sponsor’s rate should be used; an indirect (F&A) cost waiver is not required. However, a waiver is required if the indirect (F&A) cost rate to be charged is below the sponsor’s published rate. When a sponsor limits indirect (F&A) costs but allows some costs normally charged as indirect (F&A) to be charged as direct (e.g., administrative or accounting costs), then allowable costs are to be included in the direct cost budget.

B. Indirect (Facilities and Administrative) Distribution Percentage

The University’s indirect (F&A) distribution percentage rate is currently 40% of MTDC.

Indirect Rates	On-Campus	Off-Campus
Research	40%	26%
Education and Training	40%	26%
Contracting Services	40%	26%
Other (Outreach)	40%	26%

Included in the MTDC base: all salaries and wages, fringe benefits, materials and supplies, services, travel, and sub-grants and subcontracts up to \$25,000 of each sub-grant or subcontract.

Excluded from the MTDC base: all equipment, capital expenditures, charges for patient/test subject care, tuition remission, rental costs of off-site facilities, participant support costs (to include scholarships, fellowships, stipends, travel and other support costs) as well as the portion of each sub-grant and subcontract in excess of \$25,000.

C. Stages of F&A (Indirect) Cost Reallocation Implementation

Southern University and A&M College, through agreement of the URC, President and SUS Board of Supervisors will enact this policy in three phases (to be described) and allow for any future changes in allotments/distribution percentages up to 50% of the collected F&A (Indirect) Costs to be approved by agreement of the URC and final approval of the Chancellor.

Phase I: Will allow for the Grantee (PI) to collect an allocated 15% of the collected F&A (Indirect) Costs in support of activities, travel, stipends, equipment, supplies and other costs not directly

covered by the grant activity. Date of enactment to be determined by the Chancellor. Total indirect cost reallocation equates to 15% for Phase I.

Phase II: Will allow for the Grantee's (PI's) Department, College, or Research Center to receive an allocated 5% - Department, 5% - College, and 10% - Research Center of the collected F&A (Indirect Cost) to be used in support of activities associated with their daily operations. Date of enactment will be two (2) years after implementation of Phase I. Total indirect cost reallocation equates to 30% for Phase I and Phase II.

Phase III: Will allow for the final phase of distribution of allocated percentages (see Table 1) of the collected F&A (Indirect Costs) to be used in support of activities associated with daily operations and in professional development activities faculty through the disbursement of Faculty Incentive Fund Awards. Date of enactment will be one (1) year after implementation of Phase II. Total indirect cost reallocation equates to 50% for Phase I, Phase II, and Phase III.

D. Allocating Indirect (Facilities and Administrative) Cost to Units

1. The allocation of indirect costs recorded on a proposal is determined by the OSP and then entered into the SPAPDCO system when budget accounts are requested/established.
2. OSP prepares a report for SPAPDCO that provides the credit distribution percentages.
3. A one-fiscal year (FY) lag ensues between the time that indirect (F&A) is credited in the Financial System and subsequently reallocated to university entities (i.e., indirect (F&A) credited in FY 2019/20 is distributed in FY 2020/21).
4. Requests to change the allocation of indirect (F&A) costs indicated in the proposal will be honored, provided the requested changes do not affect a prior fiscal year indirect (F&A) distribution, and the appropriate vice chancellor, or dean endorsements have been obtained.
5. Disbursement of reallocated F&A costs will follow established protocol for budgeting. The division of general funds will be in accordance with established University guidelines. Disbursement through Faculty Incentive Fund, Grantee's College, Grantee's Department, Research Center and Office of Research, Strategic Initiatives and Economic Development will follow policies and signatory guidelines (Indirect Cost Recovery and Reallocation Policy) that have been recommended by the University Research Council and adopted by the University.
6. The Office of Finance and Administration will provide a fiscal discussion of generated funds for the previous fiscal year by July 15th of each year. The Office of Research, Strategic Initiatives and Economic Development will review and provide concurrence and signature acknowledging reported funds.
7. Upon concurrence, the 50% of the collected total indirect (F&A) cost funds (minus the 50% designated for allocation to the General Fund: $100\% - 50\% = 50\%$) will be deposited in an account designated as Generated Indirect Cost Account. The Office of Research, Strategic Initiatives and Economic Development will provide written communication to the grantee, department chair, and college or school dean stating the amount of funds to be reallocated to their accounts for the fiscal year.
8. All areas receiving reallocated funds must provide to ORSI-ED a proposed budget and budget justification of expenditures with required signatures as stated in the Indirect Cost Recovery and Reallocation Policy guidelines. If the proposed budget meets the policy

guidelines, the Vice Chancellor for ORSI-ED will approve the request, followed by approval of other signatories (identified herein). If the proposed budget does not meet the policy guidelines, the VC ORSI-ED will make recommendations and ask the requestor to send a revised proposed budget and justification.

9. In the case of the Faculty Incentives Fund, the University Research Council will suggest to the Vice Chancellor of Research unique faculty incentives such as mini-university grants, scholarship stipends, etc. These incentives will be awarded through a competitive process. The process guidelines will be recommended by the Council. Protocols for the competitive process will be established by the Council and implemented in a fair and cohesive manner.
10. Ten different categories are recommended for indirect (F&A) cost reallocation. These categories are defined in the preceding **Section IV – Policy Definitions** and include: (a) General Fund, (b) Faculty Incentive Fund, (c) Grantee’s College, (d) Grantee’s Department, (e) Research Center, (f) Principal Investigator, (g) ORSI-ED, (h) Office of Sponsored Programs, (i) Sponsored Programs Accounting, Policy, Development & Operational Compliance (SPAPDCO). Implementation process of distribution categories is described in **Section V – Policy Implementation Procedures, Subsection C – Stages of F&A (Indirect) Cost Reallocation Implementation.**

Table 1.
Recommended distribution rates.

Recipient	Academic / Administrative Unit	Research Center
General Fund	50% of collected IDC	50% of collected IDC
Faculty Incentive Fund	5% of collected IDC	5% of collected IDC
Grantee’s College	5% of collected IDC	0% of collected IDC
Grantee’s Department	5% of collected IDC	0% of collected IDC
Research Center	0% of collected IDC	10% of collected IDC
Principal Investigator	15% of collected IDC	15% of collected IDC
ORSI	10% of collected IDC	10% of collected IDC
Office of Sponsored Programs	5% of collected IDC	5% of collected IDC
Sponsored Programs Accounting, Policy Development & Operational Compliance (SPAPDCO)	5% of collected IDC	5% of collected IDC

Source: Office of Research and Strategic Initiatives, 2012

11. The University Research Council will be responsible for providing recommendations for revision of the policy guidelines. The proposed updates will be provided to ORSI-ED for concurrence with final approval of the Office of the Chancellor.

E. Examples of Distribution

If the IDC Recovery and Reallocation Policy is approved under the current indirect cost rate (40% Modified Total Direct Cost), then the following will apply for distribution of the collected funds.

Example One: Engineering Faculty PI has received a \$500,000 research award for undergraduate research experiences, and \$300,000 of this award includes expenditures such as salaries and wages, pieces of equipment \$5,000 and under, supplies, travel, operating services, sub-awards under \$25,000, and other costs (software, licensing, etc.). Expenditures excluded from the MTDC include the remaining \$200,000 allocated for student stipends, tuition, scholarships/fellowships, any portion of each sub-award more than \$25,000, rental of off-campus space, capital expenditures, and any individual piece of equipment over \$5,000. The total collected IDC would then be 40% of \$300,000 or \$120,000.

Table 2.

The distribution of the funds in Example One would then occur as follows:

Recipient	Academic / Administrative Unit	Research Center
General Fund	50% of \$120,000 or \$60,000	
Faculty Incentive Fund	5% of \$120,000 or \$6,000	
Grantee's College	5% of \$120,000 or \$6,000	
Grantee's Department	5% of \$120,000 or \$6,000	
Research Center	N/A Academic Award	
Principal Investigator	15% of \$120,000 or \$18,000	
ORSI	10% of \$120,000 or \$12,000	
Office of Sponsored Programs	5% of \$120,000 or \$6,000	
Sponsored Programs Accounting, Policy Development & Operational Compliance (SPAPDCO)	5% of \$120,000 or \$6,000	
TOTAL IDC	100% of \$120,000 or \$120,000	

Example Two: Research Center PI has received a **\$1,000,000** research award for faculty and student research & training and **\$800,000** of this award is in non-excluded costs (see examples in the description above). The collected total IDC would then be **40%** of **\$800,000** or **\$320,000**.

Table 3.

The distribution of the funds in Example Two would then occur as follows:

Recipient	Academic / Administrative Unit	Research Center
General Fund		50% of \$320,000 or \$160,000
Faculty Incentive Fund		5% of \$320,000 or \$16,000
Grantee's College		N/A Research Award
Grantee's Department		N/A Research Award
Research Center		10% of \$320,000 or \$32,000
Principal Investigator		15% of \$320,000 or \$48,000
ORSI		10% of \$320,000 or \$32,000
Office of Sponsored Programs		5% of \$320,000 or \$16,000
Sponsored Programs Accounting, Policy Development & Operational Compliance (SPAPDCO)		5% of \$320,000 or \$16,000
TOTAL IDC		100% of \$320,000 or \$320,000

VI. POLICY RELATED INFORMATION

OMB Circular A-21 established principles for determining costs applicable to grants, contracts, and other agreements with educational institutions

(https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A21/a21_2004.pdf). The

OMB Circular A-21 is the basis for the "determination" of the 40% MTDC indirect cost rate at Southern University for all sponsored grants. The 40% indirect cost rate should also be used for identifying reinvestments for the units from which these charges are based (department, college, ORSI/OSP, University (with emphasis on the Office of the Comptroller). A copy of the University's current Facilities and Administrative Costs Rate Agreement can be found at:

<http://www.subr.edu/assets/subr/OSP/IDCAgreement2013.pdf>.

VII. POLICY HISTORY AND REVIEW CYCLE

This Indirect Cost Recovery and Reallocation Policy is submitted to the Southern University System Board of Directors for approval - June 2019. The policy shall be revisited every two years.

VIII. POLICY URL

This Indirect Cost Recovery and Reallocation Policy has not yet been approved and therefore is not yet posted on the Southern University website.

IX. POLICY APPROVAL

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

Effective Date of Policy

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

Effective Date of Policy

Legal Affairs Committee

LEGAL AFFAIRS COMMITTEE
(Following the Governance Committee)
Southern University at New Orleans
Millie M. Charles School of Social Work Building
6801 Press Drive
New Orleans, LA 70128
Friday, June 21, 2019

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
 - A. Request Approval of Contract for DeCuir, Clark and Adams
 - B. Other Business
 - C. Adjournment

MEMBERS

Atty. Edwin Shorty–Chair, Atty. Patrick Magee–Vice Chair,
Mr. John Barthelemy, Dr. Leroy Davis, Mr. Donald Dunbar, Dr. Samuel C. Tolbert, Jr.
Atty. Domoine D. Rutledge-Ex-Officio

STATE OF LOUISIANA

CONTRACT FOR PROFESSIONAL LEGAL SERVICES

BE IT KNOWN THAT this agreement is entered into by and between **BOARD OF SUPERVISORS OF SOUTHERN UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE**, hereinafter sometimes referred to as (“Board”) and **DECUIR, CLARK AND ADAMS, L.L.P.** hereinafter sometimes referred to as (“Counsel”).

1.

Counsel hereby agrees to furnish the following services to the Southern University Board of Supervisors, the Southern University System and the institutions under its management and control, and to advise the Board and Universities on any legal matters that may arise during the normal course of operation of the university, including litigation not covered by the states self-insurance policy.

The scope of this contract does not include litigation or proceedings arising out of or involving tort or worker’s compensation.

These legal services are to be provided under the immediate supervision of the staff of the Board and subject to secondary review by the Department of Justice, Office of the Attorney General.

The Board hereby certifies, and Counsel hereby acknowledges that:

1. Goals and objectives: The Board has entered into this contract in order to obtain professional and reliable legal services as referred to hereinabove.
2. Performance measures: The services provided by counsel shall be evaluated to determine that the services are provided timely and professionally.
3. Monitoring Plan: The staff of the Board shall monitor the performance of counsel by review of all interim written or verbal reports submitted by contractor and by supervision of the services provided by counsel.

2.

In consideration of the services described hereinabove, Board hereby agrees to pay Counsel as follows:

- | | |
|----------|---|
| \$225.00 | PER HOUR FOR ATTORNEYS HAVING EXPERIENCE OF TEN YEARS OR MORE IN THE PRACTICE OF LAW |
| \$175.00 | PER HOUR FOR ATTORNEYS HAVING EXPERIENCE OF FIVE YEARS OR MORE IN THE PRACTICE OF LAW |

\$150.00 PER HOUR FOR ATTORNEYS HAVING EXPERIENCE OF THREE TO FIVE YEARS IN THE PRACTICE OF LAW

\$125.00 PER HOUR FOR ATTORNEYS HAVING EXPERIENCE OF LESS THAN THREE YEARS IN THE PRACTICE OF LAW

\$ 60.00 PER HOUR FOR PARALEGAL SERVICES

\$ 40.00 PER HOUR FOR LAW CLERK SERVICES

ATTORNEYS AND PARALEGAL RATES

\$225.00	WINSTON G. DECUIR, SR.
\$225.00	WINSTON G. DECUIR, JR.
\$225.00	LINDA LAW CLARK
\$225.00	BRANDON J. DECUIR
\$225.00	MICHAEL R. D. ADAMS
\$ 60.00	SHONDRA BROUSSARD
\$ 60.00	ROBIN RICHARDSON

The total of all sums payable under this contract including fees and reimbursement of expenses shall not exceed Two Hundred Fifty Thousand and 00/100 (\$250,000.00) and shall be billed in accordance with Policy and Procedure Memo 50 (Attorney Case Handling Guidelines and Billing Procedures).

Final billing shall be submitted to the State within 90 days of contract expiration date. At the end of each calendar month, Counsel shall submit to the State for review and approval an itemization of all work performed, listing time by date for work performed by hours, down to the tenth of an hour, with specific reference to the nature of the work performed (*e.g., drafting of pleadings, research, review of files, etc.*). It is understood that should Counsel fail to submit statements within thirty (30) days following the end of each month, the State shall not be responsible for payment thereof under this contact or in quantum meruit. All billings by Counsel for services rendered shall be submitted in compliance with LSA-R.S. 39:1618.

All legal fees and costs shall be paid in accordance with the State Agency or Division of Administration Attorney Case Handling Guidelines and Billing Procedures as set forth in PPM 50. Counsel shall be reimbursed for out-of-pocket expenses in accordance with the Division of Administration Travel Rules and Regulations as set forth in PPM 49. Travel time, at the direction and for the convenience of the State, is billable as services if done during normal working hours at one-half the agreed upon Attorney pay rate and shall not exceed eight hours per day without

written justification. Counsel agrees to comply with the instructions on Attachment 1 when submitting invoices.

3.

Counsel hereby agrees that the responsibility for payment of taxes from the funds thus received under this agreement and/or legislative appropriation shall be said counsel's obligation and identified under Federal tax identification number 72-1286643 and the Louisiana Department of Revenue Account Number 9141441-002-300.

In accordance with R. S. 39:1624(A)(10), the Louisiana Department of Revenue must determine that the prospective contractor is current in the filing of all applicable tax returns and reports and in payment of all taxes, interest, penalties, and fees owed to the state and collected by the Department of Revenue prior to the approval of this contract by the Office of State Procurement. The prospective contractor hereby attests to its current and/or prospective compliance, and agrees to provide its seven-digit LDR Account Number to the contracting agency so that the prospective contractor's tax payment compliance status may be verified. The prospective contractors further acknowledge understanding that issuance of tax clearance certificate by the Louisiana Department of Revenue is a necessary precondition to the approval and effectiveness of this contract by the Office of State Procurement. The contracting agency reserves the right to withdraw its consent to this contract without penalty and proceed with alternate arrangements should the vendor fail to resolve any identified apparent outstanding tax compliance discrepancies with the Louisiana Department of Revenue within seven (7) days of such notification.

4.

The Legislative Auditor of the State of Louisiana, the State Inspector General and/or Division of Administration auditors may audit all records of Counsel which relate to this contract. Counsel shall maintain said records for a period of five years after the date of final payment under this contract.

5.

This contract is in effect for the period commencing July 1, 2019 and ending on June 30, 2021.

The effective date of this contract may be extended only if an amendment to that effect is duly executed by the contracting parties and approved by the necessary authorities prior to said

termination date. Requests for extensions may be initiated by either party by the mailing of such request to the party, via Certified Mail, return receipt requested, not less than thirty (30) days before the termination date provided for herein or thirty (30) days before the termination of the first extension of this contract. This contract may only be extended by an executed and approved amendment for not more than two (2) times.

If either party informs the other that an extension of this contract is deemed necessary, an amendment may be prepared by the State and forwarded to the other party for appropriate action by the other party, and said amendment is to be returned to the State with appropriate information and signatures not less than fifteen (15) days prior to termination date. Upon receipt of the amendment it will be forwarded to the necessary authorities for their approval.

Notwithstanding the foregoing, in no event shall the total term of this contract, including extensions hereto, be for a period of more than three (3) years.

6.

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the 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 the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

7.

Counsel shall not assign any interest in this contract and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the State, provided however, that claims for money due or to become due to the Counsel from the State under this contract may be assigned to a bank, trust company, or other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State and the Office of State Procurement.

8.

The State shall have the right to cancel this contract for any reason by giving the other party written notice sent to Counsel's address by certified mail. Counsel shall have the right to cancel this contract for any reason by giving the State 30 days written notice by certified mail.

Notice shall be sent Certified Mail, return receipt requested, to the following addresses:

If to Board: Dr. Ray Belton, President
Southern University Board of Supervisors
Southern Branch Post Office
Baton Rouge, Louisiana 70813

If to Counsel: Winston G. DeCuir, Sr.
DeCuir, Clark & Adams, L.L.P.
732 North Boulevard
Baton Rouge, Louisiana 70802

9.

All records, reports, documents and other material delivered or transmitted to Counsel by State shall remain the property of State, and shall be returned by Counsel to the State, at Counsel's expense, at termination or expiration of this contract. All records, reports, documents, pleadings, exhibits or other material related to this contract and/or obtained or prepared by Counsel in connection with the performance of the services contracted for herein shall become the property of the State, and shall, upon request, be returned by Counsel to the State, at Counsel's expense, at termination or expiration of this contract.

10.

The State and Counsel acknowledge and agree that the Department of Justice has the right to review all records, reports, worksheets or any other material of Counsel related to this contract. The State and Counsel further agree that Counsel will furnish to the Department of Justice, upon request, copies of any and all records, reports, worksheets, bills, statements or any other material of Counsel related to this contract.

11.

Counsel agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the

Fair Housing Act of 1968 as amended, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Counsel agrees 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, or disabilities.

Any act of discrimination committed by counsel, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

12.

This contract is not effective until approved in writing by the Board, the Attorney General and the Office of State Procurement in accordance with La. R.S. 39:1565 and 39:1595.1. It is the responsibility of the contractor to advise the State in advance if contract funds or contract terms may be insufficient to complete contract objectives.

13.

Any claim or controversy arising out of the contract shall be resolved by the provisions of LSA-R.S. 39:1672.2 – 1672.4.

ATTACHMENT #1

INSTRUCTIONS FOR SUBMITTING INVOICES

At the end of each calendar month, an itemization of all work performed, listing time by date for work performed by hours, down to the tenth of an hour with specific reference to the nature of the work performed (*e.g. drafting of expert reports, research, review of files, etc.*) should be invoiced to the Board via Acuity Management System (if agency is using electronic billing system) OR in accordance with the agency's request.

Reimbursement for all expenses must have receipts or documentation attached to the invoices or reimbursement will not be made. Some examples of the receipts or documentation that will be accepted are given below:

1. Express Mail - a copy of the invoice from the vendor.
2. Travel expenses - purpose of the trip, miles traveled or airline ticket receipt, parking receipts, taxi receipts, hotel receipts (credit card receipt will not be accepted).
3. Invoices are to be submitted at the end of each calendar month and must indicate the amount of the contract, the amount billed to date and the remaining balance.

If your invoices are billed by each individual case that you have worked on, please include a summary sheet for that month for that invoice. Do not include any previous balances owed on the summary sheet.

LSA - R.S. 39:1618 calls for invoices to be submitted in the form of an affidavit.

Personnel Affairs Committee

PERSONNEL AFFAIRS COMMITTEE

(Following the Legal Affairs Committee)

Millie M. Charles School of Social Work Building

6801 Press Drive

New Orleans, LA 70128

Friday, June 21, 2019

AGENDA

1. Call to Order

2. Roll Call

3. Adoption of the Agenda

4. Public Comments

5. Action Items

A. Request Approval of Personnel Action on Positions equal to or greater than \$60,000/ \$75,000 (faculty)

Name	Position/Campus	Salary	Funding Source
1. Sandra Brown	Dean School of Nursing and Allied Health New Appointment/Replacement (SUBR)	\$155,000.00	State
2. Angela Burns	Director of Assessment, Planning and Institutional Research New Position (SULC)	\$75,000.00	State
3. Carlos Funchess	Head Coach, Women's Basketball Department of Athletics Contract Extension (SUBR)	\$115,000.00	State
4. Kerrick Jackson	Head Coach, Baseball Department of Athletics Contract Extension (SUBR)	\$103,000.00	State
5. Regina Ramsey James	Vice Chancellor of Institutional Accountability and Evening Division Replacement (SULC)	\$162,000.00	State
6. Christopher Jones	Associate Athletic Director of External Communications Additional Duties (SUBR)	\$65,000.00	State
7. Rodney Kirschner	Associate Athletic Director/Chief of Staff Additional Duties (SUBR)	\$69,500.00	State
8. Prentice White	Associate V/C for the Evening Division and Emerging Programs Replacement (SULC)	\$144,000.00	State

Name	Position/Campus	Salary	Funding Source
9. Rodney Kirschner	Associate Athletic Director/ Chief of Staff Additional Duties (SUBR)	\$69,500.00	State
10. Prentice White	Associate V/C for the Evening Division and Emerging Programs Replacement (SULC)	\$144,000.00	State

6. Other Business

7. Adjournment

MEMBERS

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



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Executive Vice President/Executive Vice Chancellor

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

May 31, 2019

Dr. Ray L. Belton, President-Chancellor
Southern University System
J.S. Clark Adm. Bldg.
Baton Rouge, LA 70813

Dear Dr. Belton:

In January 2019, the Office of Academic Affairs launched a search for a new dean in the College of Nursing and Allied Health with Dr. Greta Wilkes, director of Southern University Student Health Center, serving as chair of the committee. The Office of Academic Affairs worked very closely with the Office of Human Resources on the appointment of the committee and in the execution of the search process.

We are proud to report that Dr. Sandra Brown, professor and director of the Doctor of Nursing Practice Program (DNP) at Southern University, is being recommended for the position of dean of the College of Nursing and Allied Health. She has more than 31 years of experience in the field of nursing, serving as a practitioner, professor and administrator.

Dr. Brown started her career in nursing in 1981 as a staff nurse at the Medical Surgical Unit of Our Lady of Lourdes Hospital in Lafayette, LA. She quickly moved up the ranks in her profession, becoming director of Telemetry Unit in 1986 at the University Hospital in New Orleans. In 1987, she served as an instructor for the nursing program at Louisiana State University Medical Center. In 1995, she was appointed as an associate professor at Southern University and A&M College, School of Nursing. She became a tenured faculty member here in 1999 and was promoted to the rank of professor in 2000. She has served as director of the DNP Program at Southern since 2011.

Dr. Brown has received numerous accolades and awards for her achievements in the field of nursing. Her alma mater, Louisiana State University Health Sciences Center, inducted her into its Hall of Fame in 2018, for her enduring contributions to advanced nursing practice and education. In 2018, she received the Lifetime Achievement Award from the National Black Nurses Association, Acadia Chapter for being an exceptional African-American role model in improving minority health. In 2017, she was appointed a fellow by the American Academy of Nursing for her extraordinary contributions to nursing, healthcare, and society at the national and international levels. Dr. Brown has had several articles published in refereed journals, including *Geriatric Nursing*, *Journal of Doctoral Nursing Practice*, and *International Journal of Ethnic College Health*.

I am requesting your endorsement and the approval of the Board of Supervisors at its June 2019 meeting of Dr. Sandra Brown as the new dean of the Southern University and A&M College College of Nursing and Allied Health at a salary of \$155,000.

Sincerely,

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

James H. Ammons, Ph.D.
Executive Vice President/Executive Vice Chancellor
Southern University System

DEAN OF THE COLLEGE OF NURSING AND ALLIED HEALTH

Competencies for Success

Southern University and A&M College (Southern) is accepting applications for the position of Dean of the College of Nursing and Allied Health. This position is a full-time, twelve (12) month appointment. Southern is seeking a dean who is committed to continuing our tradition of excellence in undergraduate and graduate nursing education and will have the academic credentials sufficient to warrant an appointment as full professor. Allied Health disciplines specific to Southern University and A&M College has the following Allied Health disciplines: Speech-Language Pathology and Audiology, Therapeutic Recreation and Leisure Studies and the Department of Rehabilitation and Disability Studies. The Department of Rehabilitation and Disability Studies includes a graduate program in Clinical Rehabilitation Counseling and an undergraduate program in Rehabilitation Services. The Department of Speech-Language Pathology and Audiology offers the following degree programs: Bachelor of Science in Speech-Language Pathology, Post Bachelor of Science in Speech-Language Pathology and Master of Science in Speech-Language Pathology. The Department of Therapeutic Recreation and Leisure Studies offers a Bachelor of Science and Graduate Certificate in Therapeutic Recreation. The successful candidate will contribute to the science, research, and practice of nursing as well as exhibit a substantive understanding of the important issues in nursing, nursing education, allied health and healthcare at the state and national levels. This position requires an appreciation for the Southern University and A&M College mission, culture, and commitment to ensure the advancement of the College of Nursing and Allied Health. The anticipated state date is July 1, 2019.

Qualifications Checklist

Required

- Earned doctoral degree in nursing from an accredited institution
- Eligible for licensure as a registered nurse in Louisiana
- Eligible for appointment to full Tenured Professor according to the University's Tenure and Promotion guidelines
- Demonstrated administrative competencies to oversee a comprehensive College of Nursing & Allied Health
- Superior written and verbal communication skills

- Demonstrated commitment to serve the needs of local constituencies and state priorities
- Knowledgeable of challenges to 21st century healthcare and higher education
- Commitment to mentoring faculty in successful careers

Responsibilities

- Southern seeks an individual of distinguished scholarly achievement and administrative accomplishment to act as the senior academic officer of the College of Nursing & Allied Health at Southern University, Baton Rouge.
- The Dean will generate resources in support of its mission, manage its operations, exercise overall authority over its programs and budget, and work with the core constituencies of the College in the pursuit of advancing the research, teaching, and service traditions of the College. She/he is expected to provide energetic, visionary leadership to facilitate the success and growth of programs within the College of Nursing and Allied Health with focused attention to the doctoral programs in nursing; and to lead the successful implementation of an undergraduate nursing program at a satellite site.
- The Dean provides innovative, visionary, ethical, and strategic leadership of the College, and will be responsible for the management of the College of Nursing & Allied Health including, but not limited to, efforts that: strengthen the research and academic programs in the College, enhance the expansion and sustainability of the Nurse Managed Clinic and its programs and services, exercise sound financial decisions, increase internal and external funding capacity, enhance the diversity in the college, maintain partnerships across the University, develop collaborative community partnerships, and promote advocacy.

Desired

- Experience with starting and/or expanding doctoral nursing (Ph.D. And DNP) programs
- Strong record of external advocacy for nursing education and the nursing profession
- Experience in educating nurses to meet the complex healthcare needs of underserved and vulnerable populations in urban and rural communities
- Experience with, and a commitment to, distance education
- Evidence of commitment to innovation in administration, education, practice, and/or research

- National recognition for sustained contributions to the nursing profession
- Experience with integrating diversity and inclusion in academia
- Prior academic administrative experience in higher education at a university level
- Expertise in nursing administration, nursing education, and or clinical practice demonstrated by nationally recognized credentials
- Commitment to shared governance
- Demonstrated leadership skills in sustaining accreditation in Nursing and in related healthcare disciplines

CURRICULUM VITA

**Sandra Chaisson Brown, DNS, APRN, FNP-BC, CNE, ANEF, FAAN
Professor, Tenured**

EDUCATION

Institution	Degree	Year	Major/Specialty/Role Concentration
University of Tennessee, Memphis Tennessee		1998	Post-Masters Certificate as Family Nurse Practitioner
Louisiana State University Medical Center, New Orleans Louisiana	DNS	1994	Nursing: Area of Clinical Investigation: Cardiovascular Nursing Role: Clinical Consultation
Louisiana State University Medical Center, New Orleans Louisiana	MN	1985	Adult Health Nursing Role: Clinical Consultation
University of Southwestern Louisiana Lafayette, Louisiana	BSN	1981	Nursing

Dissertation:

Brown, S. (1994). Chest pain and cocaine use in 18-40 year old persons: A retrospective study. Louisiana State University Medical Center. Published in *Dissertation Abstract International*, 56(02), 739B. University Microfilms No. 95-14929.

LICENSURE / CREDENTIALING / CERTIFICATIONS

2012-Present	Certified Nurse Educator , National League for Nursing, Academic Nurse Educator Certifications Program
2011-Present	Quality Matters (QM) Certification for On-Line Teaching. Applying the QM Rubric (APPQMR)
1998- Present	Board Certified Family Nurse Practitioner, American Nurse's Credentialing Center, ANCC.
1998- Present	Advance Practice Registered Nurse (APRN) License: FNP with Prescriptive Authority, Louisiana State Board of Nursing
1996-2011	Advance Practice Registered Nurse (APRN) License: Clinical Nurse Specialist, Louisiana State Board of Nursing

- healthcare, and society at the national and international level.
- 2016 Louisiana Role Model for Health and Human Services of *The Links, Incorporated* (cited for being an exceptional African American role model in improving minority health and in developing academic practice partnerships to improve health disparities)
 - 2016 Outstanding Graduate Award, Christiana Smith African American Alumni Chapter of UL Lafayette (cited for being an outstanding African American role model in advanced nursing practice and healthcare of vulnerable populations)
 - 2016 Hall of Fame Inductee, Louisiana State Nurses Association, Louisiana Nurses Foundation (cited for enduring achievement in advancing the science of nurse practitioner education and outstanding work with using an advanced nursing model in disaster recovery)
 - 2014 Key to the City of Lafayette, Lafayette City Parish Council, (cited for outstanding contributions in the delivery primary health care services during disaster recovery and efforts for reducing racial disparity)
 - 2014 House Resolution #8 Proclamation, State of Louisiana House of Representatives (cited for significant contributions in shaping healthcare for vulnerable populations)
 - 2014 Selected as one of 8 great *Louisianians of the Year* by Louisiana Life Magazine (cited for exemplary work in meeting challenges of the medically underserved and for outstanding contributions during disaster recovery)
 - 2013 Nursing Educator of the Year awarded by Louisiana State Nurses Association (cited for impacting APN education for minority students through innovative instruction, clinical expertise, and mentoring)
 - 2012 Bestowed "Fellow" status by the National League for Nursing (NLN) as an Academy of Nursing Education Fellow (ANEF). Conferred by the NLN upon the recommendation of the Fellows Selection Committee, recognizing nurse educators who have made significant contributions to innovative teaching and learning strategies; nursing education research; faculty development activities; academic leadership; promotion of public policy that advances nursing education; collaborative educational practice, and community partnerships.
 - 2012 Helen Johnson Cremeens Excellence in Teaching Award, Baton Rouge District Nurses Association and Louisiana State Nurses Association (cited for providing nurse practitioner students a foundation for lifelong learning pursuits, advancing professional nurses in Louisiana and implementing strategies for nurse practitioner students to excel in a nursing career).
 - 2011 Health Information Technology Scholar (HITS). The University of Kansas School of Nursing in collaboration with the Schools of Nursing at the University of Colorado Denver, Johns Hopkins University, and Indiana University, in partnership with the National League for Nursing. Selected by the NLN as a scholar in a faculty development initiative to integrate information technologies in nursing curriculum and expand the capacity of collegiate schools of nursing to educate students for the 21st century.
 - 2008 Celebrate Nursing Award, Outstanding Achievement Award. Baton Rouge District Nurses Association.
 - 2008 Advanced Practice Nurse of the Year, Louisiana State Nurses Association (cited for advancing the profession of nurse practitioners, level of commitment to the role of advanced nursing practice, and the impact on improving patient outcomes.
 - 1999 Most Proposals Submitted Award, Southern University and A&M College, Office of Grants and Sponsored Programs

- Brown, S.C., Geiselman, P., Copeland, A., Gordon, C., Dudley, M., Manogin, T., Backstedt, C., Pourciau, C., & Ghebretatios, G.** (2005). Cardiac Assessment Risk Evaluation (CARE Study) of African American college women, *Health Education Journal*, 64(1), 13-30.
- Caillier, J.G., **Brown, S.C., Parsons, S., Ardoin, P., & Cruise, P.** (2004). The effect of race and gender on invasive treatment for cardiovascular disease. *Journal of Cultural Diversity*, 11(3), 80-87.
- Lewis, C.L., & **Brown, S.C.** (2002). Coping strategies of female adolescents with HIV/AIDS. *The Association of Black Nursing Faculty (ABNF) Journal*, 13(4), 72-77.
- McEwen, M. & **Brown, S.C.** (2002). Conceptual frameworks in undergraduate nursing curricula: Report of a national survey. *Journal of Nursing Education*, 41(1), 5-14.
- DeLaune, M. & **Brown, S.C.** (2001). Spousal responses to role changes following a stroke. *MEDSURG Nursing*, 10(2), 79-88
- Brown, S.C. & Bechtel, G.** (2000). Enhancing self-esteem among cardiac patients. *Dimensions of Critical Care Nursing*, 19(5), 50-64.
- Hill, J. & **Brown, S.C.** (2000). A solution to today's shortage of minority advanced practice rehabilitation nurse specialists. *Minority Nurse*, 46-47.
- Rami, J., & **Brown, S.C.,** (1999). A framework for making health care accessible to medically underserved rural and inner-city populations. *The Harvard Journal of African-American Public Policy*, 5, 33-40.
- Spurlock, W.R., Knighton, E., **Brown, S.C., & Conner, R.** (1999). Providing care to a culturally diverse community: A mobile academic nursing center. *Seminars for Nurse Manager*, 7(4), 183-187.
- Connor, R., Spurlock, W., & **Brown, S.C.** (1997). Going the extra mile. Nurse-managed mobile unit takes health care on the road. *The Nursing and Allied Health Journal for Minorities*, 5(1), 27-52.
- Brown, S.C.** (1997). Chest pain and cocaine use in 18-40 year old persons: A retrospective study. *Applied Nursing Research*, 10(3), 136-142.
- Brown, S.C.** (1995). Role of CNS in developing a competency-based-orientation program. *Clinical Nurse Specialist*, 9(1), 66-71.

Book Chapters

- Brown, S.** (Contributor) (2015). Client Education: A Moral Imperative. In Catalano, J. 7th Ed.). *Nursing Now: Today's Issues, tomorrow's trends*. Philadelphia, PA: F.A. Davis Company, Inc.

Archives of Community Medicine & Public Health (2015-Present)

An international, open access, peer-reviewed Journal, dedicated to the clinical and investigative studies, treatments, new diagnostic techniques, and other topics relating to the prevention, diagnosis, and treatment of diseases affecting community & Public health.

Editorial PEER Reviewer (Invited)

Nursing Education Perspectives (2010-Present)

Journal of Health Care for the Poor and Underserved (2010-Present)

Southern Online Journal of Nursing Research (2000-Present)

NLN Nursing and Health Care Perspective (2000-Present)

Grant Peer Reviewer (Invited)

NLN Research in Nursing Education Grant Reviewer (2016-Present)

U.S. Department of Health and Human Services, Health Resources and Services Administration (HRSA), Advanced Education Nursing Peer Reviewer (2000-Present)

INTERNATIONAL EXPERT PANELIST

2018- Present Primary Care Expert Panel Member for the American Academy of Nursing

BOARD OF DIRECTOR (Elected Position)

2019 – Present: Louisiana Association of Nurse Practitioners

RESEARCH

Brown, S. (Co-PI) and Spurlock, W (Co-PI). Health information Technology Scholars Program: Using “Information Prescriptions” to Promote Health Literacy Among College Students in a Historically Black College and University (HBCU)

Phase I completed in October 2013. This phase consisted of selection of a listing of web sites with credible internet health information. The outcome of this phase was the development of over 100 information prescriptions for the top 25 most common diagnoses seen in the student health center. These diagnoses were categorized as acute/episodic illness; chronic illnesses; women’s and men’s health; and health promotion. Development of survey construction (complete); Phase II involved interfacing with information technology specialists to determine the best approach to integrate the “information prescriptions” into the electronic health record, purchase of kiosk to place in student health center lobby for student’s access of health information and education of clinical staff and nurse practitioner students on the use of this important function (August 2015). The final phase (IV), now in progress, involves evaluation of the health care provider attitudes towards computers in health care and health care provider satisfaction with the use of “information prescriptions.

Funding: \$10,000. October 2013-August 2015.

Brown, S. (PI). Health Needs, Health Behaviors, Health Indicators and Health Perceptions of College Students Enrolled in a Historically Black College and University.

The purpose of this study was to determine the health needs, health behaviors, health indicators and health perceptions of college students enrolled in a Historically Black College and University (HBCU) using the ACHA National College Health Assessment survey and compare findings to a national sample. Phase I of this project (implementation, data collection and analysis) was completed in August 2012. Phase II of this project (recommendation and evaluation) was completed in September 2013. **Impact:** Findings from this study are being used to design culturally relevant, evidence-based health promotion programs

practice in these communities. The grant provided traineeships to nurses who were pursuing advanced degrees as primary care nurse practitioners. **Impact:** this traineeship afforded my students, many first generation college graduates from disadvantaged backgrounds, the opportunity to pursue graduate education and contributed to improving the nursing workforce diversity in the state of Louisiana.

Title: **Professional Nurse Traineeship Grant**
Role: Project Director
Granting Agency: USDHHS/HRSA
Project Grant#: 1 A10 HP 00173-01
Duration: 7/1/00-6/30/01
Amount: \$33,185

The objective of this traineeship grant was to increase the number of primary care Advanced Practice Registered Nurses (APRN) trained in rural and/or underserved communities to better prepare graduates to practice in these communities. The grant provided traineeships to nurses who were pursuing advanced degrees as primary care nurse practitioners. **Impact:** this traineeship afforded my students, many first generation college graduates from disadvantaged backgrounds, the opportunity to pursue graduate education and contributed to improving the nursing workforce diversity in the state of Louisiana.

Title: **Nurse Practitioner and Nurse Midwifery Program Grant**
Role: Project Director
Granting Agency: USDHHS/HRSA
Project Grant#: 1 D24 NU 00856-01
Duration: 7/1/99-6/30/02
Amount: \$443,903

The primary object of this program grant was to implement a creative academic-practice partnership between academic institutions and rural and/or underserved primary care practice sites to promote APRN students' readiness to practice upon graduation by improving training and competencies for both students and preceptors. **Impact:** this program grant allowed me the opportunity to enhance NP curriculum, preceptor recruitment, training and evaluation to shape the experiential training of advance practice nursing students in providing care for rural and underserved populations.

Title: **Cardiovascular Risk Factor Management Among African-American Women: Early Prevention of Disabilities From Chronic Heart Disease. (The CARE Study)**

Role: PI
Granting Agency: Office of Nursing Research, Southern University School of Nursing
Duration: 7/1/99-6/30/01; Grant extended 7/1/10-6/30/02
Amount: \$20,000

These funds were awarded to expand my preliminary work with cardiovascular risk and vulnerable populations. The purpose of the CARE study was to assess cardiovascular risk factors and health promotion preferences of African American college women. **Impact:** Results of this study were used to develop culturally-customized, gender-appropriate, health promotion activities for college women. Findings are published in the *Health Education Journal*. I expanded my work from the CARE study to assess the reliability and validity of the Personal Wellness Profile (PWP) Questionnaire in African American College women. **Impact:** There were no published scientific data regarding the validity and reliability of the PWP Questionnaire, a widely used tool that measures personal health and lifestyle. Through my research in examining the psychometric properties of the PWP, empirical data was generated that contributed to a body of science and to the scientific merit of the PWP for use with African Americans and other populations. Findings are published in the *Journal of Cultural Diversity*. I further expanded my work from the CARE student to examine the role of dietary patterns and food preferences as it relates to cardiovascular risk in African American women attending Historically Black Colleges and

across four Louisiana universities (McNeese, Southeastern Louisiana University, University of Louisiana at Lafayette, and Southern University and A&M College) to provide accessibility to all registered nurses desiring graduate education and to meet the community's need for health care providers. **Impact:** Course offered by Distance Education methodologies or a combination of web-based instruction were increased by 60%; there was a 50% increase in the number of students from remote parishes.

Title: Post-Doctoral FNP Fellowship, Southern Council on Collegiate Education for Nursing (SREB)

Position: Fellow

Granting Agency: W.K. Kellogg
Southern Council on Collegiate Education for Nursing

Duration: 7/1/97 – 6/30/98

Amount: \$30,000

The SREB Council on Collegiate Education or Nursing helps to expand and strengthen schools of nursing and colleges and universities to reduce critical shortage of nurse educators needed to train the nation's registered nurses. Through funding from the W.K. Kellogg Foundation administered by the SREB, I was selected through a competitive review process to receive a post-doctoral FNP Fellowship at the University of Tennessee, Memphis. The goal of this competitive grant was to address the nation's shortage of doctorally-prepared APRNs and family nurse practitioners.

Title: Louisiana State University School of Social Work BHWET Program: Targeted enhancement in integrated behavioral health care across the lifespan

Position: Interdisciplinary Training Partner

PI: Scott Wilks, PhD

Granting Agency: U.S. Department of Health & Human Services, Health Resources & Services Administration

Duration: 9/1/2017-9/1/2021

Amount: \$2 million

The goal of this grant is to collaboratively train social work students and nurse practitioner students in the integration of behavioral health care across both disciplines using a collaborative interdisciplinary approach. My role on the grant is to facilitate interdisciplinary training among the nurse practitioner students engaging them in the learning experience at educational seminars.

ACADEMIC PRACTICE PARTNERSHIPS

Title: Advocates for Youth Young Women of Color Initiative – HIV Prevention. HBCU Partnership-HBCU Survey Project.

Role: PI

Granting Agency: CDC, Office of Minority Health

Duration: 9/1/08-9/1/09; Grant extended 9/1/09-9/1/10

Amount: \$60,000

A collaborative multi-site research project among five Historically Black Colleges and Universities (Alabama A&M University, Benedict College, Southern University and A&M College, Fayetteville State University, and Morgan State University). The overarching aim of this project was to address the alarming and disproportionate rates of negative sexual health outcomes among young women of color on college campuses. <http://www.advocatesforyouth.org/about-us/programs-and-initiatives/743-program>

My role included: developing a culturally appropriate, scientific-based HIV prevention program for college women of color among five HBCU, utilization of a survey tool to assess HIV knowledge and risk factor markers, pilot testing of the tool, coordination of data collection, computerized data entry and

future disaster recovery allowing access of data anytime-anywhere, with a built-in capacity for data entry, storage, management and analysis. Funding \$2,500.

Woman's Hospital Clinical Research Consultant (2006-present); Woman's Hospital IRB Board Member (1999-present); Woman's Hospital Endowed Professorship (2016)

Clinical Research Consultant to Woman's Hospital one of the largest women's specialty hospitals in the nation where I played a lead role in the organization receiving magnet status. **Impact:** Through my role as research consultant I have educated nurses in the research process, facilitated nursing involvement in evidenced-based research activities that influenced clinical practice protocols for health care delivery. The number of nurses conducting research improved from 10% to 40% over a 3-year period. As a result of my work, I was named Woman's Hospital Endowed Professor in 2016; the highest distinction awarded by my university to a faculty member in recognition for my invaluable contributions to improving health outcomes among vulnerable women and infants through research, practice and service. This was the first academic practice partnership in which an Endowed Chair Professorship was honored between Woman's Hospital and my university. Through my role as IRB Board member (the only African American Board member for over 18 years) currently serving as Vice-Chair, I have reviewed over 300 multidisciplinary randomized clinical trials funded by NIH for treatment of gynecological cancer among women, reduction of obesity among low income African American women, and interventional studies on reducing gestational diabetes in African American women. Findings from these studies have been used to develop treatment protocols by the American Diabetes Association and pharmacologic protocols by the National Cancer Institute.

Pennington IRB Board Member (2000-present)

A Board Member of Pennington Biomedical Research Center IRB selected by the Board of Directors (the only AA board member for the past 17 years), a world-renowned research enterprise whose mission is scientific inquiry of chronic diseases. I have reviewed over 400 NIH-funded scientific studies related to Diabetes, Epidemiology, Genomics & Molecular Genetics, Neurobiology, Nutrient Sensing & Signaling, Cancer, Physical Activity & Health and Developmental Biology. Findings from these studies have been used to develop evidence based pharmacological and non-pharmacological treatments/protocols aimed at reducing health disparities in minority populations.

YWCA Encore Plus (2003-present)

Collaborator with YWCA Encore Plus, a health promotion program that provides outreach, education, referral, and other services that facilitates breast and cervical cancer screening for medically underserved women in an effort to improve health disparities, especially related to early detection of breast cancer in AA women. Through my role as a collaborator utilizing a mobile health-screening unit through Mary Bird Perkins Cancer Center, I have provided breast health education, clinical breast exams and pap smears to over 10,000 high-risk, medically underserved women over the past decade. This collaborative model was expanded following Katrina as a disaster response to provide clinical breast exams and pap smears to women evacuees. **Impact:** programs implemented through academic practice partnerships are successful in increasing mammography and Pap test screening among low-income and minority women impacting the breast cancer diagnosis rate in the US, where the survival rate in Louisiana is 50th in the country.
http://www.ywca-br.org/site/c.8oIFJSPyGbIQF/b.8837537/k.A799/YWCA_ENCOREplus.htm

Southern Adventist University, Chattanooga, Tennessee (2000)

Consultant to Southern Adventist University, Chattanooga, Tennessee. In my role as consultant I provided consultation services regarding the proposed MSN Program, FNP Program, and MBA/MHA program. As a curriculum expert in FNP program planning, I reviewed the proposed curriculum for congruency with the AACN Essential of Master's Education for Advanced Practice Nursing, proposed

Invited Member, Center of Poverty, Transition Team, Louisiana State University & Southern University and A&M College (2008)

Invited to serve as a member of the Center of Poverty, Transition Team representing Southern University and A&M College with lead organizer Pam Monroe, PhD and researchers from institutions including USDA-ERS, Cornell University, Syracuse University, Pennsylvania State University, Mississippi State University, Washington University, University of Kentucky, CLASP, RAND, MDRC and state and regional practitioners and non-profit organizations. My role was to explore initiatives related to poverty elimination in Louisiana and the Mid-South Delta region of the United States that would foster civic engagement on solutions to poverty in low-wealth rural communities. Funding support from Southern University-BR, Southern Rural Development Center, LANO, and USDA-ERS.

Ambassador, U.S. Department of Health and Human Services' Bureau of Health Professionals (BHPr)/ National Health Service Corps (NHSC) Campus-Based Ambassador Program (2003-Present)

The Bureau of Health Workforce (BHW) improves the health of underserved and vulnerable populations by strengthening the health workforce and connecting skilled professionals to communities in need. This is accomplished by focusing on three priorities:

- Preparing a workforce that increases the number of diverse, culturally competent primary care providers representing various disciplines;
- Improving workforce distribution throughout the nation, particularly in underserved, rural, and tribal areas; and
- Transforming health care delivery by supporting innovative models of care that integrate health care services and disciplines

I was selected as an Ambassador by the U.S. DHH BHPr for the state of Louisiana. I have served in this role for the past 14 years and have worked tirelessly to form community-based coalitions to address the shortage of primary care provider, increase workforce diversity, encourage clinicians to practice in underserved areas, and foster interprofessional training and practice. As Ambassador, I have advanced the education and training of a 21st century health workforce and addressed existing and projected demand for skilled health professionals in high-need areas nationwide. **Impact:** nearly 50% of my graduates are employed in health professional shortage areas and rural communities, a critical component to increasing Louisiana's citizens' access to health care.

Elected Board Member and Chair Nominating Committee for National Organization of Nurse Practitioner Faculties (NONPF) (2003-2005)

As an elected board member and chair of the Nominating Committee of NONPF, the only organization specifically devoted to promoting high quality nurse practitioner (NP) education at the national and international levels, I was able to serve NP educators globally. NONPF has evolved as the leading organization for NP faculty sharing the commitment of excellence in NP education. Today, the organization represents a global network of NP educators. Through my role as board member, I provided support to educators through my work in establishing competencies, methods of evaluation and by working with partner organizations to achieve excellence in NP education. I served the organization by reviewing, analyzing and influencing policy decisions that impact NP education and practice.

Selected Scholarly Presentations

Three Basic Elements for Success in Nursing: Courage, Brains, and Heart. Keynote Speaker. Graduation and Awards Program. LSU Health New Orleans, School of Nursing. December 2016. New Orleans, Louisiana

Technology and Informatics: Get on Board or Get Left Behind. Louisiana Association of Nurse Practitioners 22nd Annual Primary Care Conference. September 2016. New Orleans, Louisiana

Advancing Health Care Practice through Diversity and Collaboration, Keynote Speaker. National Black Nurses. January 2016, Lafayette, Louisiana

Unleash the Power: Technology and Informatics in Education, Practice and Research. Louisiana Association of Nurse Practitioners 20th Annual Primary Care Conference. September 2014, New Orleans, Louisiana

A Memoir of an African American Nurse's Journey: Lessons Learned. Keynote Speaker. Southern University Alumni Federation, Founder's Day Scholarship Banquet, Lafayette Metropolitan Chapter, March 2014, Lafayette, Louisiana

Using Information Prescriptions to Promote Health Literacy Among College Students in a Historically Black College and University (HBCU). NLN Elsevier Technology Conference. October 2013. Philadelphia, PA.

Cardiac Assessment Risk Evaluation of African American College Women (The CARE Study). Keynote Speaker. Baton Rouge District Nurses Association Meeting. Our Lady of the Lake Hospital. February 2013, Baton Rouge, LA

Transforming Research Into Practice, Keynote Speaker. Dr. Connie Logan Research Day, Evidence-Based Practice: Yesterday, Today, and Tomorrow. Sigma Theta Tau International Honor Society, Rho Zeta of Southeastern Louisiana University and Epsilon Nu of Louisiana State University Health Sciences Center, August 2012, Baton Rouge, Louisiana

Update on Heart Disease. Louisiana Occupational Health Annual Conference, August 2012. Baton Rouge, Louisiana

Using Information Prescriptions to Promote Health Literacy Among College Students in a Historically Black College and University (HBCU). NLN Health Information Technology Scholars Program. February 2012. Kansas City, Missouri

HIV Knowledge and Risk Factors among Female College Students at Five Historically Black Colleges and Universities (HBCUs). February 2012, Southern Nursing Research Society (SNRS). New Orleans, Louisiana

Heart and Mind: Impact of Stress and Depression on Heart Disease. Keynote Speaker. Baton Rouge District Nurses Association Meeting. February 2012, St. Elizabeth Hospital. Gonzales, Louisiana

HIV Knowledge and Risk Factors among Female College Students at Five Historically Black Colleges and Universities (HBCUs). American College Health Association National

The Role of the Nurse Consultant as Expert Witness. Keynote Speaker. Louisiana Association of Paralegals. October 2004. Baton Rouge, LA
Cardiac Assessment Risk Evaluation (CARE Study) of African American College Women, Southern Nursing Research Society Conference. February, 2003. Orlando, Florida.

Cardiovascular Risk Factor Management Among African American Women: Early Prevention of Disabilities from Chronic Heart Disease, Southern Nursing Research Society Conference. February 2001. Baltimore, Maryland.

Evolution of a Consortium Approach to Advanced Practice. National Organization of Nurse Practitioner Faculties, 27th Annual Meeting. April 2001, San Antonio, TX.

A Model: Distance Learning for Graduate Nursing Education . The Teaching in Higher Education Forum. Louisiana State University. April 2001. Baton Rouge, Louisiana

Cardiovascular Risk Factor Management Among African-American Women: Early Prevention of Disabilities from Chronic Heart Disease, Southern University School of Nursing, Annual Research Symposium. April 2001. Baton Rouge, Louisiana

A Consortium Model: Distance Learning Initiative for Graduate Nursing Education. Transforming the Landscapes: Creating a preferred future for nursing education. National League for Nursing National Conference. September 2000. Nashville, Tennessee,

Conceptual Frameworks in Undergraduate Nursing Curricula: Report of a National survey. Transforming the Landscapes: Creating a preferred future for nursing education. National League for Nursing National Conference. September 2000. Nashville, Tennessee,

Building Community – Based Primary Care for the Millennium. Southern Regional Education Board (SREB) October 1999. Atlanta, Georgia

Evaluation of Role of Nurse Practitioner Faculty. Southern Regional Education Board (SREB)W.K. Kellogg Seminar, June 1999, Atlanta, Georgia

Chest pain and cocaine use in 18-40 year old persons: A retrospective study. Nursing Research Involving Vulnerable Populations, 9th Nursing Research Day, Epsilon Nu Chapter of Sigma Theta Tau International Honor Society. Louisiana State University Medical Center. November 1995. New Orleans, Louisiana.

Cardiovascular response to street drugs in young adults. LSU Medical Center School of Nursing Continuing Education Programs For Nurses. September 1995. Dillard University, New Orleans, Louisiana.

Chest pain and cocaine use in 18-40 year old persons: A retrospective study. Chi Eta Phi Sorority, Inc., International Organization of Nurses Boule'. July 1995. New Orleans, Louisiana.

Chest pain and cocaine use in 18-40 year old persons: A retrospective study. Keynote Speaker Sigma Theta Tau National Honor Society of Nursing, Nicholls State University. February 1995. Thibodeaux, Louisiana

- First United Methodist HOPE Ministries Board Member
- Louisiana Cancer Control Partnership, Board Member

SERVICE ON A COMMITTEE OF A PROFESSIONAL ORGANIZATION

- LANP, Education Committee – 2014-Present
- American Heart Association – Go Red Luncheon Committee – 2013-2015
- Chair, Research Committee. Sigma Theta Tau, Tau Pi Chapter. 2010 – Present
- Southern Nursing Research Society, Minority Health Research Interest Committee- 2009-Present
- Louisiana Cancer Control Partnership, Colorectal Cancer Committee- 2005-Present
- American Diabetes Association-African American Initiatives Committee-2000-Present

PROFESSIONAL ACTIVITIES and UNIVERSITY SERVICE:

School of Nursing Committees:

2018	CCNE DNP CIPR (Mid-Year Report) – Chair
2018	CCNE MSN CIPR (Mid-Year Report) - Chair
2016	Tenure & Promotion Committee Chair – College of Nursing & Allied Health
2014	CCNE DNP Self Study (Chair)
2013	CCNE Self Study – Graduate Nursing Program Chair
2008-Present	School of Nursing, Awards & Scholarship Committee
2005-Present	School of Nursing Tenure & Promotion Committee
1999-Present	School of Nursing, Graduate Program Curriculum Committee
	Appointed Chair -2014
1998-2000	School of Nursing, SACS Committee
1998-2000	School of Nursing, NLN Self Study Steering Committee, Chair
1995-1997	Faculty Development
1995-1996	NLN Self Study
1995-Present	Program Evaluation
1995-Present	Graduate Faculty Council

University Committees:

2018-Present	Graduate Council Committee
2018	University Tenure & Promotion Appeals Committee
2010	SU System President Search Committee
2010	University Tenure & Promotion Appeals Committee
2008	SUBR Chancellor Search Committee
2004-2018	University Curriculum Committee
2004-2007	Chair , Southern University –Baton Rouge, Institutional Review Board for the Protection of Human Subjects
2003-Present	Member, Southern University –Baton Rouge, Institutional Review Board for the Protection of Human Subjects
1999-2005	University Tenure & Promotion Committee
1999-2000	University Planning Council
1998-2003	Graduate Council, Vice President
1998-2000	SACS Self Study: Graduate Programs and Publications Committee

DISSERTATION / DNP CAPSTONE PROJECT / THESIS ADVISEMENT

DISSERTATION ADVISEMENT (* Major Professor of Committee)

- 2018 Martin, T. HIV-Related Knowledge, Attitudes And Perceived Stigma As Predictors Of Sexual Lifestyle Behaviors Of Older Adults. PhD Dissertation, School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana
- 2018 Troy, A. The Impact of Adverse Childhood Experiences and Forgiveness on Nurses' Capacity for Compassion Satisfaction. PhD Dissertation, School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana.
- 2018 Garner, Juanita. The Life-Style Promoting Behaviors, Spiritual Perspective, And Perceived Stress Among Sophomore And Senior Baccalaureate Nursing Students At a HBCU. PhD Dissertation, School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana.
- 2017 Foster, T. Mentoring and Career Satisfaction among Emerging Nurse Scholars PhD Dissertation, School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana.
- *2016 Dunmore, F. Perceptions of Body Image and Societal Factors as Predictors of Health Promoting Lifestyle Behaviors Among Overweight African American Women. PhD Dissertation, School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana.
- 2016 Gray, G. Examining Cross Border Isolation and Quarantine Laws: Impact on Public Health and Ebola Response. PhD Dissertation, School of Public Policy, Southern University and A & M College, Baton Rouge, Louisiana.
- 2015 Livous, G. The Effect Of Student Response Systems On Junior Baccalaureate Nursing Students' Satisfaction, Learning Style, And Knowledge Acquisition: A Quasi-Experimental Design. PhD Dissertation, School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana.
- 2015 Williams, T. The Effect of High-Fidelity Simulation and Traditional Didactic Lecture on First Semester Junior, Baccalaureate Nursign Students' Knowledge Acquisition, and Self-Confidence Using the Solomon-Four Research Design. PhD Dissertation, School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana.
- 2014 Jackson, M. Burden and Self Efficacy in Alzheimer Disease Caregivers. PhD Dissertation, School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana.
- *2014 McCormick, K. The Effect Of Learning Styles, Critical Thinking, And Critical Thinking Disposition On Clinical Judgment In Senior Baccalaureate Nursing Students During Human Patient Simulation. PhD Dissertation, School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana.

College, Baton Rouge, Louisiana. (Findings Published in *Journal of Cultural Diversity & Ethnicity & Disease*)

DNP CAPSTONE ADVISEMENT: (*Chair of Committee)

- *2018 Fowler, C.. Knowledge and Attitudes of Nurse Practitioners on the Prolonged use of Opioids for Chronic Pain Management in a Primary Care Setting. DNP Capstone. School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana
- *2018 Ponder B. Knowledge of Contraceptive Method Effectiveness and Misperceptions among Female College Students. DNP Capstone. School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana.
- 2018 Honora, A. Evaluating Knowledge, Attitudes and Barriers among Primary Care Providers in the Management of Childhood and Adolescent Obesity. DNP Capstone. School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana
- 2018 Jones, A. The Perception of Benefits and Barriers to Physical Activity among African American Female Undergraduate College Students. DNP Capstone. School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana
- 2018 Marcell, V. Undergraduate College Students' Perception of Beliefs and Barriers Toward the Flu-Vaccination. DNP Capstone. School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana
- *2017 Corkern, K. Knowledge, Practice and Beliefs of Lung Cancer Screening Among Healthcare Providers in Primary Care Settings. DNP Capstone. School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana
- *2017 Graham, J. Knowledge of HPV, Perception of Benefits and Barriers to HPV Vaccination Among Male College Students. DNP Capstone. School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana
- 2016 Green-Terrance, R. Nurse Practitioner Students' Knowledge and Attitudes of Sexuality in Older Adults. DNP Capstone. School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana
- *2016 Atkins-Luster, K. The Evaluation of Knowledge and Self-Confidence among Obstetric Nurses after completion of a Computer-Based Postpartum Hemorrhage Prevention Training Program. DNP Capstone. School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana.
- *2016 Lewis Rashadeen, Radhiya Knowledge and Attitudes of African American College Women Regarding the Human Papilloma Virus and Vaccine. DNP Capstone. School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana.
- 2016 Sutherland, M. The Family Nurse Practitioner Workforce in Louisiana: A Descriptive Study. DNP Capstone. School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana.

- 2006 Minor, M. The relationship of susceptibility, seriousness, benefits, barriers and health motivation to colorectal cancer screening in African Americans. MSN Thesis Report, School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana
- 2004 Harmon, C. Examining Risk Factors for Student Attrition Among Baccalaureate Nursing Students Enrolled in a Historically Black College/University (HBCU). MSN Thesis Report, School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana
- *2002 Carter, G. Hyperbaric Oxygen As a Treatment Modality for Ischemic Stroke: An Analysis of Pre and Post Treatment Quality of Life. MSN Thesis Report, School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana.
- 2001 Robinson, Y. The Impact of a Cholesterol Educational Program on Health-Promoting Behaviors on Workers in a Nuclear Power Plant. MSN Thesis Report, School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana
- 2001 Jordan, J. A Retrospective Study On The Effectiveness of Patient/Family Education in Restraint Reduction at A Forensic Psychiatric Facility. MSN Thesis Report, School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana
- 2001 Augustus, C. Belief and Perception of African American Women Who Have Had Hysterectomies. MSN Thesis Report, School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana
- *2000 Wade, S. A participation in a support group and quality of life for the caregiver of the patient with alzheimer's disease. MSN Thesis Report, School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana.
- *2000 Johnson, P. HIV/AIDS transmission knowledge, risk behavior, attitudes, and perception of risk among African-American college students. MSN Thesis Report, School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana.
- *2000 Martin, T. Quality of life and functional abilities among stroke victims receiving TPA. MSN Thesis Report, School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana.
- *2000 Perkins, S. The effect of knowledge on behavior of individuals with hypertension using the WWW Internet. MSN Thesis Report, School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana.
- *2000 Pino, L. Spirituality and purpose in life among recovering alcoholics. MSN Thesis Report, School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana.
- 1999 Coleman, M. The relationship between social support and compliance to prescribed treatment regimens in post-coronary artery bypass graft clients. . MSN Thesis Report, School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana.

- 1996 Raby-Roberts, N. Maternal perceptions of vaccine efficacy and health among African American families with infant and preschool children. MSN Thesis Report, School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana.
- 1996 Sanford, S. Perceived social support and adaptation in families with a member diagnosed with human immunodeficiency virus (HIV). MSN Thesis Report, School of Nursing, Southern University and A & M College, Baton Rouge, Louisiana.

CLINICAL RESEARCH PROJECTS ADVISEMENT (* Chair of Committee)

- *2012 Brown, K. Health Literacy Among College Students: Motivators and Barriers
- *2012 Honora, A. Use of Information Prescription to Enhance Health Literacy Among College Students.
- *2012 Walls, S. Satisfaction of the Electronic Health Record Among Healthcare Providers
- *2011 Clebert, K. Discharge of Older Adults from the Emergency Department: Barriers to Efficacy and Methods of Improvement: An Integrated Review of the Literature
- *2011 Guariso, F. Overall Length of Stay in Emergency Departments Utilizing Nurse Practitioners: An Integrated Review of the Literature
- *2011 Hinyard, J. Social Stigmas of Male Nurses By Health Care Providers: An Integrated Review of the Literature
- *2010 Brown, C. Effectiveness of Sex Education Programs on Influencing Sexual Behaviors that Lead to STD/HIV Acquisition among Adolescents: An Integrated Review of the Literature.
- *2009 Daigre, M. Alcohol Use Before and During Pregnancy: An Integrated Review of the Literature
- *2009 Richard, S. Knowledge of Breast Self-Examination and Actual Performance of Breast Self-Examination In Women of Childbearing Age: An Integrated Review of the Literature
- *2009 Sanders, C. Health Needs, Health Behaviors, Health Indicators, and Health Perceptions of College Students: An Integrated Review of the Literature
- *2009 Scioneaux, J. Health Beliefs and Practices of Males Regarding Testicular Cancer and Testicular Self-Examination: A Pilot Study
- *2008 Jackson, T. Knowledge, Perceived Risk, and Health Related Risk Behaviors Regarding Human Papilloma Virus and Cervical Cancer Among African American College Women: A Pilot Study
- *2008 Sutherland, M. The Level of Job Satisfaction Among Registered Nurses Employed at a Magnet Hospital: A Pilot Study
- *2007 Roscoe, N. Self-Esteem Among African American College Females and Their Satisfaction with Skin Color: An Exploratory Study

- 2003 Restivo, A. A Research-Based Protocol: Decrease Smoking Initiation and Increase Smoking Cessation in Teenage Girls ages 14-19.
- *2001 Bynum Kennedy, A. The Effects of Spiritual Well-Being on Health Promoting Practices of African American Women.
- *2001 Eaglin-Richard, A. Reliability and Validity of the Personal Wellness Profile in African American College Women. P.I. Dr. Sandra C. Brown- CARE Study (**Findings published in Journal of Cultural Diversity**)
- *2001 Ghebretatios, G. Cardiac Assessment Risk Evaluation of African American College Women. P.I. Dr. Sandra C. Brown – CARE Study (**Findings published in Health Education Journal**)

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Effective July 1, 2019, Dr. Sandra Brown will become the Dean of the College of Nursing & Allied Health replacing Dr. Janet Rami who retired May 1, 2019.

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

EMPLOYEE DIRECT SUPERVISOR: Dr. James H. Ammons, EVP/EVC

SUPERVISOR/DEPARTMENT CONTACT NUMBER (225) 771-2360

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")

CODE _____
SOUTHERN UNIVERSITY SYSTEM
BUDGET OFFICE
JUN 05 2019
Yedmes
FUNDS AVAILABLE

**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 LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

May 30, 2019

RECEIVED
OFFICE OF THE
PRESIDENT
2019 MAY 30 PM 4:21
SOUTHERN UNIVERSITY
SYSTEM

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

RE: Director of Assessment, Planning and Institutional Research for the Southern University Law Center appointment for Angela Bruns and waiver of search

Dear Dr. Belton:

Due to the significant changes in accreditation standards with respect to SACSCOC and the ABA, the Law Center recognizes a need to bolster its institutional assessment, planning, and research capacity. Student learning outcome assessment data and measures have received heightened attention under the accreditation standards of both the ABA and SACSCOC.

With this new reality in mind, I have decided to create a Director of Assessment, Planning, and Institutional Research position at the Law Center. The Director would work under the supervision of the Vice Chancellor for Institutional Accountability. The director would work to enhance the Law Center's evidence-based planning and assessment environment that focuses on the Law Center's continuous improvement and supporting the Law Center's mission regarding ABA and SACSCOC related activities and requirements.

The duties of the director, will include, but are not limited to the following: (1) Developing assessment training modules and presentations for Law Center administrators, faculty, and staff; (2) Conducting training workshops to assist with assessment implementation processes at the Law Center; (3) Providing guidance to Law Center units in assessing student learning and developing assessment plans and reports; (4) Working with Law Center IT to enhance electronic repositories to maintain assessment data and reports; (5) Enhancing processes and procedures to distribute, maintain, and monitor progress of faculty evaluations and student

Dr. Ray Belton
May 30, 2019
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evaluations and surveys; (6) Updating Law Center Planning and Assessment Handbooks and Planning Calendars; (7) Monitoring student use and access of Live Text accounts; and (8) Other duties as assigned.

I have identified an outstanding higher education professional, Ms. Angela Bruns who I believe should be hired to fill this position at a salary of \$75,000 per year. I respectfully request a waiver of the search. Ms. Bruns has ten years of planning and assessment higher education experience. Her resume is attached for review. I hereby ask that the Board of Supervisors review my hiring request at its June 2019 board meeting. If you have any questions, please feel free to contact me.

Yours sincerely,



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

Attachment

Curriculum Vitae
Angela Bruns, MBA

EDUCATION

- 1998** Master of Business Administration (MBA)
Southern Methodist University, Dallas, TX.
- 1990** Bachelor of Arts in Accounting (BA)
Dillard University, New Orleans, LA
-

Assistant Director of Planning and Assessment
Southern University and A&M College (Baton Rouge Campus)
Baton Rouge, LA 70813
2018-2019

As Assistant Director of Planning and Assessment, I worked to create an evidence-based planning and assessment environment that focused on continuous improvement, while supporting the college's mission regarding SACSCOC accreditation related activities and core requirements.

- Developed assessment training modules and presentations for academic units.
- Conducted training workshops to assist with assessment implementation process at the micro (degree program/service unit) level.
- Worked with Assessment Management vendor (Water Mark) to facilitate a team training session.
- Provided guidance to academic and non-academic units in assessing student learning and developing assessment plans and reports
- Worked with IT to develop and build an electronic repository to maintain assessment data and reports.
- Implemented processes and procedures to distribute, maintain, and monitor progress of faculty evaluations and student graduation surveys.
- Developed preliminary Planning and Assessment Handbook and Academic calendar.
- Assisted students with creating and accessing Live Text accounts.
- Attended 2019 SACSCOC Annual conference.

Business Department Chairperson and Faculty
Business and Social Sciences Division
Baton Rouge Community College, Baton Rouge, LA
2014 – 2018

In my position as Department Chair of Business at Baton Rouge Community College (BRCC), I worked within the Division of Business and Social Sciences to maintain the academic excellence of all programs and certificates within the department of Business. I was responsible for all planning and assessment activities, including the completion and submission of program learning outcomes, curriculum development, faculty evaluations, student course evaluations, and meeting the programmatic accreditation requirements for business programs by the Accreditation Council for Business Schools and Programs (ACBSP).

I routinely lead my faculty in completing a Program Health Index (PHI) assessment that consistently established my business program as a 5-Star Program. Additionally, the results from the PHI have demonstrated that each of my academic programs are fiscally strong with a proven demand for business graduates necessary to meet the state's workforce needs, thereby advancing Louisiana's economy.

I oversaw the development and assessment of curriculum for business, economics, accounting, and construction management. Business degree programs are accredited by ACBSP (Association of Collegiate Business Schools and Programs). Construction management degree programs received accreditation in 2016 by the ACCE (American Council for Construction Education). Curriculum within the department of Business includes five degree programs, four certificates of technical studies and one certificate of applied science as follows:

- Associate of Science in Business *Incl. articulation agreements with LSU; SELU; SU*
- Associate of Arts Louisiana Transfer Degree – Business
- Associate of Applied Science in Business Administration – *Entrepreneurship Concentration*
- Associate of Applied Science in Business Administration – *Management Concentration*
- Associate of Applied Science in Construction Management
- Certificate of Technical Studies – Accounting
- Certificate of Technical Studies – Enrolled Agent
- Certificate of Technical Studies – Retail Management
- Certificate of Technical Studies – Customer Service
- Certificate of Applied Science – Business Technology

Additional duties are noted below:

- Managed program accreditation and curriculum development for Business and Construction Management programs. Determine and assess program outcomes, student learning outcomes, and facilitate continuous improvement plans. Develop course schedules, create classes, perform faculty observations and evaluations, facilitate program reviews and course assessments. Assist with articulation plan developments. Manage General Education learning outcome assessment reporting for Economic courses.
- Managed administrative functions and provide leadership for the Business department including hiring, supervising, and evaluating personnel (23 faculty, including 11 part time faculty). Develop and teach online accounting and management courses. Created department Newsletter. Hosted Myers Briggs Type Indicator team building session for the Business department. Manage department budget.
- Evaluated department programs, policies, and procedures. Develop and implement goals and objectives that directly support Division and Institutional goals. Develop departmental advising practices. Partner with the BRCC career center and the community to host annual networking events for students and the local employers.
- Reviewed graduation rates, retention rates, and enrollment at the departmental level.
- Served as chair of the Business Advisory Board. Duties include facilitating quarterly Board meetings, maintaining stakeholder satisfaction, and facilitating surveys for stakeholder involvement in curriculum development.

Business Department Program Manager and Faculty
Baton Rouge Community College, Baton Rouge, LA
2009 – 2014

- Taught Accounting and Business Management courses (Financial Accounting, Managerial Accounting, Payroll Accounting, Computerized Accounting (QuickBooks), Introduction to Business, Principles of Management, and Introduction to Financial Management).
- Served as program manager for the Associate of Applied Science Business Technology degree program. Developed courses approved by BRCC Curriculum Committee, Louisiana Community and Technical College System. Developed departmental advising process.
- Prepared the annual program health index for the AAS Business degree program.
- Work with Carl Perkins grant coordinator to complete Perkins Quarterly reports for the AAS Business degree program.
- Developed online courses for Accounting, Business, and Management.
- Serve as co-chair for Business Advisory Board. Business Advisory Board is composed of local business executives and educators. Companies include Capital One, Research Park Corporation, Lowes, Junior Achievement, Sunbelt Business Brokers, and Franciscan Missionaries of Our Lady University.

COMMITTEES

- QEP (Quality Enhancement Plan) Steering Committee – 2018
 - *Participated on the QEP committee to support the SACSCOC reaccreditation process for 2019. The committee participated in discussions and exercises to discuss areas of concern regarding first year student success and to identify the 2018 QEP topic. The committee assessed institutional processes that are measurable and accomplish the college's mission while improving student learning.*
- QEP(Quality Enhancement Plan) Budget committee - 2018
 - *Assist with developing the timeline for implementation of QEP and promotional costs associated with the QEP launch. Developed budget template for presentation.*
- SACSCOC faculty credentialing committee member - 2018
 - *Committee consisted of department chairs and faculty credentials were reviewed and revised as necessary. The committee also reviewed each discipline, course being taught, and whether or not the course was transferrable.*
- ACBSP –Champion Quality Assurance Report – 2017
 - *Chaired committee responsible for submitting Quality Assurance Report for Business program accrediting body. Report was accepted with no Notes, Conditions, or Opportunities for Improvement.*
- Carl D. Perkins Regional Team Committee member 2014 – Present
 - *Work with Carl D. Perkins grant coordinator annually to find opportunities to promote Business and Construction management workforce related degree programs.*
- Honoring the Past, Inspiring the Future Discussion Panelist – 2018
- BRCC Commencement Marshall – 2015, 2016
- Personnel Policies Committee – 2014
 - *Committee conducts continuous reviews and makes recommendations regarding policies pertaining to conditions of employment, promotion, faculty evaluation procedures, tenure, compensation, leave, insurance, retirement, and all other matters concerning fringe benefits affecting the welfare of faculty personnel and their dependents.*
- ACBSP Co-Champion Quality Assurance Report- 2013
- Panelist – LCTCS Conference – *Faculty Learning Community Experience* 2014
- LCTCS Conference Volunteer – 2014
- Vice Chancellor search committee – 2013
- Elearning Faculty Learning Community -2013
- Entrepreneurship Committee/ Biz Idea Case Competition – 2012
- DECA judge - 2012
- Business Instructor Search Committee – 2011

PROFESSIONAL DEVELOPMENT

SACSCOC Annual Conference 2019

- *Attended annual SACSCOC conference. (Southern Association of Colleges and Schools Commission on Colleges). The purpose of SACSCOC is to assure educational quality and improve the effectiveness of its member institutions. Conference provided sessions*
 - *Measuring the Quality of Assessment*
 - *Core Outcomes Assessment*
 - *First Steps to Sustainable Assessment: identifying appropriate Student Learning Outcomes and Measures*

ACBSP Conference – 2018

- *Attended workshops covering standards and criteria for institutions preparing for reaffirmation of accreditation. Workshops were designed to increase participant understanding of ACBSP standards and criteria. Additional workshops included displaying assessment data in tables, charts, and graphs using excel presentation.*

ACE Leadership Conference – 2017

- *Attended conference covering the Chair's leadership role in enhancing academic quality and supporting college/institutional mission. Sessions attended are as following:*
 - *A Quality mission (Leadership action plan for the business department)*
 - *Conflict management session*
 - *Budget and Financial Management*
 - *Inclusive Excellence*

LCTCS Conference – 2017

- *Attended LCTCS conference, participating in workshops on retention strategies and linking program outcomes to learning outcomes.*

Using Smartphones for Testing in Class - 2017

- *Utilizing cellphones to take tests and importing test scores in Canvas.*

Teaching Men of Color Workshop – 2016

- *A professional development offering retention strategies for the underserved "Men of Color" population.*

A learning Centered Approach to Teaching – Faculty Learning Community – 2013

- *Faculty development workshop discussing a learning-centered approach to teaching that fosters retention.*

Quality Online Teacher Training – 2013

- *Training designed to assist faculty with utilizing Blackboard in developing online modules to teach business and accounting courses online. Certification resulted in developing online courses for Principles of Management and Accounting.*

An Evening with the Fed – 2012

- *Participated in a program designed to offer middle and high school educators a chance to explore current economic and financial topics with a senior Fed economist.*

Professional Development on Hybrid Classes – 2011

- *Attended workshop on creating Hybrid courses. Workshop resulted in the development of an Accounting hybrid course.*

TEACHING EXPERIENCE

Introduction to Managerial Accounting Fall 2013

- *Reviews the principles and methods of accounting primarily concerned with data gathering and presentation for the purpose of internal management and decision making.*

Financial Accounting I, II, III (Online and F2F)

- *Introduces basic accounting concepts and principles, accounting cycle, preparation and analysis of financial statements, including cash flow, balance sheet valuations, income measurement, partnerships, and stockholder's equity.*

Professional Selling Fall 2016

- *Introduces basic concepts of professional selling, including personal selling, the sales process and developing long-term customer relationships*

Customer Service (Online)

- *Provides students with training and practice in providing the highest level of customer service for both external and internal customers. This course will provide students with a foundation of knowledge regarding customer service that will prepare them to sit for the National Retail Federation Customer Service Exam.*

Business Communication

- *Introduces theory and application of communication in the business world. Includes oral, written, and various electronic means of communication.*

Small Business Management

- *Designed for students who wish to start and operate a small business. Students will expand upon the business idea developed in Introduction to Entrepreneurship. The primary objective is to have students create a professional-level business plan.*

Principles of Management (Online and F2F)

- *Introduces the fundamentals of management theory, including behavioral and scientific approaches.*

Computer Based Accounting (QuickBooks) (Online)

- *Introduces computerized financial accounting with appropriate software applications, such as, QuickBooks or Peachtree.*

Finance 1503 Intro to Financial Management (Online)

- *Surveys personal and family finances and studies the financial organization of business firms. Includes personal budgeting, saving, borrowing and taxes. Examines financial management of businesses, including capital budgeting, capital structure, and financial planning.*

Payroll Accounting (Online)

- *Introduces the entire payroll function from all related areas such as, human resources, payroll clerk, and payroll reporting officer, and the accountant's responsibility for general journal entries regarding payroll, the purpose of payroll, and the carrying out of related duties.*

Introduction to Business

- *Studies American Business firms, organizational structures, practices, and principles. Includes organizational systems and terminology.*

INDUSTRY EXPERIENCE

I have over 20 years of leadership and Industry related experience. I have worked as a General Accounting supervisor, and I have experience in accounting, auditing, forecasting, analysis, and budgeting.

Financial Consultant

Ascension Financial Group, LLC, Baton Rouge LA

2006 –2015

- Entrepreneur providing financial consultations to individuals and small businesses.
- Managed multi-million dollar retirement accounts for small businesses.
- Maintained 100+ client participant accounts.
- Conducted Open Enrollments of Retirement Plans for small businesses.
- Conducted Annual Reviews for Retirement Plans and Client Investment Accounts.
- Provided on-going financial support and education for clients including Portfolio Reviews.

Financial Consultant

A.G. Edwards & Sons, Baton Rouge, LA

2004 - 2006

- Taught Retirement Planning and Financial Planning seminars
- Opened and maintained over 60 new client accounts
- Opened and maintained 5 multiple-employee Small Business retirement accounts
- Provided retirement planning education services to Small Business Owners
- Performed Portfolio Reviews and Financial Goal Analyses

Accountant/ Supervisor

Texas Instruments, Inc., Dallas, TX

1998 –2004

Senior Auditor -TI Internal Audit Services

2002 –2004

- Managed client expectations and relationships; communicate key findings and recommendations to team and key client personnel.
- Performed Internal Controls testing for compliance with Sarbanes-Oxley 404 Act.
- Provided assistance to internal customers on essential business matters and ensure services are rendered in a timely manner and within the constraints of budgets and profitability goals.
- Conducted training classes for senior level management staff.

General Accounting Supervisor - TI Financial Planning

2000 –2002

- Managed accounting for \$1 billion worldwide semi-conductor R&D costs.
- Performed quarterly and annual cost center analysis and forecasting.
- Lead and mentored staff to ensure accuracy of semi-conductor trade and inter-company accounts payable.
- Developed policy and procedure for R&D Internal Order requests and developing guidelines for semi-conductor R&D Accounting.
- Conducted quarterly R&D training sessions for 10 or more Cost Accountants. • Completed annual audit schedules for tax creditable R&D and GAAP R&D reporting.
- Performed Canadian entity close process and financial activities. Developed policy and procedure for R&D Internal Order requests and developing guidelines for semi-conductor R&D Accounting.

Planning Analyst – TI Wireless

1999 –2000

- Managed and forecasted the backlog specifically for Qualcomm and acted as liaison between customer, Assembly /Test sites and Production Centers.
- Managed production inventories, shipping requirements, and critical customer delivery issues.
- Managed Customer Expectations by facilitating weekly meetings

Texas Instruments Finance Development Program *Rotational Assignments*

January 1999 - July 1999

Mixed Signal Logic Finance Analyst – Freising Germany (Rotational assignment)

- Performed SHP03 Invoice Audits and TCM Audits
- Created Credit and Debit Notes
- Provided SAP Support -Creating Internal orders and Internal Order Groups
- Performed the Close Process for TID WFAB and SCE

June 1998 – January 1999

Cost and Financial Planning Analyst – Texas Instruments - Analog Logic

- Prepared quarterly analyses of actual vs. forecasted costs of Support organization
- Prepare monthly Backlog report for Close process
- Performed quarterly tax forecast

Finance Internship

NIKE CO., Beaverton, OR

Summer 1997

- Assisted in researching and analyzing pre-costing data reports to determine if a revised costing system was needed.
- Constructed spreadsheets for variance reporting of global apparel business unit budgets.
- Participated in a group-consulting project, which identified strategic alternatives for long-term competitive advantages in using technology to increase consumer purchases of athletic gear.
- Won first place in graduate case study competition out of ten groups of fifty participants.

Accountant / Production Manager

Mars Promotional Services, Inc. Dallas, TX

1993- 1996

Production Manager

1995-1996

- Directly supervised the duties of production coordinator.
- Conducted weekly sales meetings with Account Executives.
- Processed invoice requests, generating \$300K in revenue monthly.
- Implemented strategic systems of increased time management, thus creating a clear flow of communication between the production department and the account team;

Staff Accountant – Accounts Payable

1993-1995

- Developed a training module for the Accounts Payable Desk, which reduced training time by 20%.
- Increased company's revenues by \$5K annually by developing and initiating procedures to take advantage of rebates for wearable goods.
- Implemented procedures for Disbursement Requests, which reduced processing, time by 15%.
- Maintained and analyzed budgets for Account Executives, processed credit applications, and prepared weekly analysis of cash out-flow requirements.

Mobil Oil Corporation, Dallas, TX
Joint Interest/Fixed Asset Accountant
1990-1993

- Initiated meeting to investigate accuracy of invoices resulting in revenue enhancement of \$39K.
- Developed a module essential in guiding over twenty accountants in performing job duties.
- Denied an audit exception rebutting \$200K and discovered additional revenues of \$43K due from auditor.
- Trained clerks of three field offices on newly implemented accounting system.
- Performed monthly balance sheet reconciliation on 500 accounts.
- Performed annual physical inventories of \$500K stockyards, reconciling documents in excess of \$3.5M.
- Completed year-end decimal redeterminations, which decreased Mobil's expenses by \$346K

PROFESSIONAL AFFILIATIONS

- Kappa Beta Delta Business Honor Society Lifetime member (2014- present)
- Association for Collegiate Business Schools and Programs –Member - (2014 – present)
- National Association of Creative Entrepreneurs - Member – 2010 -present

COMMUNITY SERVICE

- CSA – Christian Student Association Club Advisor- (2017- present)
- Women Working with Women – Baton Rouge Chapter – (2012 –2017) – President
- Young Life (Inner City) – Baton Rouge – Champion (2004-2013)
- Mentor- Lumina Mentoring Program –BRCC 2009
- Alpha Kappa Alpha Sorority, Inc. – Member (1987-present)

REFERENCES:

- Available upon request

JOB CLASS 3				
JOB CODE	U			
CAL ID	M			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M				
-----------------	---	---	--	--	--	--

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

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

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

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

Profile of Person Recommended

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

Name Angela Bruns Sex F Race* B
(Last 4 digits only)

Position Title: Director of Assessment, Planning and Institutional Research and Department: Law Center- Instructional

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

--	--	--

X New Position Expiration Date: _____

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

Years Experience 16 Southern University Experience 5 Months

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>B.A (Accounting)</u>	<u>Dillard University, New Orleans</u>	<u>1990</u>
	<u>MBA</u>	<u>Southern Methodist University, Dallas, TX</u>	<u>1998</u>

Current Employer Baton Rouge Community College

Personnel Action

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

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

Source of Funds State

Identify Budget: State Location 311001-31120-61002-36000
 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
N/A	\$

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor <u>John K. Pierre</u> Date <u>6-3-19</u>	Dean/Unit Head <u>Garry L. Hall</u> Date <u>6-3-19</u>
Vice Chancellor <u>Garry L. Hall</u> Date <u>6-3-19</u>	V/S for Fin. and Administration <u>John K. Pierre</u> Date <u>6-3-19</u>
Director/Personnel _____ Date _____	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 America, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS: Director of Assessment, Planning and Institutional Research Position at Southern University Law Center, effective, July 01, 2019.

EMPLOYEE REGULAR WORK SCHEDULE: _____

EMPLOYEE DIRECT SUPERVISOR: _____

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")

SOUTHERN UNIVERSITY LAW CENTER
ENCUMBERED / FUNDS AVAILABLE
DOC CODE _____ EXPIRES _____
DATE: 6-3-19
BY: *Curry 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

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	6	8	7
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CAMPUS: SUS _____ SUBR X SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

TYPE OF APPOINTMENT:

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

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

Profile of Person Recommended

Length of Employment July 1, 2019 To _____
Effective Date of Employment July 1, 2019

Name Carlos Funchess SS# 90015577.1 Sex M Race* B
(Last 4 digits only)

Position Title: Head Women's Basketball Coach Department: Athletics

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

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

Years Experience 26 years Southern University Experience 15 years

Degree(s): Type/Discipline (BA-Education): B.S. / Health and Human Performance Institution/Location (SU-Baton Rouge): University of Louisiana Monroe Year: 1994

Current Employer Southern University

Personnel Action

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

Annual Salary \$105,000.00 Salary Budgeted \$115,000.00 Hourly Rate, if applicable: _____

Pay Cycle: Biweekly Monthly Faculty

Source of Funds: State Identify Budget: 218900-21801-61006-29000 Location: _____

Change of:

Position: Head Women's Basketball Coach From To Head Women's Basketball Coach
Status: _____
Salary Adjustment: \$105,000.00 \$115,000.00

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 (Current)	Amount
218900-21801-61006-29000	\$115,000.00

*See Reverse Side

Graduate School signature (if applicable):

Roman P B 5/29/2019
Supervisor Date Year/Unit Head Date
Vice Chancellor Date Chancellor Date
Director/Personnel Date Vice President/Finance Date
Business Affairs/Comptroller Date
President Date Chairman/S.U. Board of Supervisors Date

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:

Carlos Funchess will be receiving a salary increase effective July 1, 2019.

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 771-2435

NUMBER OF EMPLOYEES SUPERVISED, (if any) None

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94/I-20. The latter seven (7) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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



**SOUTHERN
UNIVERSITY**
AND A&M COLLEGE SYSTEM

DEPARTMENT OF ATHLETICS

SOUTHERN JAGUARS | PO BOX 9942 | BATON ROUGE, LA 70813
GOJAGSPORTS.COM | /SOUTHERNUNIVERSITYJAGUARS | @SOUTHERNUNSPORTS

SOUTHERN UNIVERSITY
HUMAN RESOURCES

May 24, 2019

2019 MAY 30 P 3 26

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

I respectfully submit this letter to recommend personnel action for Coach Carlos Funchees and Coach Kerrick Jackson. Coach Funchees is entering his 15th year at Southern University and has won the 2019 SWAC Regular Season Championship, 2019 SWAC Tournament Championship along with 2019 SWAC Coach of the Year. He also won the national WBCA (Maggie Dixon) Division 1 Rookie Coach of the Year. He took us back to the NCAA Tournament since 2009. Coach Funchees is regarded as one of the top coaches in the SWAC Conference and is a valuable asset to the Southern University Department of Athletics. It is my pleasure to recommend for your consideration, a 2-year contract extension for Coach Funchees and a salary adjustment from \$105,000 to \$115,000. Additionally, he will have a salary pool of \$6,000 that he can disburse among his assistant's coach's salary.

Also, for your consideration is Coach Kerrick Jackson. Coach Jackson is in his 2nd year at Southern University and has had an incredible turnaround. He has won the 2019 SWAC Western Division Championship, 2019 SWAC Tournament Championship along with 2019 SWAC Coach of the Year. It will be our first post-season return since 2009 in a NCAA Regional. Coach Jackson is regarded as one of the top coaches in the SWAC Conference and is a valuable asset to the Southern University Department of Athletics. It is my pleasure to recommend for your consideration, a 3-year contract extension for Coach Jackson (with an option year) and a salary adjustment from \$85,000 to \$103,000. Additionally, he will have a salary pool of \$8,000 that he can disburse among his assistant's coach's salary.

It is without hesitation that I humbly request approval for the personnel actions for both Coach Carlos Funchees and Coach Kerrick Jackson. Should you have additional questions, please do not hesitate to let me know.

Please accept my recommendation of the above mentioned.

The starting salary date is July 1, 2019.

Respectfully,

Roman Banks
Director of Athletics
Southern University and A&M College University

Dr. Ray L. Belton
President-Chancellor
Southern University System and Baton Rouge Campus

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	6	9	1
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CAMPUS: SUS _____ SUBR SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

TYPE OF APPOINTMENT:

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

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

Profile of Person Recommended

Length of Employment July 1, 2019 To _____
Effective Date of Employment July 1, 2019

Name Kerrick Jackson SS# _____ Sex M Race* B
(Last 4 digits only)

Position Title: Head Baseball Coach Department: Athletics

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

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

Years Experience 20 years Southern University Experience 2 years

Degree(s): Type/Discipline (BA-Education): B.A. / Sociology Institution/Location (SU-Baton Rouge): University of Nebraska Lincoln Year: 1999

Current Employer Southern University

Personnel Action

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

Annual Salary \$85,000.00 Salary Budgeted \$103,000.00 Hourly Rate, if applicable: _____

Pay Cycle: Biweekly Monthly Faculty

Source of Funds: State Identify Budget: 218900-21803-61002-29000 Location: _____

Change of:

From To
Position: Head Baseball Coach Head Baseball Coach
Status: _____
Salary Adjustment: \$85,000.00 \$103,000.00

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 (Current)	Amount
21890021803-61002-29000	\$103,000.00

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor Roman P. Kirk Date 5/29/2019
Vice Chancellor _____ Date _____
Director/Personnel _____ Date 5/30/19
President _____ Date _____
Dean/Unit Head _____ Date _____
Chairman _____ 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 X Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Kerrick Jackson will be receiving a salary increase effective July 1, 2019.

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 771-2435

NUMBER OF EMPLOYEES SUPERVISED, (if any) None

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94/I-20. The latter seven (7) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

JOB CLASS 3	8	0	0	0
JOB CODE	U			
CAL ID	M			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	7	1
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUNO _____ SUSLA _____

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

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

Previous Employee Alfreda Diamond Reason Left Retirement
 Date Left 06/30/2019 Salary Paid \$165,485.00

Profile of Person Recommended

Length of Employment 07/01/2019 To 06/31/2020
 Effective Date 07/01/2019

Name Regina Ramsey James xxx-xx- _____ Sex F Race* B
 (Last 4 digits only)

Position Title: Vice Chancellor of Institutional Accountability and Evening Division Department: Law Center-Instructional

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 22 Southern University Experience 17
 Degree(s): Type/Discipline (BA-Education): J.D. Institution/Location (SU-Baton Rouge): Southern University Law Center Year: 1996

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$162,000.00 Salary Budgeted \$162,000.00

Source of Funds: State

Identify Budget: State Location 311001-31120-61002-36000
 Form Code: BOR10 Page 1 Item # 1

Change of:
 Position Associates Vice Chancellor From To Vice Chancellor of Institutional Accountable, Evening Div
 Status _____
 Salary Adjustment \$138,000.00 \$162,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
311001-32020-61002-31000	\$138,000.00

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

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

Supervisor John K. Pierre 6-3-19 Date
 Vice Chancellor Sherry L. Hall 6-3-19 Date
 Director/Personnel _____ 6-4-19 Date
 President _____ Date
 Dean/Unit Head Tom L. Hall 6-3-19 Date
 V/C for Fin. and Administration John K. Pierre 6-3-19 Date
 Chancellor Sherry L. Hall 6-3-19 Date
 Vice President/Finance Sherry L. Hall _____ 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: Promotion of Associate Vice Chancellor Regina Ramsey James to Vice Chancellor for Institutional Accountability. Vice Chancellor, Alfreda Diamond has decided to retire on June 30, 2019. Because of her pending retirement, the Law Center needs to quickly fill her soon to be vacated position.

EMPLOYEE REGULAR WORK SCHEDULE: Daily
EMPLOYEE DIRECT SUPERVISOR: Chancellor John Pierre
NUMBER OF EMPLOYEES SUPERVISED, (if any) 150

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.

ENCUMBERED / FUNDS AVAILABLE

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE **DATE** 6-3-19
BY [Signature]
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 Center
EXPRES
 APPROVED DISAPPROVED
US
RA: _____
Date: _____
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 LAW CENTER

261 A. A. LENOIR HALL
POST OFFICE BOX 9294
BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552
FAX (225) 771-2474

May 30, 2019

RECEIVED
OFFICE OF THE
PRESIDENT
2019 MAY 30 PM 3:10
SOUTHERN UNIVERSITY
SYSTEM

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

RE: Promotion of Associate Vice Chancellor Regina Ramsey James to Vice Chancellor For Institutional Accountability and Promotion of Professor Prentice White to Associate Vice Chancellor for the Evening Division and Emerging Programs and waiver of search.

Dear Dr. Belton:

After thirty years of valuable and loyal service to the Southern University Law Center, Vice Chancellor Alfreda Diamond has decided to retire on June 30, 2019. Because of her pending retirement, the Law Center needs to quickly fill her soon to be vacated position.

Based upon the needs of the Law Center and my professional observations, I am requesting that the Southern University Board of Supervisors approve my recommendation to promote Associate Vice Chancellor Regina Ramsey James to the position that Vice Chancellor Alfreda Diamond will vacate and that Professor Prentice White be promoted to the position currently held by Associate Vice Chancellor Regina Ramsey James, if the Board of Supervisors approves her promotion to Vice Chancellor.

The Law Center will be beginning a new academic year in approximately two months, and will be going through a SASCOC visit for reaffirmation in March 2020, followed by an ABA visit for reaffirmation in March or April of 2021. Associate Vice Chancellor James has been working closely with Vice Chancellor Diamond on doing formative and summative assessment work in preparation for the SACSCOC and ABA visits for reaffirmation. Associate Vice Chancellor Ramsey has been a Law Center administrator and faculty member since 2000 and has been a valuable asset to the Law Center. Professor White has been a faculty member at the Law Center since 2001 and has most recently served as a liaison/coordinator for the dual

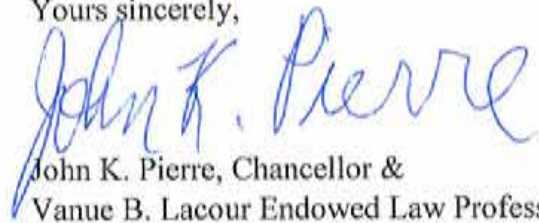
Dr. Ray Belton
May 30, 2019
Page -2-

degree JD/MBA and JD/MPA programs as well as the faculty advisor for Journal of Race, Gender, and Poverty at the Law Center. He has been working to assist Associate Vice Chancellor James for the last year to coordinate cohesiveness in those dual degree programs.

I respectfully request that the Board waive a search process that would hinder the progress and efficiency that has been achieved at the Law Center over the last four years. The proposed salary for James is \$162,000 and the proposed salary for White is \$144,000 for 12 months. I would ask that the Board consider the recommendation being made in this letter at its June 2019 Board meeting.

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

Yours sincerely,

A handwritten signature in blue ink that reads "John K. Pierre". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

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



**SOUTHERN
UNIVERSITY**

AND AGRICULTURAL & MECHANICAL COLLEGE

DEPARTMENT OF ATHLETICS

SOUTHERN JAGUARS | PO BOX 9942 | BATON ROUGE, LA 70819

GOJAGSPORTS.COM | 7 SOUTHERN JAGUARS | SOUTHERNHUSPORTS

SOUTHERN UNIVERSITY
Baton Rouge, Louisiana

2019 MAY 30 P 3: 26

May 24, 2019

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

President Belton:

I would like to recommend two athletic employees raises to be put on the board package for June 21, 2019 because they will make over \$60,000.

Rodney Kirschner Assistant to the Athletic Director, adding more duties and sports oversight responsibilities new title Associate Athletics Director / Chief of Staff increasing salary from \$59,500 to \$69,500.

Christopher Jones Assistant Athletic Director of Media Relations and Communications, adding more duties new title Associate Athletics Director of External Communications increasing salary from \$59,500 to \$65,000.

These young men have handled themselves with class and exemplify great work ethic while trying to improve this athletic department and university.

Please accept my recommendation of the above mentioned.

The starting salary date is July 1, 2019.

Respectfully,

Roman Banks
Director of Athletics
Southern University and A&M College University

Dr. Ray L. Belton
President-Chancellor
Southern University System and Baton Rouge Campus



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

DEPARTMENT OF ATHLETICS

SOUTHERN JAGUARS | PO BOX 9942 | BATON ROUGE, LA 70813
GOJAGSPORTS.COM | # /SOUTHERNUJAGUARS | @SOUTHERNUSPORTS

January 23, 2019

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

President Belton:

I would like to recommend four athletic employees raises to be put on the board package for February 22, 2019 because they will make over \$60,000.

Dawson Odums Head Football Coach, same position just increasing salary from \$190,000 to \$210,000

Lionel Washington Defensive Backs Coach promoted to Defensive Coordinator increase salary from \$45,000 to \$80,000.

Rodney Kirschner Assistant to the Athletic Director, adding more duties and sports oversight responsibilities new title Associate Athletics Director increasing salary from \$59,500 to \$69,500.

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The starting salary date is March 1, 2019.

Respectfully,

Roman Banks
Director of Athletics
Southern University and A&M College University

Dr. Ray L. Belton
President-Chancellor
Southern University System and Baton Rouge Campus

Approved
Odums
Washington
Defen
Kirschner
Jones

BLUE

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	3	0	5
-----------------	---	---	---	---	---	---

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

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

TYPE OF APPOINTMENT:

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

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

Profile of Person Recommended

Length of Employment July 1, 2019 To _____
Effective Date of Employment July 1, 2019

Name Christopher Jones SS# _____ Sex M Race* B
(Last 4 digits only)

Position Title: Associate Athletic Director of External Department: Athletics Communications

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

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

Years Experience 18 years Southern University Experience 18 years

Degree(s): Type/Discipline (BA-Education): B.A. / Mass Communication Institution/Location (SU-Baton Rouge): Southern University Year: 2001

Current Employer Southern University

Personnel Action

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

Annual Salary \$65,000.00 Salary Budgeted \$65,000.00 Hourly Rate, if applicable: _____

Pay Cycle: Biweekly Monthly Faculty

Source of Funds: State Identify Budget: 318001-218900-21801-61002-29000 Location: _____

Change of:

Position: Associate Athletic Director of Media Relations From Associate Athletic Director of External Communications To

Status: _____
Salary Adjustment: \$59,500.00 \$65,000.00

Financial Aid signature (if applicable):

Source of Funds (Current)	Amount
318001-218900-21801-61002-29000	\$65,000.00

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

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

Supervisor [Signature] Date 5/29/2019
Vice Chancellor [Signature] Date 5/30/19
Director/Personnel [Signature] Date _____
Vice President/Finance Business Affairs/Comptroller [Signature] Date _____

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Christopher Jones will be receiving a salary increase effective July 1, 2019.

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 771-2435

NUMBER OF EMPLOYEES SUPERVISED, (if any) None

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94/I-20. The latter seven (7) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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- _____ Proposed Employee Appointment Form (completed by hiring supervisor)
- _____ Proposed Employee Clearance Form (completed by hiring supervisor)
- _____ Letter of Justification for Restricted/ Job Appointment/Detail/CS Rule 6.5g appointments
- _____ Citizenship/Visa Status Verified, I-20/I-94 provided, if applicable



SOUTHERN
UNIVERSITY
AND AGRICULTURAL & MECHANICAL COLLEGE

DEPARTMENT OF ATHLETICS

SOUTHERN JAGUARS | PO BOX 9942 | BATON ROUGE, LA 70813
GOJAGSPORTS.COM | @SOUTHERNUJAGUARS | #SOUTHERNUSPORTS

SOUTHERN UNIVERSITY
HUMAN RESOURCES

2019 MAY 30 P 3:26

May 24, 2019

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

President Belton:

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Rodney Kirschner Assistant to the Athletic Director, adding more duties and sports oversight responsibilities new title Associate Athletics Director / Chief of Staff increasing salary from \$59,500 to \$69,500.

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These young men have handled themselves with class and exemplify great work ethic while trying to improve this athletic department and university.

Please accept my recommendation of the above mentioned.

The starting salary date is July 1, 2019.

Respectfully,

Roman Banks
Director of Athletics
Southern University and A&M College University

Dr. Ray L. Belton
President-Chancellor
Southern University System and Baton Rouge Campus



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

DEPARTMENT OF ATHLETICS

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

January 23, 2019

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President-Chancellor
Southern University and A&M College System
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Baton Rouge, LA 70813

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Roman Banks
Director of Athletics
Southern University and A&M College University

Dr. Ray L. Belton
President-Chancellor
Southern University System and Baton Rouge Campus

Approved
Odums
Washington

Defen
Kirschner
Jones

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	8	8	6	3
-----------------	---	---	---	---	---	---

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

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

TYPE OF APPOINTMENT:

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

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

Profile of Person Recommended

Length of Employment July 1, 2019 To _____
Effective Date of Employment July 1, 2019

Name Rodney Kirschner SS# _____ Sex M Race* W
(Last 4 digits only)

Position Title: Associate Athletic Director/ Chief of Staff Department: Athletics

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

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

Years Experience 13 years Southern University Experience 8 years

Degree(s): Type/Discipline (BA-Education): B.S. Institution/Location (SU-Baton Rouge): Southeastern Louisiana University Year: 2008

Current Employer Southern University

Personnel Action

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

Annual Salary \$69,500.00 Salary Budgeted \$69,500.00 Hourly Rate, if applicable: _____

Pay Cycle: Biweekly Monthly Faculty

Source of Funds: State Identify Budget: 218900-21801-61002-29000 Location: _____

Change of:

From Position: Assistant to Director of Athletics **To** Position: Associate Athletic Director/ Chief of Staff
Status: _____
Salary Adjustment: \$59,500.00 \$69,500.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds (Current)	Amount
218900-21801-61002-29000	\$69,500.00

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

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor [Signature] Date 5/29/2019
Vice Chancellor [Signature] Date 5/30/19
Director/Personnel [Signature] Date _____
President [Signature] Date _____
Dean/Unit Head [Signature] Date _____
Vice President/Finance Business Affairs/Comptroller [Signature] Date _____
Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Rodney Kirschner will be receiving a salary increase effective July 1, 2019.

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 771-2435
NUMBER OF EMPLOYEES SUPERVISED, (if any) None

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94/I-20. The latter seven (7) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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- 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)
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- Proposed Employee Clearance Form (completed by hiring supervisor)
- Letter of Justification for Restricted/ Job Appointment/Detail/CS Rule 6.5g appointments
- Citizenship/Visa Status Verified, I-20/I-94 provided, if applicable

JOB CLASS 2	8	1	9	0
JOB CODE	F			
CAL ID	M			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	F	9	9		
-----------------	---	---	---	---	--	--

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

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

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

Previous Employee Regina Ramsey James Reason Left Promoted
 Date Left 06/30/2019 Salary Paid 138,000.00

Profile of Person Recommended

Length of Employment 07/01/2019 To 05/31/2020
 Effective Date 07/01/2019

Name Prentice White S# XXX-XX- Sex M Race* B
(Last 4 digits only)

Position Title: Associate V/C for the Evening Division and Emerging Programs Department: Law Center - Instruction

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

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

Years Experience 27 Southern University Experience 14
 Degree(s): Type/Discipline (BA-Education): J.D. Institution/Location (SU-Baton Rouge): Southern University Law Center Year: 1994

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$ 144,000.00 Salary Budgeted \$ 144,000.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-32020-61002-31000
 Form Code: BOR10 Page 1 Item # 1

Change of: From To
 Position Professor Associate V/C for the Evening Division and Emerging Programs
 Status ___
 Salary Adjustment \$109,595.00 \$144,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
311001-32020-61003-31000	\$109,595.00

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor John K. Pierre Date 6-3-19
 Vice Chancellor Gregory R. Hall Date 6-3-19
 Director/Personnel [Signature] Date 6-4-19
 Dean/Unit Head Gregory R. Hall Date 6-3-19
 V/C for Fin. Affairs John K. Pierre Date 6-3-19
 Chancellor [Signature] Date ___
 Vice President/Finance [Signature] Date ___
 Business Affairs/Comptroller

President _____ Date _____ Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Promotion of Professor Prentice White to Associate Vice Chancellor for the Evening Division and Emerging Programs, the position that are currently held by Regina James, effective date, July 01, 2019.

EMPLOYEE REGULAR WORK SCHEDULE: _____ Daily
EMPLOYEE DIRECT SUPERVISOR: _____ Chancellor, John Pierre
NUMBER OF EMPLOYEES SUPERVISED, (if any) _____ 150

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER
ENCUMBERED / FUNDS AVAILABLE
CODE # _____ EXPIRES _____
DATE 6-3-19
BY RA Gerry R. Hall
 HI
 J1
 F1
 F0

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

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

- _____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- _____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- _____ Application for Employment Form Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
- _____ Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)
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- _____ 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

Board of Supervisors

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following the Personnel Affairs Committee

**Southern University at New Orleans
Millie M. Charles School of Social Work Building
6801 Press Drive
New Orleans, LA 70128
Friday, June 21, 2019**

AGENDA

1. Call to Order/ Invocation
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Special Presentations
 - A. Above and Beyond Award
 - B. Legislative Update
6. Action Items
 - A. Approval of Minutes of May 23-24, 2019 Regular Meeting of the SU Board of Supervisors
 - B. Approval of Committee Reports and Recommendations
 - C. Request Approval of Southern University System (SUS) and Campus Strategic Plans
 - a. Southern University and A&M College at Baton Rouge Strategic Plan – Imagine 20K (SUBR)
 - b. Southern University at Shreveport Strategic Plan (SUSLA)
 - c. Southern University at New Orleans Strategic Plan (SUNO)
 - d. Southern University Law Center Strategic Plan (SULC)
 - e. Southern University Agricultural Research and Extension Center Strategic Plan (SUAREC)
 - D. Request Approval of Memorandum of Understanding (MOU) Between the Southern University Law Center (SULC) and the MOWA Band of Choctaw Indians of Alabama (MOWA)
 - E. Request Approval of Memorandum of Understanding (MOU) Between Clayton County Public School District Initiative and Southern University and Agricultural & Mechanical College System (SUS)
 - F. Request for Approval of the Memorandum of Understanding (MOU) Between the Southern University Alumni Federation and the Southern University System (SUS)

- G. Request Approval of the Resolution Request to Amend the Indenture with Baton Rouge Student Housing L.L.C. (Palisades) (SUS)
- H. Request Approval of MOU Between SUS and SUBR Relative to Expanding Specialized Programs in Accordance with the Workforce Needs of Computer Sciences Corporation (CSC) Represented by its Subsidiary DXC Technology Services, LLC
- I. Request Approval of MOU Between SUS and SUNO Relative to Expanding Specialized Programs in Accordance with the Workforce Needs of Computer Sciences Corporation (CSC) Represented by its Subsidiary DXC Technology Services, LLC
- J. Resolutions

7. Informational Items

- A. Medical Marijuana Update
- B. System President's Report
- C. Campus Reports

8. Other Business

9. Adjournment

Southern University and A&M College System
BOARD OF SUPERVISORS MEETING
2nd Floor, J.S. Clark Administration Building
Board of Supervisors Meeting Room
Baton Rouge, Louisiana
Thursday, May 23, 2019
1:30 p.m.

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Atty. Domoine Rutledge. The invocation was given by Board member Rev. Donald Ray Henry.

PRESENT

Atty. Domoine Rutledge, Dr. Samuel C. Tolbert, Jr., Dr. Leroy Davis, Mr. Raymond Fondel, Dr. Curman Gaines, Rev. Donald R. Henry, Ms. Xavieria Jeffers, Mrs. Ann A. Smith, Dr. Leon R. Tarver II, Dr. Rani Whitfield, and Ms. Arlanda Williams

ABSENT

Mr. John Barthelemy, Mr. Sam Gilliam, Atty. Patrick Magee, and Dr. Rani Whitfield

UNIVERSITY PERSONNEL ATTENDING

System President Ray Belton, Chief of Staff Katara Williams, Executive Vice President/Executive Vice Chancellor James Ammons, Vice President for Finance and Business Affairs Flandus McClinton, Vice President for Strategic Planning, Policy and Institutional Effectiveness Vladimir Appeaning, Vice President for External Affairs Robyn Merrick, Chancellors Dr. Lisa Mims Devezin (SUNO), Dr. Calvin Walker (interim) (SUAREC), Dr. Rodney Ellis (SUSLA), and Atty. John Pierre (SULC).

BOARD COUNSEL

Attys. Winston DeCuir, Jr., and Deidre Robert

Installation of New Board Member

Atty. Winston DeCuir performed the swearing in of new Board member Atty. Edwin Shorty.

Chairman Rutledge invited Atty. Shorty to make introductory remarks. Atty. Shorty stated that as a proud SUNO graduate and SULC graduate it is the honor of his life to serve on the Board. He stated that he looks forward to working with fellow members of the Board and wants to increase the institution's role in the community and to make it better.

ACADEMIC AFFAIRS COMMITTEE

2nd Floor, J.S. Clark Administration Building
Board of Supervisors Meeting Room
Baton Rouge, Louisiana
Thursday, May 23, 2019

MINUTES

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

Present: Dr. Curman Gaines, Dr. Leroy Davis, Dr. Samuel C. Tolbert, Jr., Dr. Leon R. Tarver II and Atty. Domoine Rutledge

Absent: Mr. Sam Gilliam, Mr. John Barthelemy

*Dr. Leroy Davis was not present for roll call but arrived during discussion of action items.

AGENDA ITEM 4: ADOPTION OF THE AGENDA

Upon the motion by Dr. Samuel Tolbert and seconded by Dr. Leon R. Tarver II the agenda was recommended for adoption

Motion passed.

AGENDA ITEMS 5: PUBLIC COMMENTS

NONE

AGENDA ITEM 6: ACTION ITEMS

A. Request Approval to Establish the Native American Law and Policy Institute (NALPI) at the Southern University Law Center (SULC)

Chancellor Pierre stated that the law center has been creating significant relationships with the native American tribal nations especially the four Federally recognized tribes in Louisiana. As well as those in Mississippi, Alabama and Oklahoma. He also stated that tribal nations are making requests for engagement with the System as it relates to policy issues and to assist them with challenges that the tribal nations may. A vehicle through which all the partnerships will be facilitated. There are no institutions East of the Mississippi River that are engaged in any type of relationships with native American tribes. He stated that the SU Law Center is the only law center with three native American tribal representatives on tenure track at a US Law School in America.

Upon the motion by Chairman Rutledge and seconded by Dr. Tarver the Native American Law and Policy Institute at the SU Law Center was recommended for approval.

Motion passed.

B. Ratification of the Awarding of Honorary Juris Doctor Degree to Attorney Benjamin Crump (SULC)

Atty. Crump was commencement speaker for the law center. Students were unanimous in wanting Atty. Crump as speaker. Atty. Crump is the foremost attorney in the country involved in Civil Rights litigation regarding police shootings of African Americans.

Upon the motion by Dr. Tarver and seconded by Chairman Rutledge, the ratification of the awarding of the honorary juris doctor degree to Atty. Benjamin Crump was recommended for approval.

Motion passed.

AGENDA ITEM 7: OTHER BUSINESS

None.

AGENDA ITEM 8: ADJOURNMENT

Upon the motion by Chairman Rutledge and seconded by Dr. Tarver the meeting was adjourned.

Motion passed.

FACILITIES AND PROPERTY COMMITTEE

(Following the Finance Committee)

Thursday, May 23, 2019

Southern University Board of Supervisors' Meeting

2nd Floor, J.S. Clark Administration Building

Baton Rouge, LA

Minutes

The Facilities and Property Committee was called order by Committee Chair Rev. Donald R. Henry.

Present: Dr. Rani Whitfield, Mr. John Barthelemy, Dr. Leroy Davis, Mrs. Ann A. Smith, and Atty. Domoine D. Rutledge

Absent: Mr. Richard Hilliard

AGENDA ITEM 3: ADOPTION OF THE AGENDA

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

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: INFORMATIONAL ITEM(S)

A. Priority Project Updates (per campus)

Mr. Eli Guillory, System Director of Facilities had a written report that was included in the meeting packet. He reviewed the status of several projects and stated that the department is on target to meet all deadlines as it relates to major projects on SU campuses.

He also discussed the status of the ravine repair work and ravine erosion. Meetings will begin mid-June. He stated that he is working with Benjamin Pugh and staff because there are several areas of concern due to high water levels on the Baton Rouge campus. Several areas of soil erosion have been identified and the areas will be barricaded.

Dr. Davis asked for a status report on the status of the softball field during the June meeting. He also asked about the signage change to restroom facilities in FG. Clark Activity Center. Mr. Guillory stated that many changes to areas because of compliance with ADA regulations.

Chairman Rutledge asked about the status of the science complex. Mr. Guillory gave the status of Fisher Hall renovations. The Fisher Hall project has been advertised for designers and it is moving rapidly.

Chairman stated that he thought Fisher Hall would be a part of a larger project.

Dr. Belton stated that the project is ongoing. He stated that he and the legislative team are working with Facilities planning to ensure that the University receives planning money. He stated that the University has a commitment to get the funds in the budget. Facilitate planning in this fiscal year with construction to begin in 2020.

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEM 7: ADJOURNMENT

Upon the motion by and seconded by the meeting adjourned.

Motion passed.

FINANCE COMMITTEE
(Following the Facilities and Property Committee)
2nd Floor, J.S. Clark Administration Building
Board of Supervisors Meeting Room
Baton Rouge, Louisiana
Thursday, May 23, 2019

Minutes

The Finance Committee was called order by Committee Chair.

Present: Dr. Leroy Davis, Dr. Curman Gaines, Dr. Leon R. Tarver II, Ms. Arlanda Williams and Atty. Domoine Rutledge

Absent: Mr. Sam Gilliam

AGENDA ITEM 3: ADOPTION OF THE AGENDA

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

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: ACTION ITEM (S)

A. Request Approval of BA-7 (SUBR)

System Vice President Flandus McClinton stated that the BA7 presented for the Baton Rouge campus is increasing the interagency transfer due to minimum foundation funding. The funding increased due to an increase in students enrolled. The amount is \$304, 039.

Upon the motion by Dr. Leroy Davis and seconded by Dr. Gaines that the BA7 for the Baton Rouge campus was recommended for approval.

Motion passed.

B. Request Approval of Digital Course Material and Digital Casebook/E-Casebook Fee for 1st Year Students Beginning with the Entering Fall 2019 Class (SULC)

Chancellor Pierre stated that the rising cost of textbooks is one of the issues that plague law students. The SULC Library director assessed the cost of printed books for law students at \$1,200 and she has introduced this program which will provide digital access to electronic course books and materials for 1-year at a cost of \$750.00

Upon the motion by Dr. Gaines and seconded by Ms. Arlanda Williams the digital course materials and casebook was recommended for approval.

Motion passed.

C. Request Approval to Increase Undergraduate Nursing Student Lab Fees Fall 2019 (SUBR)

The request presented from the School of Nursing program is an increase from \$80 to \$100 will assist in purchasing supplies that are needed at clinical sites. Clinicals are required for students in the nursing program. It will accommodate a higher level of enrollment since the increase was instituted. In comparing clinical fees at schools across the state and found that fees were as high as \$300.

Upon the motion by Dr. Gaines and seconded by Chairman Rutledge that the increase in lab fees for nursing school students at SUBR be recommended for approval.

Motion passed.

D. Request Approval of the Amended Early Retirement Incentive Plan (SULC)

Chancellor John Pierre stated that the Board approved the early retirement incentive plan last month. The plan is presented to generate bigger savings and it has been amended by changing the language in paragraph 3 titled *retirement incentive plan*. The change is a part of the law school's financial management responsibilities. The plan allows the school to be cost conscious and to anticipate issues that may occur because of state funding by repositioning. The plan is projected to generate a savings of \$500,000 a year for the next 3 years to ensure that the school has resources to bring on new faculty as well as to be competitive with salaries.

Upon the motion by Dr. Leroy Davis and seconded by Chairman Rutledge that the amended early retirement incentive plan for the SU Law Center be recommended for approval.

Motion passed.

E. Request Approval of Documents Relative to Agreement Between SUBR and New Cingular Wireless PCS, LLC. to Increase Rental Fees to \$3,500 per Month (SUBR)

Atty. Robert stated that the contract was renegotiated with New Cingular Wireless. Initially the University signed a lease agreement with new Cingular to provide cellular service on Mills Avenue for \$3,000. The new lease fee will be \$3,500 with a 3% escalator each year.

Upon the motion by Chairman Rutledge and seconded by Dr. Leroy Davis that the documents relative to the agreement between SUBR and New Cingular Wireless was recommended for approval.

Motion passed.

AGENDA ITEM 6: OTHER BUSINESS

NONE

AGENDA ITEM 7: ADJOURNMENT

Upon the motion by Dr. Gaines and seconded by Dr. Davis the meeting was adjourned.

Motion passed.

GOVERNANCE COMMITTEE

(Following the Finance Committee)

Thursday, May 23, 2019

Southern University Board of Supervisors' Meeting

2nd Floor, J.S. Clark Administration Building

Baton Rouge, LA

Minutes

The Facilities and Property Committee was called order by Committee Chair Rev. Donald R. Henry.

Present: Dr. Rani Whitfield, Mr. John Barthelemy, Dr. Leroy Davis, Mrs. Ann A. Smith, and Atty. Domoine D. Rutledge

Absent: Mr. Richard Hilliard

AGENDA ITEM 3: ADOPTION OF THE AGENDA

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

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

Dr. Albert Samuel, president of the faculty senate, SUBR spoke in support of action item 5C,5D, and 5E. He stated that the tuition cost structure should be considered when developing policies for students.

AGENDA ITEM 5: INFORMATIONAL ITEM(S)

A. Request Approval of the Transcript Requirements for Transfer Students Policy (SUSLA)

Chancellor Ellis stated that the policy is being presented to reduce barriers to admission. There is a requirement that transfer students' transcripts be transcribed.

Upon the motion by Dr Leroy Davis and seconded by Dr. Gaines that the transcript requirements for transfer students' policy was recommended for approval.

Motion passed.

B. Request Approval of the Re-Admission Requirements for Former Students Policy (SUSLA)

Chancellor Ellis stated that the policy also is being presented to reduce barriers to admission. He stated that One error in the policy fall and spring excluding the summer term. The current policy allows students to be readmitted without re-applying for admissions

Upon the motion by Dr. Gaines and seconded by Rev. Henry the re-admission requirements for former students' policy at SUSLA was recommended for approval.

Motion passed.

C. Request Approval of Out-of-State Fee Waiver Scholarship Policy for First-Time First - Year Students (SUBR)

Vice Chancellor for Student Affairs Kimberly Scott stated that alumni and staff have had an exciting recruiting year; however, many out-of-state students don't meet the Board of Regents requirements. The policy gives students the ability to have access to Southern University and to have an affordable experience at the University.

Chairman Rutledge expressed concern about the financial implications and whether there are systems in place to monitor the out of state fee waivers. Chairman stated that he wants to make sure there are checks and balances in place to avoid unintended consequences. Dr. Belton responded stating that the University is assessing whether the policy would be beneficial for the University. He said that the volume of students that will be admitted by this policy would off-set any loss of out-of-state tuition that the University receives. He cited that the competition is dictating the change because many states have removed any out of state-fee assessments.

Upon the motion by Rev. Donald Henry and seconded by Dr. Gaines the out-of-state fee waiver scholarship policy for first-time, first -year students at SUBR was recommended for approval.

Motion passed.

D. Request Approval of the Transfer Out-of-State Fee Waiver Scholarship Policy (SUBR)

Dr. Kimberly Scott stated that the policy would be for first-time, first-year students that transfer to the University. The policy is being instituted so that the University is competitive with peer and non-peer institutions.

Upon the motion by Rev. Henry and seconded by Dr. Gaines the out-of-state fee waiver scholarship policy for SUBR was recommended for approval.

Motion passed.

E. Request Approval of the Out of State Admissions Policy (SUBR)

Vice Chancellor for Student Affairs Kimberly Scott observed that there was not a policy in place for students transferring from out of state. The policy is being recommended to curtail the number of appeals that are submitted.

Upon the motion by Rev. Donald Henry and seconded by Chairman Rutledge the out of state admissions policy was recommended for approval.

Motion passed.

F. Request Approval of the Early Law School Admissions Policy for students who are Not Undergraduate students matriculating at the SUBR Campus (SULC)

Chancellor Pierre stated that to compete with law schools across the country, the policy is being presented. He stated that this is an avenue for students who have met the requirements and gives ability to recruit nationwide and protections are in place to ensure that students are prepared to enter law school.

Upon the motion by Dr. Gaines and seconded by Rev. Henry that the early law school admissions policy for undergraduate students not matriculating at SUBR was recommended for approval.

Motion passed.

G. Request Approval of New Conditional Admissions Policy (SUNO)

Chancellor Mims Devezin stated that the policy would broaden educational opportunities at SUNO that will allow students with an ACT of 15 to attend SUNO. The students will be placed in learning communities. The students will be aligned with the University's CARES program.

Upon the motion by Rev. Henry and seconded by Dr. Gaines the conditional admissions policy for the SUNO campus was recommended for approval.

Motion passed.

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEM 7: ADJOURNMENT

Upon the motion by Chairman Rutledge and seconded by Rev. Henry the meeting adjourned.

Motion passed.

PERSONNEL AFFAIRS COMMITTEE

(Following the Governance Committee)

Thursday, May 23, 2019

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

AGENDA

The Personnel Affairs Committee was called to order by acting Committee Chair Ms. Arlanda Williams

Present: Dr. Curman Gaines, Dr. Leon R. Tarver II, Ms. Arlanda Williams and Atty. Domoine Rutledge

Absent: Mr. John Barthelemy Atty. Patrick Magee, Mr. Sam Gilliam

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Dr. Leon R. Tarver and seconded by Dr. Gaines the agenda was recommended for adoption.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: ACTION ITEMS

A. Request Approval of Personnel Action on Positions greater than \$60,000/\$75,000 faculty

Upon the motion by Dr. Leon R, Tarver II and seconded by Dr. Gaines the personnel items 5 A 1 through 11 were recommended for approval in globo.

Motion passed.

1. **Deleso Alford**, Professor, Law Center Instruction Tenure Track Promotion, SULC, \$121,000
2. **Adam Crepelle**, Associate Professor, Law Center Instruction, Tenure-Track/Promotion, SULC \$100,000
3. **Koshaneke Gilbert**, Associate Director of Career Services, Salary/Adjustment/Additional Duties, SULC, \$78,000
4. **Robert Harrison**, Director of Development, New Hire/Replacement, SUS/SUBR, \$90,000
5. **Justin James**, Interim Vice Chancellor for Administration and Finance, New Hire, SUNO, \$93,600
6. **Mary W. Johnson**, Executive Assistant, Salary Adjustment/Additional Duties, SULC, \$84,000
7. **Michael D. Oeser**, Associate Professor, Law Center Instruction, \$103,500
8. **Cynthia Reed**, Associate Professor/Director of CLE, Tenure-Track/Promotion/Additional Duties, SULC, \$103,500
9. **Marc Roark**, Associate Professor Law Center Instruction, Tenure-Track/Promotion, SULC, \$108,000
10. **Kenya J.H. Smith**, Associate Professor Law Center Instruction Tenure-Track/Promotion, SULC, \$103,500
11. **Robbin Thomas**, Director of Alumni Affairs and Annual Fund Coordinator, New Position/Salary Adjustment, SULC, \$78,000

B. Request Approval of Leaves of Absence Greater than three months

1. Professor Mark Thurman, request for 2-year leave of absence and sabbatical

Upon the motion by Chairman Rutledge and seconded by Dr. Tarver the 2-year sabbatical leave/leave of absence request for Professor Mark Thurman was recommended for approval.

Motion passed.

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEM 7ADJOURNMENT

Upon the motion by Dr. Leon Tarver and seconded by Rev. Henry the meeting was adjourned

Motion passed.

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

Friday, May 24, 2019

9 a.m.

Southern University Board of Supervisors' Meeting
2nd Floor, J.S. Clark Administration Building
Baton Rouge, LA

MINUTES

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Domoine Rutledge. The invocation was given by Dr. Calvin Walker, Interim Chancellor-Dean of the SU Agricultural Research and Extension Center. The pledge was led by Farren Brown, a rising 6th grade student at the SU Laboratory School.

Present: Atty. Domoine Rutledge, Dr. Samuel Tolbert, Dr. Leroy Davis, Mr. Raymond Fondel, Dr. Curman Gaines, Rev. Donald R. Henry, Mr. Richard Hilliard, Ms. Xavieria Jeffers, Atty. Patrick Magee, Atty. Edwin Shorty, Mrs. Ann Smith, Dr. Leon R. Tarver II, Dr. Rani Whitfield and Ms. Arlanda Williams.

Absent: Mr. John Barthelemy and Mr. Sam Gilliam

UNIVERSITY PERSONNEL ATTENDING

System President Ray Belton, Chief of Staff Katara Williams, Executive Vice President/Executive Vice Chancellor James Ammons, Vice President for Finance and Business Affairs Flandus McClinton, Vice President for Strategic Planning, Policy and Institutional Effectiveness Vladimir Appeaning, Vice President for External Affairs Robyn Merrick, Dr. Lisa Mims-Devezin, (SUNO), Dr. Calvin Walker (SUAREC), Dr. Rodney Ellis (SUSLA), and Atty. John Pierre (SULC).

BOARD COUNSEL

Attys. Winston DeCuir, Jr., and Deidre Robert

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Atty. Patrick Magee and seconded by Mr. Raymond Fondel the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

NONE

AGENDA ITEM 5: SPECIAL PRESENTATIONS/RECOGNITION

A. Above and Beyond Award

The Above and Beyond award was presented to Mrs. Latonya Robinson Wright, Coordinator of Records and Registration in the SU Law Center. She was introduced by

Chancellor John Pierre who acknowledge the important work that she performs daily. Mrs. Wright was accompanied by her supervisor Mrs. Deandrea Lee and other staff in the Office of Records and Registration. She was presented a plaque and certificate from Board Chair Rutledge and President-Chancellor Belton. She thanked Board members and her co-workers for their supported.

B Special Presentations

Xaveria Jeffers, outgoing student board member was acknowledged and presented tokens of appreciation for her service. Ms. Jeffers made remarks thanking Board members for teaching leadership skills and she thanked Chancellor Pierre and SULC Development Director Tanya Freeman, and Vice Chancellor Roederick White.

Dr. Robyn Merrick was acknowledged for being chosen as one of Baton Rouge's 2019 Influential Women in Business by the Baton Rouge Business Report. Chairman Rutledge presented a congratulatory token to Dr. Merrick on behalf of the Board.

C Legislative Update

Dr. Robyn Merrick gave the legislative update and reiterated the legislative priorities for the session which includes continued stabilized funding. Since last Board meeting Dr. Belton and Dr. Ammons made presentations to the senate finance committee. Session ends June 6.

D 2019 Bar Passage Rates

Chancellor Pierre made a PowerPoint Presentation on the 2019 Bar Passage Rates (SULC). The presentation is available for viewing in the Board of Supervisors office.

E Presentation on Public/Private Partnerships

Chairman Rutledge stated that a presentation on public/private partnerships would be considered during the June or July meeting.

Upon the motion by Vice Chairman Tolbert and seconded by Dr. Tarver the item was deleted from the agenda.

Motion passed.

AGENDA ITEM 6: ACTION ITEMS

A. Approval of Minutes of April 12, 2019 Regular Meeting of the SU Board of Supervisors

Upon the motion by Mr. Fondel and seconded by Rev. Henry the minutes of the April 12, 2019 meeting were recommended for approval.

Motion passed.

RESOLVED by the Board of Supervisors for the Southern University System, that the minutes of the April 12, 2019 meeting of the Board of Supervisors, be and they are hereby approved.

Upon the motion by Atty. Patrick Magee and seconded by Dr. Tolbert action items **B, F, and G** were recommended for approval in globo

Motion passed.

B. Approval of Committee Reports and Recommendations

1. Academic Affairs

a. Request Approval to Establish the Native American Law and Policy Institute (NALPI) at the Southern University Law Center (SULC)

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Academic Affairs Committee that the establishment of the Native American Law and Policy Institute (NALPI) at the Southern University Law Center, be and it is hereby approved

b. Ratification of the Awarding of Honorary Juris Doctor Degree to Attorney Benjamin Crump (SULC)

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Academic Affairs Committee, that the Honorary Juris Doctor Degree presented to Attorney Benjamin Crump at the SU Law Center, be and it is hereby approved.

2. Facilities Committee

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Facilities and Property Committee, that the Priority Projects Update report be and it is hereby received.

3. Finance Committee

a. Request Approval of BA-7 (SUBR)

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Finance Committee, that the BA-7 for SUBR be and it is hereby approved.

b. Request Approval of Digital Course Material and Digital Casebook/E-Casebook Fee for 1st Year Students Beginning with the Entering Fall 2019 Class (SULC)

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Finance Committee, that the digital course material and digital casebook/E-casebook for 1st year SU law school students beginning with the entering Fall 2019 class be and it is hereby approved.

c. Request Approval to Increase Undergraduate Nursing Student Lab Fees Fall 2019 (SUBR)

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Finance Committee, the increase in undergraduate nursing student lab fees (effective Fall 2019) be and it is hereby approved.

d. Request Approval of the Amended Early Retirement Incentive Plan (SULC)

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Finance Committee, that the amended early retirement incentive plan at the SU Law Center be and it is hereby approved.

e. Request Approval of Documents Relative to Agreement Between SUBR and New Cingular Wireless PCS, LLC. to Increase Rental Fees to \$3,500 per Month (SUBR)

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Finance Committee, that the documents relative to agreement between SUBR and New Cingular Wireless PCS, LLC to increase rental fees to \$3,500 per month be and it is hereby approved.

4. Governance Committee

a. Request Approval of the Transcript Requirements for Transfer Students Policy (SUSLA)

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Governance Committee, that the transcript requirements for transfer students' policy at SUSLA be and it is hereby approved.

b. Request Approval of the Re-Admission Requirements for Former Students Policy (SUSLA)

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Governance Committee, that the re-admission requirements for Former students' policy at SUSLA be and it is hereby approved.

c. Request Approval of Out-of-State Fee Waiver Scholarship Policy for First-Time First -Year Students (SUBR)

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Governance Committee, that the out-of-state fee waiver scholarship policy for first-time, first-year students at SUBR be and it is hereby approved.

d. Request Approval of the Transfer Out-of-State Fee Waiver Scholarship Policy (SUBR)

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Governance Committee, that the transfer out-of-state fee waiver scholarship policy for students at SUBR be and it is hereby approved.

e. Request Approval of the Out of State Admissions Policy (SUBR)

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Governance Committee, that the out-of-state admissions policy for students at SUBR be and it is hereby approved.

f. Request Approval of the Early Law School Admissions Policy for students who are Not Undergraduate students matriculating at the SUBR Campus (SULC)

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Governance Committee, that the early law school admissions policy for students who are not undergraduate students matriculating at the SUBR campus at the SU Law Center be and it is hereby approved.

g. Request Approval of New Conditional Admissions Policy (SUNO)

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Governance Committee, that the conditional admissions policy for the SUNO campus be and it is hereby approved.

5. Personnel Affairs Committee

a. Request Approval of Personnel Action on Positions greater than \$60,000/\$75,000 faculty

1. Deleso A. Alford

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Personnel Affairs Committee, that the **promotion** of **Deleso A. Alford** as

Professor, Tenure-track SULC at a salary of **\$121,000** be and it is hereby approved.

2. Adam Crepelle

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Personnel Affairs Committee, that the **promotion of Adam Crepelle as Associate Professor, Tenure-track SULC** at a salary of **\$100,000** be and it is hereby approved.

3. Koshaneke Gilbert

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Personnel Affairs Committee, that the **salary adjustment for Koshaneke Gilbert as Associate Director of Career Services, SULC** at a salary of **\$78,000** be and it is hereby approved.

4. Justin James

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Personnel Affairs Committee, that the **new interim appointment of Justin James as Vice Chancellor for Administration & Finance, SUNO** at a salary of **\$93,600** be and it is hereby approved.

5. Mary W. Johnson

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Personnel Affairs Committee, that the **salary adjustment for additional duties for Mary Johnson as Executive Assistant, SULC** at a salary of **\$84,000** be and it is hereby approved.

6. Michael D. Oeser

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Personnel Affairs Committee, that the **promotion of Michael D. Oeser as Associate Professor, Tenure-Track, SULC** at a salary of **\$103,500** be and it is hereby approved.

7. Cynthia Reed

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Personnel Affairs Committee, that the **promotion/additional duties for Cynthia Reed as Associate Professor, Tenure-Track/Director of CLE, SULC** at a salary of **\$103,000** be and it is hereby approved.

8. Mark L. Roark

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Personnel Affairs Committee, that the **promotion** for **Mark L. Roark** as **Associate Professor, Tenure-Track, SULC** at a salary of **\$108,000** be and it is hereby approved.

9. Kenya J.H. Smith

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Personnel Affairs Committee, that the **promotion** for **Kenya J. H. Smith** as **Associate Professor, Tenure-Track, SULC** at a salary of **\$103,500** be and it is hereby approved.

10. Robbin Thomas

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Personnel Affairs Committee, that the **new position/salary adjustment** for **Robbin Thomas** as **Director of Alumni Affairs and Annual Fund Coordinator, SULC** at a salary of **\$78,000** be and it is hereby approved.

11. Mark Thurman

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Personnel Affairs Committee, that the **2-year leave of absence/sabbatical leave** for **Mark Thurman, SULC** be and it is hereby approved

C. Request Approval of MOU between SUBR and SUSF Relative to the Development of Additional Student Housing (SUBR)

President Belton stated that with the focus on Imagine 20K, SUBR is responding to enrollment trends through housing. He invited Atty. Deidre Robert to provide information on the structure of the agreement. Atty. Deidre Roberts stated that the MOU is an agreement between the University and the SU System Foundation to engage in discussions to bring the Foundation in as a primary developer to meet the needs of growing enrollment and housing needs at SUBR. She said there are several dormitories that are scheduled to be removed from the University's inventory. She stated that there are other infrastructure needs at the University and the agreement includes lighting upgrades, a gateway project as well as living and learning spaces for students. The MOU will allow the Foundation to be the developer of future projects.

Atty. Magee asked Atty. Roberts to give the definition of an MOU and to explain its legal effect. Atty. Robert stated that an MOU is an agreement where both parties understand the terms that they are entering into to potentially move forward with a more formalized agreement or contract that is deliverable. There are both binding and non-binding agreements. The agreement presented is for 5 years, but it also has a termination

clause which gives the University the ability to discontinue the agreement with little or no engagement.

Chairman Rutledge stated that this agreement is a much-needed next step to realize the enrollment goals. He stated that the University should have broad engagement about what the project will entail to include the community, alumni, students, faculty and staff. He stated that development already is underway on Harding Boulevard and the Foundation had a goal to purchase all the land South of Harding Boulevard.

Dr. Belton stated that he would be meeting with the alumni to discuss the project and said it is an opportunity to develop all the projects that have been discussed previously.

Upon the motion by Dr. Tarver and seconded by Dr. Gaines the MOU between SUBR and SUSF Relative to the Development of Additional Student Housing at SUBR was recommended for approval.

RESOLVED by the Board of Supervisors for the Southern University System, that the MOU between SUBR and SUSF Relative to the Development of Additional Student Housing at SUBR, be and it is hereby approved

D. Request Approval of Joint Declaration of Intent Between the Department of Agriculture, Forestry and Fisheries of the Republic of South Africa and Southern University Ag Center and CAFCS (SUAREC)

Dr. Calvin Walker stated that Minister of Agriculture Mahlangu who visited the University in March contacted him to ask for a partnership. She stated that a delegation would be visiting Southern University to develop an MOU. The declaration of intent involves agriculture, research, extension and child development. The goal is to train more extension personnel and personnel in research.

Dr. Tarver complimented Dr. Walker and staff for re-establishing relationships with those in South Africa. It will to create future programming opportunities and

Dr. Davis also commended Dr. Walker and staff and past chairman Tarver for their work in South Africa. He spoke about partnerships that had previously been ongoing in South, East, and West Africa.

Upon the motion by Dr. Davis and seconded by Dr. Tarver the joint declaration of intent between the Department of Agriculture, Forestry and Fisheries of the Republic of South Africa and Southern University Agricultural Research and Extension Center and College of Agriculture, Family and Consumer Sciences was recommended for approval

Motion passed.

RESOLVED by the Board of Supervisors for the Southern University System, that the joint declaration of intent between the Department of Agriculture, Forestry and Fisheries of the Republic of South Africa and Southern University Agricultural Research and Extension Center and College of Agriculture, Family and Consumer Sciences, be and they are hereby approved.

E. Request Approval of MOU Between SULC and the Mississippi Board of Choctaw Indians (SULC)

Upon the motion by Dr. Tarver and seconded by Atty. Magee the MOU between the SU law Center and the Mississippi Board of Choctaw Indians was recommended for approval.

Motion passed

RESOLVED by the Board of Supervisors for the Southern University System, that the MOU between the SU law Center and the Mississippi Board of Choctaw Indians, be and it is hereby approved

F. Request Approval of Employment Contract for Chancellor Rodney Ellis (SUSLA)

RESOLVED by the Board of Supervisors for the Southern University System, that the employment contract for SUSLA Chancellor Rodney Ellis, be and it is hereby approved

G. Request Approval of Employment Contract for Chancellor John Pierre (SULC)

RESOLVED by the Board of Supervisors for the Southern University System, that the employment contract for SUSLA Chancellor Rodney Ellis, be and it is hereby approved

H. Resolutions

Commendation was extended to Atty. Antonio “Tony” Clayton for his service to the University as a member of the Board of Supervisors for the past 18 years. We acknowledge his leadership in philanthropy and trusteeship and extend sincere best wishes for continued success.

Condolences were extended to:

The Ernest Nabers Family
The Willie Beatrice Hughes Family
The Larry Lawrence Metevia Family
The Gloria Adams Washington Family
The Patrick Sean Rogers Family
The Otis Washington Family

Upon the motion by Rev. Henry and seconded by Atty. Magee the resolutions were recommended for approval.

Motion passed.

Chairman Rutledge acknowledged Nathaniel Harrison former SU Quarterback and childhood friend who was in the audience.

AGENDA ITEM 7: INFORMATIONAL ITEMS

A. System President's Report

Dr. Belton provided an update on the strategic plan development and presented a short video outlining the goals of the plan. Mr. Fondel asked about the roll out schedule. Dr. Belton stated that a marketing campaign would accompany the roll out.

Dr. Belton asked Dr. Williams to provide an update on the status of the search for the SU Agricultural Research and Extension Center. Dr. Williams informed members that the search committee received information/materials from 20 individuals interested in the position and the information would be screened by the committee next week. The committee will recommend 3 candidates to the president by July 1.

Atty. Magee, chairman of the Personnel Affairs committee gave a status report on the evaluation of Dr. Belton. An official transmittal letter will be given to Dr. Belton requesting a self-assessment.

B. Campus Reports

All reports were included in the meeting packet and are available for viewing on the SUS website and in hard copy form in the Board's office

Board member Arlanda Williams complimented Chancellor Devezin for working with Delgado community college in the reverse transfer program and initiating the first reverse transfer ceremony.

Chairman Rutledge apologized for not being able to attend several of the System campus graduations.

The **SUAREC** had additions to the campus report which are noted below.

Dr. Cheryl Atkins chair of the Department of Family and Consumer Sciences discussed the dietetic program at SUBR. SUBR is 1 of only 8 Universities that offer the internship program.

The medical marijuana update was given by Dr. Janana Snowden who informed Board members that background checks have been cleared. Preliminary inspections are complete, and phase 1 blueprints are being reviewed by the fire marshal. She has met with the Commissioner of Agriculture and LSU because LDAF has proposed new rules. She thanked General Counsel Deidre Robert, Associate General Counsel Tavares Walker, Atty. Marla Dickerson of the SU Law Center and SUS Communications Director Janene Tate for their support and assistance.

Dr. Davis commended Dr. Walker and staff for efforts in the initiative and thanked them for the tour of the production facility.

Dr. Tarver asked that the Board receive a medical marijuana update monthly.

AGENDA ITEM 8: OTHER BUSINESS

NONE

AGENDA ITEM 9: ADJOURNMENT

Upon the motion by Atty. Patrick Magee and seconded by Dr. Tolbert the meeting adjourned.

Motion passed.



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL
POST OFFICE BOX 9294
BATON ROUGE, LOUISIANA 70813-9294

RECEIVED
OFFICE OF THE
PRESIDENT
2019 JUN -4 PM 2:42
SOUTHERN
UNIVERSITY
SYSTEM

OFFICE OF THE CHANCELLOR

(225) 771-2552
FAX (225) 771-2474

June 3, 2019

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

RE: Memorandum of Understanding (MOU) Between the Southern University Law Center (SULC) and the MOWA Band of Choctaw Indians of Alabama (MOWA)

Dear Dr. Belton:

The MOWA Band of Choctaw Indians have always been in Alabama and is the only state recognized tribe in Alabama that still occupies part of its ancestral homeland. The MOWA Band became state recognized in 1979. The MOWA Band created a Tribal Designated Housing entity in 1983 through the State of Alabama Legislature and are one of the first of the eight state recognized tribes to develop housing for their tribal members. In order to implement the exercise of its inherent sovereignty, the MOWA Band routinely utilizes the services of attorneys.

The MOWA Band desires in coordination with SULC faculty to create experiential learning opportunities for SULC students providing practical “hands-on” training that help SULC students become educated to pursue careers in tribal and Indian law. SULC students would take a 3-credit course on Indian law, participate in a conference on an Indian law and policy topic, and acquire experiential learning opportunities related to Indian affairs, legislation and regulation.

I respectfully request that this MOU be presented to the Southern University System Board of Supervisors for review and approval at its June 2019 meeting. If you have any questions, please feel free to contact me.

Yours sincerely,

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

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
SOUTHERN UNIVERSITY LAW CENTER
AND THE
MOWA BAND OF CHOCTAW INDIANS**

This is a Memorandum of Understanding ("MOU") between the Southern University Law Center ("SULC") and the MOWA BAND OF CHOCTAW INDIANS of ALABAMA ("MOWA") to establish an "Indian Affairs Student Internship Program."

1. Background

Indian law is a highly specialized field that is rooted in the unique sovereign status of Indian tribes that has been reaffirmed in countless judicial decisions, statutes, and executive orders. Indian law centers around jurisdictional disputes arising from tribal sovereignty. Tribal businesses include much more than gaming, and non-Indian private enterprises and state agencies routinely interact with Indian tribes. Attorneys who have studied Indian law will have an advantage when seeking employment with tribes. Attorneys that have taken Indian law but do not work for tribes will have an advantage when engaged in business involving an Indian tribe.

The MOWA Band of Choctaw Indians have always been in Alabama and is the only State Recognized tribe in Alabama that still occupies part of its ancestral homeland. The MOWA Band of Choctaw Indians were State Recognized in 1979 making it the only tribe in the state to predate the Indian Reorganization Act of 1934. The MOWA Band of Choctaw Indians created a Tribal Designated Housing Entity in 1983 through the State of Alabama Legislature. The MOWA Band of Choctaw Indians are one of the first of the eight state recognized tribes to develop housing for their tribal members. In order to implement exercise its inherent sovereignty, the MOWA Band of Choctaw Indians routinely work with attorneys.

The Southern University Law Center (SULC) has been providing legal education for more than seventy (70) years and is the alma mater of many of Louisiana's premier jurists. Since its inception, the SULC has maintained a reputation for balancing high standards with access and opportunity. The quest for academic excellence is shaped by a desire to educate lawyers who foster a commitment to important ideals of social justice and public service. The SULC offers a unique opportunity for students to receive a rigorous legal education in the context of a respectful, caring, and committed community of faculty and staff.

As a historically black college, the SULC sees adding an Indian Law Program (ILP) to its curriculum as a natural part of its mission. Not only does the SULC recognize the struggles American Indians have suffered as a racial minority, the SULC respects the MOWA Band of Choctaw Indians inherent right to self-government and cultural

preservation. By working together and providing practical “hands-on” training, the MOWA Band of Choctaw Indians can help the SULC educate its students for careers in Indian law.

Therefore, recognizing the reciprocal benefits that collaboration provides, the MOWA Band of Choctaw Indians and the SULC hereby enter into this MOU to enhance practical training opportunities for the SULC students.

2. MOWA Band of Choctaw Indians Deliverables

- a. In coordination with SULC faculty, create externship/internship program opportunities for SULC students interested in becoming Indian law professionals; and,
- b. Engage in curricular training opportunities with the SULC faculty to enhance the skill set of SULC students interested in Indian law careers.

3. SULC Deliverables

- a. Establish an ILP that offers a 3-credit course on Federal Indian Law and hosts at least one conference per academic year on an Indian law and policy topic.
- b. Identify tribal collaboration, grant/contract opportunities related to Indian education projects, and foster and stimulate cooperation between the SULC ILP and the MOWA Band of Choctaw Indians; and,
- c. Create internship opportunities and experiential learning opportunities for the SULC students related to Indian Affairs, legislation, and regulation with MOWA Band of Choctaw Indians.
- d. Provide copies of all research/legal documentation to MOWA Band of Choctaw Indians.

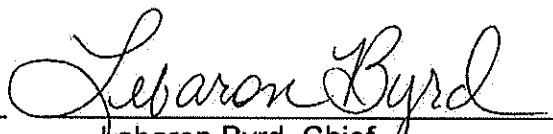
The MOWA Band of Choctaw Indians and the SULC hereby agree to use their best efforts to ensure the success of this MOU. The MOU will become final once it is approved by the Southern University System Board of Supervisors (“the Board”), and executed by authorized representatives of the MOWA Band of Choctaw Indians governing body, the MOWA Choctaw Indians Tribal Council, and the SULC.

The term of this agreement will be for five years with the option to renew for an additional number of years to be decided upon and approved by the MOWA Band of Choctaw Indians Tribal Council and the Board. This agreement and its implementation will be reviewed annually during the pendency of its term and during any subsequent

renewed additional years. Both parties have the right to terminate this agreement for convenience upon providing ninety (90) days written notice to the other party.

Signed this the 14th day of May, 2019, by John K. Pierre, Chancellor of the Southern University Law Center, and Kesler Weaver Sr., Chairman of the MOWA Band of Choctaw Indians Tribe of Mt. Vernon, AL.

John K. Pierre, Chancellor
Southern University Law Center


Lebaron Byrd, Chief
MOWA Band of Choctaw Indians

MEMORANDUM OF UNDERSTANDING

Clayton County Public School District Initiative and Southern University and Agricultural & Mechanical College System

This **MEMORANDUM OF UNDERSTANDING** (“Agreement”), is made and entered into this ____ day of May, 2019, between the Clayton Public School District represented by Superintendent of Schools, Dr. Morcease Beasley, and the Southern University System, represented by its President, Dr. Ray Belton to facilitate student recruitment and admission of graduates of the Clayton County School District into Southern University System consistent institutions that offer undergraduate degree programs.

- 1. Active Recruitment.** Southern University System Constituent institutions agree to actively recruit students from the Clayton Public School District. To be fully admitted, first-time freshmen who are graduates of a state-approved high school must have a 2.0 overall GPA (4.0 Scale). Students who do not meet the Louisiana Core 4 requirements must meet the following: 2.0 overall GPA (4.0 Scale); ACT SCORES: 18 English; 19 Math and 23 Composite; SAT SCORES: 500 Evidence-Based Reading & Writing; 510 Math; 1130 Composite.
- 2. Outreach Activity.** Southern University System Constituent institutions will participate in at least one annual outreach activity, college fair and other program designed to increase awareness about Southern University System Constituent Institutions, admission requirements, and financial aid and scholarships.
- 3. Honors & High Achieving Students Initiative.** The Clayton County Public School District will guarantee access to students for recruitment to the Southern University Baton Rouge campus Honors Program, J. S. Clark Presidential Scholarship, Jesse N. Stone Scholarship and USDA Scholars Program, as well as the Chancellor’s Scholars Program at the Southern University New Orleans campus at outreach activities, college fairs and other program designed to increase awareness about the Honors Program, J.S. Clark Presidential Scholarship, Jesse N. Stone Scholarship, and the USDA Scholars Program at Southern University Baton Rouge, as well as the Chancellor’s Scholars program at the Southern University New Orleans campus.
- 4. Guaranteed Admission Initiative.** Clayton County Public School District graduates will be granted admission if admission requirements for the Southern University Baton Rouge campus, the Southern University New Orleans campus, the Southern University Shreveport Connect Program, or the Emerging Jaguars program are met by Clayton County School District graduates. Students will be made aware that additional prerequisites and graduation requirement may be required by Southern University and A&M College

Systems Institutions for certain majors. Only students who are in good standing will be considered.

5. **Out of State Waiver.** Upon admission, funding to support the cost of attendance will be granted in the form of an out-of-state fee waiver to qualified first-time, first-year students who meet the following criteria as a graduate from any Clayton County School District High School:
 - I. Minimum Composite ACT score of 20 or SAT total score of 1020
 - II. Minimum ACT English score of 18 and Math score of 19 or SAT Writing Language score of 25 and SAT Math score of 500
 - III. Minimum high school GPA of 2.7 on a 4.0 scale.

Students must maintain a minimum of 12-15 hours of non-development course per semester and maintain a cumulative minimum 2.5 GPA to continue to receive the out-of-state fee waiver.

6. **Student Advising.** Southern University and A&M System Constituent institutions will provide pre-transfer advising to students in person, online, via email, and/or telephone advising. In addition, faculty advising by discipline will be available to students prior to and once enrolled at Southern University System Constituent Institutions. Informational materials for potential students will be available in Clayton County Public Schools to facilitate the admission and enrollment process.
7. **On-Campus Housing.** Southern University and A&M System undergraduate institutions will provide campus housing during the first year if the housing fees are paid by the housing application deadline by prospective students.
8. **Young Scholars Program.** The Young Scholars Program at the Southern University Baton Rouge Campus offers future scientists and engineers a unique opportunity to experience Southern University life while still in high school. The program is open to students who have completed their junior year of high school (i.e. rising seniors). The Southern University Baton Rouge Campus will recruit students from the Clayton County School District for this program.
9. **Assessment Data.** Under this agreement, Southern University and A&M System undergraduate institutions will conduct an analysis of the Clayton County Public School District student performance to determine their progress and success. The analysis will include descriptives that profile the population and process measures, such as course completion and term persistence, as well as course of study. The success of students is measured by achieved outcomes and includes degrees conferred, time to completion, and continuation towards an advanced education. No later than 90 days after the conclusion of an academic year, Southern University and A&M System undergraduate institutions shall

provide the Clayton County Public School District with a written summary of the results of the analysis.

10. Terms of Agreement & Severability. The term of this agreement shall be ongoing commencing on the date first set forth above, provided that either party may terminate this agreement upon written notice, with the termination effective at the start of the following academic year. If the agreement is terminated, all students identified on or before the date of termination will retain their admission guarantee and all other terms stated in the agreement.

This agreement contains the entire agreement between the parties pertaining to the transaction and may not be amended, unless in writing and signed by both parties.

CLAYTON COUNTY PUBLIC SCHOOL
DISTRICT SUPERINTENDENT OF SCHOOLS

Dr. Morcease Beasley

SOUTHERN UNIVERSITY SYSTEM PRESIDENT

Dr. Ray Belton, President

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTHERN UNIVERSITY SYSTEM AND
SOUTHERN UNIVERSITY ALUMNI FEDERATION**

This non-binding Memorandum of Understanding (“Agreement”) is entered into effective the 1st of July, 2019 through the 1st of July, 2024 (“Term”) by and between Southern University System (“System”) and Southern University Alumni Federation (“Federation”) (Southern University System and Southern University Alumni Federation hereinafter sometimes referred collectively to as the “parties” and/or individually as a “party”) for the purpose of exploring potential partnership on joint development of additional housing units in conjunction with a multi-purpose alumni center (“Alumni Center Project”).

RECITALS

1. The Southern University Baton Rouge (“SUBR”) campus endeavors to improve the campus buildings and infrastructure. As such, to better serve its students, faculty and staff, SUBR is in the process of developing a campus master plan to replace and repair buildings and facilities on the campus as well as construct new buildings and facilities.
2. In addition, the System has a strong interest in partnering with the local community and developing the land immediately surrounding the Baton Rouge campus.
3. The Federation is authorized by Louisiana Revised Statute 17:3390 as a private nonprofit corporation to support the Southern University System, and the Louisiana legislature has determined that private support enhances the programs, facilities, and research and educational opportunities offered by public institutions of higher education in Louisiana.
4. The Federation and the System desire to formalize the potential partnership to explore jointly developing the Alumni Center Project for the benefit of the Federation and SUS.
5. The Federation owns land adjacent to SUBR, which the parties believe could potentially be a suitable location for the Alumni Center Project.
6. This Agreement of understanding is restricted to the joint development of the Alumni Center Project on the land referenced in Section 5.

Therefore, the Federation wishes to authorize the System to engage a developer to explore the potential construction of the Alumni Center Project. This includes, but is not limited to, providing the System with input regarding the scope of the development, as well as gathering costs and requirements associated with the potential Alumni Center Project. This Agreement does not authorize either party to enter into any contract that binds the other party. Moreover, should during or after the Term of this Agreement the parties mutually agree to move forward with jointly

developing the Alumni Center Project, the parties will enter into a separate agreement memorializing the details of the joint development.

The term of this Agreement shall be five (5) years beginning July 1, 2019 and ending July 1, 2024.

The System hereby accepts the responsibilities as authorized herein by the Federation.

This Agreement is cancellable at either party's sole discretion, for any reason, or for no reason, by giving thirty (30) days' written notice.

Any notices relative to this Agreement shall be sent to the following and the parties agree that notice sent via email satisfies the written notice requirement under this Agreement:

Southern University System
c/o Dr. Ray Belton, President-Chancellor
J.S. Clark Administration Bldg.- 4th Floor
G. Leon Netterville Drive
Baton Rouge, LA 70813
Email: ray_belton@sus.edu

SU Alumni Federation
c/o Derrick Warren
J.S. Clark Administration Bldg.- 4rd Floor
G. Leon Netterville Drive
Baton Rouge, LA 70813
Email: derrick_warren@sus.edu

The parties voluntarily agree to engage each other herein in this non-binding agreement for the benefit of the System and Federation.

The parties further agree to the following miscellaneous provisions:

- i. Governing Law: This Agreement shall be governed by Louisiana law and is fully performable in the Parish of East Baton Rouge, Louisiana.
- ii. Entire Agreement: This Agreement is the entire agreement between the parties and, except as expressly provided herein, cannot be changed, altered, or amended except by written amendment signed by both parties. The parties acknowledge and warrant that: (1) there are no other agreements, whether oral or written, express or implied, relating to the subject matter of this Agreement; and (2) neither party is entering into this Agreement in reliance on any promises or representations that are not expressly stated in this Agreement.
- iii. Amendments: Amendments to this Agreement may from time to time be agreed to, executed, and made a part of this Agreement. No amendment to this Agreement will be binding or enforceable unless it is in writing and is signed by both of the parties hereto.
- iv. Waiver: The waiver by either party of a breach or violation of any provision(s) of this Agreement will not operate as or be construed to be a waiver of any other or subsequent breach or violation.

- v. Counterparts: This Agreement may be signed and delivered in two (2) or more counterparts, each of which will be deemed an original and all of which together will constitute one and the same instrument.
- vi. Savings Clause: The invalidity or unenforceability of any provision in this Agreement shall in no way affect the validity or enforceability of any other provision. This Agreement shall be construed as if the invalid or unenforceable provision were never included in the Agreement.

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AGREED:

SOUTHERN UNIVERSITY SYSTEM

By: _____
Mr. Domoine Rutledge, Esq. Chairman
Southern University Board of Supervisors

Date

By: _____
Dr. Ray Belton, President-Chancellor

Date

**SOUTHERN UNIVERSITY ALUMNI
FEDERATION**

By: _____
Ms. LaQuitta Thomas, National President

Date

By: _____
Mr. Derrick Warren, Executive Director

Date

DeCUIR, CLARK & ADAMS, L.L.P.

ATTORNEYS AT LAW
732 NORTH BOULEVARD
BATON ROUGE, LOUISIANA 70802

WINSTON G. DECUIR, SR.
LINDA LAW CLARK
MICHAEL R. D. ADAMS
WINSTON G. DECUIR, JR.
BRANDON J. DECUIR¹

(225) 346-8716
FAX (225) 336-1950

1. LL.M. IN TAXATION

June 7, 2019

Via Electronic Mail

Ms. Deidre Roberts
General Counsel
Southern University System
Email: deidre_robert@sus.edu

RE: Palisades Resolution

Dear Ms. Roberts:

Jones Walker is handling a procedure with the purchase of Palisades after it defaulted on its bond documents. Pursuant to the original indenture entered into by the Southern University System with Palisades, Southern University System must sign-off on this process. I have provided to you previously and I'm re-providing you the two resolutions required for approval and the counsel's representing the parties have requested that it be on your June agenda. Please advise if you wish either of them to attend that meeting and whether you have any additional questions, they might be able to address to complete this process. I again attach those documents for your consideration.

Sincerely,
DeCuir, Clark & Adams, LLP

s/Linda Law Clark
Linda Law Clark

LLC/ybc

Attachments

BOARD OF SUPERVISORS OF THE SOUTHERN UNIVERSITY SYSTEM

The following resolution was offered upon motion by _____:

RESOLUTION

A RESOLUTION AUTHORIZING THE EXECUTION OF CERTAIN DOCUMENTS RELATING TO THE \$25,590,000 LOUISIANA LOCAL GOVERNMENT ENVIRONMENTAL FACILITIES AND COMMUNITY DEVELOPMENT AUTHORITY REVENUE BONDS (BATON ROUGE STUDENT HOUSING, L.L.C. PROJECT) SERIES 2003A; AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH.

WHEREAS, Southern University and A & M College at Baton Rouge (the "*University*") is a public university under the management of the Board of Supervisors of Southern University and Agricultural and Mechanical College (the "*Board*"), pursuant to La. R.S. 17:3216;

WHEREAS, on behalf of the Baton Rouge Student Housing, L.L.C., a Louisiana limited company (the "*Borrower*"), the Louisiana Local Government Environmental Facilities and Community Development Authority (the "*Issuer*") issued its \$25,590,000 Revenue Bonds (Baton Rouge Student Housing, L.L.C. Project) Series 2003A (the "*Series 2003A Bonds*") and its \$410,000 Taxable Revenue Bonds (Baton Rouge Student Housing, L.L.C. Project) Series 2003B (the "*Series 2003B Bonds*") pursuant to the terms and conditions of that certain Trust Indenture dated as September 1, 2003, as supplemented and amended by that certain First Supplemental Indenture dated as of February 1, 2005 (collectively, the "*Existing Indenture*") by and between the Issuer and BNY Mellon Trust Company, N.A., formerly known as The Bank of New York Trust Company of Florida, N.A., as trustee (the "*Trustee*");

WHEREAS, the Series 2003A Bonds were issued for the purpose of (i) financing the development, design, acquisition, construction and equipping of student housing facilities for the Borrower adjacent to the University's campus in Baton Rouge; (ii) funding a debt service reserve fund; (iii) funding capitalized interest on the Series 2003A Bonds; and (iv) paying a portion of the costs of issuance of the Series 2003A Bonds (collectively, the "*Project*");

WHEREAS, the Series 2003B Bonds were issued for the purpose of paying the remaining portion of costs of issuance of the Series 2003A Bonds and the Series 2003B Bonds and the Series 2003B Bonds are no longer outstanding;

WHEREAS, ACA Financial Guaranty Corporation (the "*Bond Insurer*") issued its municipal bond insurance policy (the "*Bond Insurance Policy*") in connection with the issuance of the Series 2003A Bonds;

WHEREAS, Events of Default (as defined in the Existing Indenture) currently exist and are ongoing with respect to the Series 2003A Bonds, including, without limitation, Events of Default relating to the payment when due of principal and interest on the Series 2003A Bonds;

WHEREAS, the Bond Insurer is entitled to direct the exercise of remedies in connection with Events of Default (including, without limitation, acceleration of the maturity of the Series 2003A Bonds), pursuant to the provisions of the Existing Indenture;

WHEREAS, the Bond Insurer has requested that the Existing Indenture be amended to more clearly set forth the rights of the parties in connection with remedial actions by permitting the Borrower or the Bond Insurer, as an alternative to acceleration of the Series 2003A Bonds, to direct an optional redemption and to purchase the Series 2003A Bonds in lieu of such redemption and to provide for various additional actions in conjunction therewith;

WHEREAS, the Bond Insurer has requested the consent of the Board to provide for the amendment of the Existing Indenture by the execution of a Second Supplemental Indenture between the Issuer and the Trustee (the “Second Supplemental Indenture”);

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Southern University and Agricultural and Mechanical College, as follows:

BE IT FURTHER RESOLVED, the foregoing “WHEREAS” clauses are hereby adopted and incorporated as set forth in the preamble to this Resolution.

BE IT FURTHER RESOLVED, the Board hereby approves and consents to the execution of the Second Supplemental Indenture, attached hereto as Exhibit A, respectively, subject to such changes as may be approved by counsel to the Board.

AND FURTHER, the President of the Board, the President of the University, or their designees shall be authorized to execute the Second Supplemental Indenture, attached hereto as Exhibit A, respectively, and any certificates, documents, agreements, or other items necessary to complete the amendments to the Series 2003A Bonds.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

ABSTAINING:

The Resolution was declared to be adopted on the ____ day of June, 2019.

(Other items not pertinent hereto are omitted)

Upon motion duly made, seconded and unanimously carried, the meeting was adjourned.

Certified to be a true copy.

Secretary

[SEAL]

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

I, _____, the undersigned Assistant to the Board of the Board of Supervisors of the Southern University System (the "Board"), do hereby certify that the foregoing constitutes a true and correct copy of a resolution adopted by the Board on June ____, 2019 captioned as follows:

A RESOLUTION AUTHORIZING THE EXECUTION OF CERTAIN DOCUMENTS RELATING TO THE \$25,590,000 LOUISIANA LOCAL GOVERNMENT ENVIRONMENTAL FACILITIES AND COMMUNITY DEVELOPMENT AUTHORITY REVENUE BONDS (BATON ROUGE STUDENT HOUSING, L.L.C. PROJECT) SERIES 2003A; AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH.

which resolution was duly adopted by the Board at a meeting duly called, noticed and held and at which meeting a quorum was present and voting.

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of said Board on this the ____ day of June, 2019.

Name: _____
Title: _____

[SEAL]

EXHIBIT A

FORM OF
SECOND SUPPLEMENTAL INDENTURE

**FORM OF SECOND SUPPLEMENTAL INDENTURE
TO
TRUST INDENTURE**

**BY AND BETWEEN LOUISIANA LOCAL GOVERNMENT
ENVIRONMENTAL FACILITIES AND COMMUNITY DEVELOPMENT
AUTHORITY AND BNY MELLON TRUST COMPANY, N.A., AS
TRUSTEE DATED AS OF SEPTEMBER 1, 2003**

This SECOND SUPPLEMENTAL INDENTURE TO TRUST INDENTURE, dated as of [DATE], 2019 (this "Agreement") is entered into by and between the LOUISIANA LOCAL GOVERNMENT ENVIRONMENTAL FACILITIES AND COMMUNITY DEVELOPMENT AUTHORITY (the "Issuer") and BNY MELLON TRUST COMPANY, N.A. (formerly known as The Bank of New York Trust Company of Florida, N.A.), as Trustee (the "Trustee"), and amends that certain Trust Indenture dated as of September 1, 2003 by and between the Issuer and the Trustee (as amended by that certain First Supplemental Indenture to Trust Indenture dated as of February 1, 2005, the "Existing Indenture").

WITNESSETH:

WHEREAS, the Issuer and the Trustee have entered into the Existing Indenture in connection with the issuance of \$25,590,000 Louisiana Local Government Environmental Facilities and Community Development Authority Revenue Bonds (Baton Rouge Student Housing, L.L.C. Project) Series 2003 A and \$410,000 Louisiana Local Government Environmental Facilities and Community Development Authority Revenue Bonds (Baton Rouge Student Housing, L.L.C. Project) Series 2003 B (collectively, the "Bonds") to provide financing for a project (the "Project") undertaken by Baton Rouge Student Housing, L.L.C. (the "Borrower");

WHEREAS, Events of Default currently exist and are ongoing with respect to the Bonds including, without limitation, Events of Default under and pursuant to Sections 1001(a) and 1001(b) of the Indenture;

WHEREAS, ACA Financial Guaranty Corporation, a Maryland stock insurance company (the "Bond Insurer"), is entitled to direct the exercise of remedies in connection with such Events of Default (including, without limitation, acceleration of the maturity of the Bonds), pursuant to the provisions of Sections 1002 and 1003 of the Indenture;

WHEREAS, the Bonds are, pursuant to Section 302 of the Indenture, currently subject to optional redemption at a price of 100% of the principal amount thereof plus interest accrued to the redemption date;

WHEREAS, the Bond Insurer has requested that the Existing Indenture be amended to more clearly set forth the rights of the parties in connection with remedial actions by permitting the Bond Insurer, as an alternative to acceleration of the Bonds, to direct an optional redemption and to purchase the Bonds in lieu of such redemption and to provide for various additional actions in conjunction therewith;

WHEREAS, pursuant to Section 1201(a)(xi) of the Indenture, the Issuer and the Trustee may, without the consent of or notice to any of the Bondholders, but with the consent of the Bond Insurer, provided it is not in default in respect of any of its obligations in respect of the Bond Insurance Policies (as defined in the Indenture), enter into amendments or supplements to the Indenture making any change therein other than changes described in items (i) through (vii) of Section 1202(a) of the Indenture, none of which are the subject of this Agreement;

WHEREAS, the Bond Insurer is not in default in respect of any of its obligations in respect of such Bond Insurance Policies; and

WHEREAS, the Bond Insurer has consented to the execution of this Agreement.

NOW THEREFORE, BE IT AGREED AS FOLLOWS:

1. The Indenture is hereby amended by deleting the definition of "Authorized Denominations" and inserting in lieu thereof the following:

"**Authorized Denominations,**" with respect to the Series 2003 Bonds, means (i) so long as the Bond Insurance Policies are in full force and effect with respect to the Series 2003 Bonds, Five Thousand Dollars (\$5,000) and whole multiples thereof and (ii) following a termination of the Bond Insurance Policies pursuant to Section 302(e) hereof, One Hundred Thousand Dollars (\$100,000) and whole multiples of Five Thousand Dollars (\$5,000) in excess thereof.

2. The Indenture is hereby amended by deleting Section 302 thereof in its entirety and by inserting in lieu thereof the following Section 302:

Section 302. Optional Delivery. (a) The Series 2003A Bonds will be subject to redemption prior to maturity, at the option of the Issuer upon the written request of the Borrower or, during the occurrence of an Event of Default hereunder, at the direction of the Bond Insurer, on and after September 1, 2014, in whole or in part (in amounts not less than \$50,000) on any Interest Payment Date, at a redemption price (expressed as a percentage of principal amount) set forth in the following table plus interest accrued to the redemption date:

Redemption Dates	Redemption Prices
September 1, 2014 through August 31, 2015	102%
September 1, 2015 through August 31, 2016	101
September 1, 2016 and thereafter	100

(b) Any Bonds called for optional redemption under this Indenture at the direction of the Bond Insurer may be purchased, in whole but not in part, by the Bond Insurer on the date upon which such Bonds were to have been redeemed (the "Purchase in Lieu of Redemption Date"), at a purchase price equal to the applicable Redemption Price (the "Purchase Price"), plus accrued interest to the Purchase in Lieu of Redemption Date.

At any time prior to the Purchase in Lieu of Redemption Date, the Bond Insurer may give written notice to the Trustee and the Issuer (with a copy to the Borrower) that it will purchase the Bonds in lieu of redemption on the Purchase in Lieu of Redemption Date. If no such notice is received prior to the Purchase in Lieu of Redemption Date, the Bonds shall not be purchased in lieu of redemption pursuant to this Section, but shall be redeemed in accordance with the Trustee's notice of optional redemption.

(c) Any Bond that is not surrendered to the Trustee for purchase on or before the Purchase in Lieu of Redemption Date (an "Undelivered Bond") shall, if moneys sufficient and available for the purchase of such Bond are on deposit with the Trustee on such date, be deemed to have been purchased on such date. Owners of Undelivered Bonds shall have no rights or benefits under this Indenture with respect to such Bonds other than to receive the purchase price for such Bonds upon surrender of such Bonds to the Trustee solely from amounts on deposit with the Trustee for that purpose, and none of the Issuer, the Trustee, the Bond Insurer or the Borrower shall have any further liability with respect to owners of Undelivered Bonds.

(d) Bonds purchased pursuant to this Section shall be deemed to have been so purchased, and the purchaser of such Bonds and any subsequent transferee thereof shall be deemed the Registered Owner of such Bonds for all purposes under this Indenture, and interest accruing on such Bonds on and after the Purchase in Lieu of Redemption Date shall be payable solely to the purchaser of the Bonds or any assignee(s) of its interest in such Bonds. The purchase of Bonds in accordance with the provisions of this Section is not intended, and shall not be deemed to constitute, a redemption of such Bonds nor an extinguishment of the debt evidenced thereby.

(e) Following any purchase in lieu of redemption of the Bonds pursuant to the provisions hereof, the Bond Insurance Policies may, with the written consent of the Bond Insurer and the Owners of 100% of the Outstanding Bonds, be terminated, canceled or be endorsed as agreed by the Bond Insurer and such Bondholders. In conjunction therewith, the Bond Insurer may assign its rights under the Indenture and the Bond Documents to such Person as it identifies in writing to the Issuer, the Trustee and the Borrower. The Issuer and the Trustee shall, at the written request of the Bond Insurer and the Owners of 100% of the Outstanding Bonds (but at no cost to either the Issuer or the Trustee), take such actions as are reasonably required to facilitate such termination, cancellation or endorsement (including, without limitation, obtaining new CUSIP numbers for the Bonds, issuing replacement Bonds and/or filing any reasonably required federal tax forms).

3. The Indenture is hereby amended by deleting Section 307 in its entirety and by inserting in lieu thereof the following Section 307:

Section 307. Election to Redeem or Purchase and Notice to Trustee; Redemption or Purchase Notice. (a) In case of any redemption or purchase pursuant to Section 302 hereof, the Borrower or the Bond Insurer, as applicable, shall, at least twenty (20) days prior to the date that notice of redemption or purchase is required to be given by the Trustee (unless shorter notice shall be satisfactory to the Trustee), notify the Trustee in writing of such redemption or purchase date and of the principal amount of Bonds to be

redeemed or purchased. A copy of such notice to the Trustee shall be sent to the Borrower or the Bond Insurer, as applicable, and to each Rating Agency.

(b) At least thirty (30) days and not more than sixty (60) days before the redemption or purchase date of any Series 2003 Bonds, whether such redemption or purchase be in whole or in part, the Trustee shall cause a notice of such redemption or purchase signed by the Trustee to be mailed, first-class postage prepaid, to each Rating Agency and all Owners of Series 2003 Bonds to be redeemed in whole or in part at their addresses appearing upon the Bond Register; provided that any such notice to a Securities Depository Nominee shall be given by facsimile followed by certified or registered mail. Failure to mail any such notice to any Owner or any defect in any notice so mailed shall not affect the validity of the proceedings for the redemption or purchase of the Series 2003 Bonds of any other Owners to whom such notice was given as required hereby. The Trustee shall also give such notice of redemption or purchase, by certified or registered mail, to at least three (3) securities depositories and at least two (2) national information services which disseminate redemption information, but failure to mail such notice or any defect therein shall not affect the validity of any proceedings for the redemption or purchase of any Series 2003 Bonds. At least fifteen (15) days before the redemption or purchase date of Series 2003 Bonds, such redemption or purchase notice shall also be given to the Issuer by (i) registered or certified mail, postage prepaid, or (ii) overnight delivery service.

(c) Each such notice shall set forth the date fixed for redemption or purchase, the place of payment, the CUSIP numbers of the Series 2003 Bonds to be redeemed or purchased, the Redemption Price or Purchase Price to be paid, and, if less than all of the Series 2003 Bonds of any maturity then Outstanding shall be called for redemption, the distinctive numbers and letters, if any, of such Series 2003 Bonds to be redeemed and, in the case of any Series 2003 Bond to be redeemed in part only, the portion of the principal amount thereof to be redeemed. Each such notice shall also state that pursuant to Section 308 hereof interest on the Series 2003 Bonds to be redeemed shall cease to accrue on the date fixed for redemption and that, if any Series 2003 Bond is to be redeemed in part only, on or after the redemption date, upon surrender of such Series 2003 Bond, a new Series 2003 Bond or Series 2003 Bonds in principal amount equal to the unredeemed portion of such Series 2003 Bond will be issued.

(d) Any notice of redemption or purchase may state that the redemption or purchase to be effected is conditioned upon the receipt by the Trustee on or prior to the redemption date of Available Moneys or Defeasance Obligations, or a combination of both, sufficient and legally available to pay the Debt Service Payments or Purchase Price on the Bonds to be redeemed or purchased, and that if such Available Moneys or Defeasance Obligations are not so received or are not so received or are not so legally available such notice shall be of no force or effect and such Bonds shall not be required to be redeemed or purchased. In the event that such notice contains such a condition and Available Moneys or Defeasance Obligations, or a combination of both, sufficient to pay the Debt Service Payments or Purchase Price on such Bonds are not received by the Trustee on or prior to the redemption or purchase date, the redemption or purchase shall not be made and the Trustee shall within a reasonable time thereafter, give notice, in the manner in which the

notice of redemption or purchase was given, that such Available Moneys or Defeasance Obligations were not so received.

(e) Notice of any redemption or purchase hereunder with respect to Bonds held under a book-entry system shall be given by the Trustee only to the Securities Depository or to the Securities Depository Nominee, as the Owner of such Bonds. Selection of book-entry interests in Bonds called for redemption or purchase is the responsibility of the Securities Depository and any failure of any participant or beneficial owner to receive such notice and its contents or effect will not affect the validity of such notice or any proceedings for the redemption or purchase of such Bonds.

4. The Indenture is hereby amended by deleting Section 308 in its entirety and by inserting in lieu thereof the following Section 308:

Section 308. Effect of Calling for Redemption or Purchase. (a) On or before the date fixed for redemption or purchase, moneys or Defeasance Obligations shall be deposited with the Trustee sufficient to pay the Redemption Price or the Purchase Price of the Bonds or portions thereof called for redemption as well as the interest accruing thereon on the redemption thereof.

(b) On the date fixed for redemption or purchase, notice having been given in the manner and under the conditions hereinabove provided, the Bonds or portions thereof called for redemption or purchase shall be due and payable at the Redemption Price provided therefor or shall be purchased at the Purchase Price, plus accrued interest to such date. On such date, if money or Defeasance Obligations, or a combination of both, sufficient to pay the Redemption Price or Purchase Price of the Bonds or portions thereof to be redeemed or purchased, plus accrued interest thereon to the date fixed for redemption or purchase, are held by the Trustee in trust for the Owners of Bonds or portions thereof to be redeemed or purchased, interest on the Bonds or portions thereof called for redemption shall cease to accrue (interest on the purchased bonds, however, shall continue to accrue); such Bonds or portions thereof shall cease to be entitled to any benefits or security under this Indenture or to be deemed Outstanding; and the Owners of such Bonds or portions thereof shall have no rights in respect thereof except to receive payment of the Redemption Price or Purchase Price thereof, plus accrued interest to the date of redemption or purchase. Bonds and portions of Bonds for which irrevocable instructions to pay on one or more specified dates or to call for redemption at a redemption date have been given to the Trustee in form satisfactory to it shall not thereafter be deemed to be Outstanding under this Indenture and shall cease to be entitled to the security of or any rights under this Indenture, other than rights to receive payment of the Redemption Price thereof and accrued interest thereon to the date of redemption, to be given notice of redemption in the manner provided in Section 307 hereof, and, to the extent hereinafter provided, to receive Bonds for any unredeemed portions of Bonds, if money or Defeasance Obligations, or a combination of both, sufficient to pay the Redemption Price of such Bonds or portions thereof, together with accrued interest thereon to the date upon which such Bonds or portions thereof are to be paid or redeemed, are held by the Trustee in trust for the Owners of such Bonds.

5. This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

6. Except as amended hereby, the Existing Indenture shall continue in full force and effect.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the Issuer and the Trustee have caused this Agreement to be executed by their respective duly authorized officers, as of the [_____] day of [_____] , 2019.

LOUISIANA LOCAL GOVERNMENT
ENVIRONMENTAL FACILITIES AND
COMMUNITY DEVELOPMENT
AUTHORITY, as Issuer

By: _____

Name: _____

Title: _____

[Signature Page to Second Supplemental Indenture]

BNY MELLON TRUST COMPANY, N.A., as
Trustee

By: _____
Name: _____
Title: _____

[Signature Page to Second Supplemental Indenture]

The undersigned, on behalf of the Bond Insurer, consents to the above and foregoing Second Supplemental Indenture.

ACA FINANCIAL GUARANTY
CORPORATION, as Bond Insurer

Date: _____

By: _____

Name: _____

Title: _____

The above and foregoing Second Supplemental Indenture is hereby approved.

SOUTHERN UNIVERSITY AND A&M
COLLEGE AT BATON ROUGE

Date: _____

By: _____

Name: _____

Title: _____



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

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

OFFICE OF THE
VICE PRESIDENT FOR
FINANCE AND BUSINESS AFFAIRS

June 14, 2019

TELEPHONE: (225) 771-5550
FAX: (225) 771-2922

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

Re: Request Approval of Memorandum of Understanding (MOU) Between the SUS and SUBR and the SUS and SUNO

Dear President-Chancellor Belton:

I am enclosing two draft MOUs between the SUS and SUBR, and the SUS and SUNO for your approval. The MOUs are being entered into to create, establish, expand, and refine specialized programs in accordance with the workforce needs of Computer Sciences Corporation (CSC) represented by its subsidiary DXC Technology Services, LLC.

Thank you for your approval and the advancement of this request to the Board of Supervisors. Please let me know if you need additional information.

Sincerely,

A handwritten signature in blue ink, reading "Flandus McClinton, Jr." with a stylized flourish at the end.

Flandus McClinton, Jr.
Vice President for Finance and Business Affairs

Attachments

Approval:

A handwritten signature in blue ink, appearing to be "Ray L. Belton", written over a horizontal line.

Dr. Ray L. Belton
President-Chancellor

"An Equal Education Opportunity Institution"

WWW.SUS.EDU

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
SOUTHERN UNIVERSITY SYSTEM
AND THE
SOUTHERN UNIVERSITY AND A&M COLLEGE BATON ROUGE**

This is a Memorandum of Understanding (MOU) between the Southern University System (SUS) and the Southern University and A&M College Baton Rouge (SUBR) to create, establish, expand, and refine specialized programs in accordance with the workforce needs of Computer Sciences Corporation (CSC) represented by its subsidiary DXC Technology Services LLC (DXC).

Background

SUS has previously entered into a Memorandum of Understanding dated and effective May 21, 2018 with the Louisiana Economic Development (LED) to establish a shared understanding to position the State's universities and colleges as world class institutions of learning that will allow each of them to strengthen educational offerings provided to their students and focus their transition to the Louisiana workforce.

The State has established, through a Cooperative Endeavor Agreement with CSC, a Higher Education Grant which provides for up to \$25 million over a five-year period to Louisiana Universities, Community Colleges and Technical Schools under the University Systems who qualify for funding pursuant to the terms and conditions of an Interagency Agreement to be executed between each University System and the LED for the purposes of creating, establishing, expanding and refining specialized programs in accordance with the CSC's workforce needs based upon input received by the LED and the institutions from CSC. CSC will be working through and represented by its subsidiary DXC which will be working with the University Systems and providing input to LED with regard to duties of the higher education institutions.

Performance Obligation:

SUBR will engage in activities reasonably aimed at achieving 50 potential leads with necessary technical and interpersonal skills to be provided to DXC by the institution through a process established and monitored by LED FastStart. SUBR will maintain accurate records of each lead submitted to DXC, with documentation of needed skills in a format easily monitored by LED FastStart for compliance. SUBR is responsible for maintaining proper adherence to all laws and regulations pertaining to student confidentiality and consent for sharing of personal data.

Further Expectations:

SUBR shall have the obligation of achieving the following goals and objectives:

- Designate key campus positions to provide oversight and accountability for the Project, support access to DXC-aligned skills for the widest possible group of students, recruit a pipeline of potential employment leads for DXC, conduct DXC recruiting and branding events, and coordinate student retention activities.
- Support DXC branding and recruiting efforts through campus events, job fairs, and internships.
- Provide regular representation in leadership committee meetings.
- Establish institution-level Technology Workforce Groups to identify obstacles to flexible, responsive technology workforce solutions and develop strategies to overcome them.
- Ensure expenditure of the funds by the institution is directed solely to the Project.
- Not charge indirect costs to the grant.
- Provide insight and work with DXC and LED on potential curriculum alignment initiatives.
- At DXC's request, develop an application and approval process to waive residency requirements in-state tuition for DXC employees and their dependents.

Agreement Term

The term of this Agreement shall be a fifteen (15) month period, beginning on the effective date, July 2, 2018; and this Agreement shall be completed and shall terminate on September 30, 2019, unless amended in writing, approved and signed by all parties.

Project Budget

Project Costs eligible for use of the LED grant funds including, in accordance with the Project Budget attached hereto as Attachment A-1, to be used by the institution for their expenses in connection with the Project, as shown in Attachment A-1. The institutional Project Budget shown in Attachment A-1 may, if necessary, be modified with written approval of SUS and LED.

The institution shall provide in their agreement with the System their own Budget showing their anticipated expenses in connection with the Project, which may include additional faculty, faculty incentives and supplements, facilitator/development position, instructors, student assistants and support, lab facilities, enhancements, equipment scholarships, software and other costs in furtherance of the Project approved by the System and LED.

Grant funds are to be used to supplement the institution's funding, to provide enhancements and additions to existing activities and programs, not to replace any existing funding. Any use of LED grant funds for ineligible purposes may, at LED's sole discretion, result in reduction and forfeiture of an equivalent amount of remaining grant funds.

Certification of Compliance

On or before July 1, 2019, SUBR shall deliver to the SUS a Certification of Compliance by a duly authorized representative of SUBR, including the following information:

- (1) Show the institution's achievements in achieving the actual numbers of the population of multidisciplinary postsecondary graduates highly qualified in skills aligned to the needs of DXC in support of CSC's workforce needs, growth of the software development industry and job creation in the State, by showing the numbers of actual achievements, progress, and extent of performance.
- (2) Identify the uses by the institution of the previous year's LED grant funds (Project Costs), specifically certifying that all such uses by the institution were for activities and initiatives directly associated with the Project.

Signed this the _____ day of _____, 2019, by Dr. Ray Belton, SUS President/SUBR Chancellor and Dr. James Ammons, SUS Executive Vice President/ SUBR Executive Vice Chancellor.

Dr. Ray Belton
SUS President/SUBR Chancellor

Dr. James Ammons
SUS Executive Vice President/SUBR Executive
Vice Chancellor

“Attachment A-1”

Project Budget (2018-19)

**Educational Institutions Within
the Southern University System (SUS)
Southern University and A&M College in Baton Rouge (SUBR)
Southern University in New Orleans (SUNO)**

Anticipated Funding

Sources: **Amounts**

LED to SUS, and subsequently to the Institutions:

Southern University in Baton Rouge (SUBR)

Southern University in New Orleans (SUNO)

Total Anticipated Funding

\$ 1,000,000.00

Anticipated Expenses

	SU	SUNO	SU/SUNO	TOTAL
Project Manager			108,000.00	108,000.00
Recruiting Manager	70,000.00	70,000.00		140,000.00
Student Success Specialist	60,000.00	60,000.00		120,000.00
Other Salaries				0.00
Total Salary	130,000.00	130,000.00	108,000.00	368,000.00
Fringes (37.44%)	48,672.00	48,672.00	40,435.00	137,779.00
Total (Salary and Fringes)	178,672.00	178,672.00	148,435.00	505,779.00
Faculty Retention/Recruitment	30,000.00	30,000.00		60,000.00
Student Recruitment/Retention	120,000.00	130,000.00		250,000.00
Sites		30,000.00		30,000.00
Events (Hackathons)	25,000.00	25,000.00		50,000.00
Curriculum Development	30,000	30,000.00		60,000.00
Travel	15,000.00	17,500.00		32,500.00
Materials/Supplies	5,774.00	5,947.00		11,721.00
TOTAL	404,446.00	447,119.00	148,435.00	1,000,000.00

Note: Program Manager serves both the SU and the SUNO campuses via the System level. The amount that goes directly to the campuses is \$851,565. SU receives 42.5% and SUNO receives 52.5% of the stated campus-directed amounts.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
SOUTHERN UNIVERSITY SYSTEM
AND THE
SOUTHERN UNIVERSITY AT NEW ORLEANS**

This is a Memorandum of Understanding (MOU) between the Southern University System (SUS) and the Southern University at New Orleans (SUNO) to create, establish, expand, and refine specialized programs in accordance with the workforce needs of Computer Sciences Corporation (CSC) represented by its subsidiary DXC Technology Services LLC (DXC).

Background

SUS has previously entered into a Memorandum of Understanding dated and effective May 21, 2018 with the Louisiana Economic Development (LED) to establish a shared understanding to position the State's universities and colleges as world class institutions of learning that will allow each of them to strengthen educational offerings provided to their students and focus their transition to the Louisiana workforce.

The State has established, through a Cooperative Endeavor Agreement with CSC, a Higher Education Grant which provides for up to \$25 million over a five-year period to Louisiana Universities, Community Colleges and Technical Schools under the University Systems who qualify for funding pursuant to the terms and conditions of an Interagency Agreement to be executed between each University System and the LED for the purposes of creating, establishing, expanding and refining specialized programs in accordance with the CSC's workforce needs based upon input received by the LED and the institutions from CSC. CSC will be working through and represented by its subsidiary DXC which will be working with the University Systems and providing input to LED with regard to duties of the higher education institutions.

Performance Obligation:

SUNO will engage in activities reasonably aimed at achieving 50 potential leads with necessary technical and interpersonal skills to be provided to DXC by the institution through a process established and monitored by LED FastStart. SUNO will maintain accurate records of each lead submitted to DXC, with documentation of needed skills in a format easily monitored by LED FastStart for compliance. SUNO is responsible for maintaining proper adherence to all laws and regulations pertaining to student confidentiality and consent for sharing of personal data.

Further Expectations:

SUNO shall have the obligation of achieving the following goals and objectives:

- Designate key campus positions to provide oversight and accountability for the Project, support access to DXC-aligned skills for the widest possible group of students, recruit a

pipeline of potential employment leads for DXC, conduct DXC recruiting and branding events, and coordinate student retention activities.

- Support DXC branding and recruiting efforts through campus events, job fairs, and internships.
- Provide regular representation in leadership committee meetings.
- Establish institution-level Technology Workforce Groups to identify obstacles to flexible, responsive technology workforce solutions and develop strategies to overcome them.
- Ensure expenditure of the funds by the institution is directed solely to the Project.
- Not charge indirect costs to the grant.
- Provide insight and work with DXC and LED on potential curriculum alignment initiatives.
- At DXC's request, develop an application and approval process to waive residency requirements in-state tuition for DXC employees and their dependents.

Agreement Term

The term of this Agreement shall be a fifteen (15) month period, beginning on the effective date, July 2, 2018; and this Agreement shall be completed and shall terminate on September 30, 2019, unless amended in writing, approved and signed by all parties.

Project Budget

Project Costs eligible for use of the LED grant funds including, in accordance with the Project Budget attached hereto as Attachment A-1, to be used by the institution for their expenses in connection with the Project, as shown in Attachment A-1. The institutional Project Budget shown in Attachment A-1 may, if necessary, be modified with written approval of SUS and LED.

The institution shall provide in their agreement with the System their own Budget showing their anticipated expenses in connection with the Project, which may include additional faculty, faculty incentives and supplements, facilitator/development position, instructors, student assistants and support, lab facilities, enhancements, equipment scholarships, software and other costs in furtherance of the Project approved by the System and LED.

Grant funds are to be used to supplement the institution's funding, to provide enhancements and additions to existing activities and programs, not to replace any existing funding. Any use of LED grant funds for ineligible purposes may, at LED's sole discretion, result in reduction and forfeiture of an equivalent amount of remaining grant funds.

Certification of Compliance

On or before July 1, 2019, SUNO shall deliver to the SUS a Certification of Compliance by a duly authorized representative of SUNO, including the following information:

- (1) Show the institution's achievements in achieving the actual numbers of the population of multidisciplinary postsecondary graduates highly qualified in skills aligned to the needs

of DXC in support of CSC's workforce needs, growth of the software development industry and job creation in the State, by showing the numbers of actual achievements, progress, and extent of performance.

- (2) Identify the uses by the institution of the previous year's LED grant funds (Project Costs), specifically certifying that all such uses by the institution were for activities and initiatives directly associated with the Project.

Signed this the _____ day of _____, 2019, by Dr. Ray Belton, SUS President and Dr. Lisa Mims-Devezin, SUNO Chancellor.

Dr. Ray Belton
SUS President

Dr. Lisa Mims-Devezin
SUNO Chancellor

“Attachment A-1”

Project Budget (2018-19)

Educational Institutions Within
the Southern University System (SUS)
Southern University and A&M College in Baton Rouge (SUBR)
Southern University in New Orleans (SUNO)

Anticipated Funding

Sources: _____ **Amounts**

LED to SUS, and subsequently to the Institutions:

Southern University in Baton Rouge (SUBR)

Southern University in New Orleans (SUNO)

Total Anticipated Funding

\$ 1,000,000.00

Anticipated Expenses

	SU	SUNO	SU/SUNO	TOTAL
Project Manager			108,000.00	108,000.00
Recruiting Manager	70,000.00	70,000.00		140,000.00
Student Success Specialist	60,000.00	60,000.00		120,000.00
Other Salaries				0.00
Total Salary	130,000.00	130,000.00	108,000.00	368,000.00
Fringes (37.44%)	48,672.00	48,672.00	40,435.00	137,779.00
Total (Salary and Fringes)	178,672.00	178,672.00	148,435.00	505,779.00
Faculty Retention/Recruitment	30,000.00	30,000.00		60,000.00
Student Recruitment/Retention	120,000.00	130,000.00		250,000.00
Sites		30,000.00		30,000.00
Events (Hackathons)	25,000.00	25,000.00		50,000.00
Curriculum Development	30,000	30,000.00		60,000.00
Travel	15,000.00	17,500.00		32,500.00
Materials/Supplies	5,774.00	5,947.00		11,721.00
TOTAL	404,446.00	447,119.00	148,435.00	1,000,000.00

Note: Program Manager serves both the SU and the SUNO campuses via the System level. The amount that goes directly to the campuses is \$851,565. SU receives 42.5% and SUNO receives 52.5% of the stated campus-directed amounts.