

SOUTHERN[®] UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

BOARD OF SUPERVISORS MEETING

Southern University at New Orleans
Millie Charles School of Social Work
6801 Press Drive, New Orleans, LA 70128

Friday, April 8, 2022

9:00 a.m.

ACADEMIC AFFAIRS COMMITTEE

Friday, April 8, 2022

Southern University at New Orleans

Millie Charles School of Social Work

6801 Press Drive, New Orleans, LA 70128

9:00 AM

AGENDA

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Special Presentations
 - A. Recognition of IBM Masters Fellowship Winners and Recognition of IBM donation of software license agreement (SUBR)
The agreement renewal is the equivalent of a \$15,000,000 gift in software and services.
 - B. Honore' Center Update (SUNO)
This presentation will highlight some of the accomplishments occurring at the Honore' Center in New Orleans.
 - C. Check Presentation of \$250,000 to SUNO by Mr. Tracey D. Turner, President and Founder of Turner Development, LLC., Washington, D.C. (SUNO)
4. Roll Call
5. Adoption of the Agenda
6. Public Comments
7. Action Item(s)
 - A. Request Approval of Spring 2022 Commencement Resolutions
 1. SUBR
 2. SUSLA
 3. SUNO
 - B. Request Approval to Consider Issuing an Honorary Degree to Mr. Jerome Smith (SULC)
 - C. Request Approval for the Conferral of a Posthumous Degree in the Name of JaVonte Barber from the Southern University (SUBR) (SUBR)

- D. Request Approval to Establish the Roy Griggs School of Business First Generation Endowed Scholarship (SUSLA)

Approval is requested for the establishment of an endowment made possible with a \$30k private donation from Griggs Enterprise, Inc. and McDonald's USA. The donation has been matched with ancillary funding to fully endow the fund at \$100k.

- E. *Request Approval of Tenure and Promotion from Associate Professor to the Rank of Full Professor (SUAREC)*

<i>Name</i>	<i>Current Title</i>	<i>New Title</i>	<i>Recommended</i>
<i>Devaiah Kambiranda</i>	<i>Assoc Professor</i>	<i>Full Professor</i>	<i>Yes</i>

- F. *Request Approval of Tenure and Promotion from Associate Professor to the Rank of Full Professor (SULC)*

<i>Name</i>	<i>Current Title</i>	<i>New Title</i>	<i>Recommended by FARPT Committee</i>
<i>Angela Bell</i>	<i>Assoc Professor of Law</i>	<i>Full Professor of Law</i>	<i>Yes</i>
<i>Regina Ramsey</i>	<i>V/C of Evening Division and Emerging Programs Associate Professor</i>	<i>V/C of Evening Division and Emerging Programs Full Professor</i>	<i>Yes</i>
<i>Shawn Vance</i>	<i>V/C for Academic Affairs Associate Professor</i>	<i>V/C for Academic Affairs Full Professor</i>	<i>Yes</i>

8. Other Business

9. Adjournment

MEMBERS

Mr. Sam Gilliam- Chairman, Dr. Leon Tarver–Vice-Chair,
 Ms. Arlanda Williams, Mrs. Ann Smith, Mr. Myron Lawson, Mrs. Christy Reeves
 Atty. Edwin Shorty - Ex Officio

SOUTHERN UNIVERSITY and A&M College at Baton Rouge

Resolution

Whereas, Spring Commencement Exercises are scheduled for the campus of Southern University and A&M College at Baton Rouge on Friday, May 13, 2022 at 10:00 a. m. at the F G Clark Activity Center Harding Boulevard, Baton Rouge, LA 70813; and

Whereas, there are approximately **489** prospective graduates at Southern University at Baton Rouge, who are to receive Bachelor's degrees, Master's degrees and Ph.D. degrees.

Now, therefore be it resolved that the degrees conferred upon the candidates for graduation at the Commencement Exercises at Southern University and A&M College at Baton Rouge submitted by President-Chancellor Ray L. Belton, upon the approval and recommendation of the Faculty, Council of Academic Deans, and appropriate administration be, and they are hereby approved.

Be it further resolved that the list of graduates may be supplemented or modified as is necessary to carry out the intent of this resolution.

Certificate

We, the duly qualified and acting officers of the Board of Supervisors of the Southern University and Agricultural and Mechanical College, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Southern University Board of Supervisors at its regular meeting on the 8th day of April, 2022.



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

Edwin Shorty, Chair
Board of Supervisors, Southern University
and Agricultural and Mechanical College

SOUTHERN UNIVERSITY *at* NEW ORLEANS

Resolution

Whereas, Spring Commencement Exercises are scheduled for the campus of Southern University at New Orleans on Saturday, May 7, 2022 at 4:00 p.m. at the Lake Front Arena, 680 Franklin Avenue, New Orleans, LA; and

Whereas, There are approximately 314 prospective graduates at Southern University at New Orleans, who are to receive Associate's, Bachelor's, and Master's degrees.

Now, therefore be it resolved that

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

Be it further resolved that

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

Certificate

We, the duly qualified and acting officers of the Board of Supervisors of the Southern University and Agricultural and Mechanical College System do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Southern University Board of Supervisors at its regular meeting on Friday, April 8, 2022.



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

Attorney Edwin Shorty, Chair
Board of Supervisors, Southern University and
Agricultural and Mechanical College System



Resolution

2022 SPRING COMMENCEMENT

Whereas, Southern University at Shreveport Louisiana 2022 Spring Commencement is scheduled on Wednesday, May 11, 2022.

Whereas, there are approximately 274 prospective candidates for graduation who expect to receive 193 prospective Associate Degrees, 69 Certificates, and 12 Diplomas from Southern University at Shreveport Louisiana.

Now Therefore Be It Resolved that the degrees, certificates and diplomas will be conferred upon the candidates for graduation during the 2022 Spring Commencement of Southern University at Shreveport submitted by Dr. Ray L. Belton., President-Chancellor for the Southern University System, and Dr. Vladimir A. Appeaning, Interim Chancellor for Southern University at Shreveport Louisiana, upon the approval and recommendation of the Vice Chancellor of Academic Affairs, the Faculty, and the appropriate administrative staff, and they are hereby approved, and;

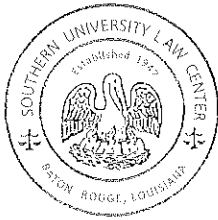
Be It Further Resolved that the list of graduates may be supplemented or modified as necessary to carry out the intent of this resolution.

Certification

We, the duly qualified officers of the Board of Supervisors for the Southern University System, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Southern University System Board of Supervisors at its regular meeting on the 8th day of April, 2022

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

The Honorable Atty. Edwin M. Shorty, Jr.
Chairman of the Board
Southern University System Board of Supervisors



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

March 24, 2022

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

RE: Request for the Southern University Board of Supervisors to consider issuing a honorary degree to Mr. Jerome Smith

Dear Dr. Belton:

The Louis A. Berry Civil; Rights and Justice Institute of the Southern University Law Center respectfully requests that the Southern University Board of Supervisors consider the awarding of an honorary degree to Mr. Jerome H. "Big Duck" Smith. Mr. Smith was a 19 year old student at Southern University in Baton Rouge when he became a member of the Congress of Racial Equality (CORE).

He participated in boycotts and sit-ins along Canal Street in New Orleans in the early 1960's. His civil rights activities during those turbulent times led to him being expelled from Southern University. His participation in civil rights protests paved the way for groundbreaking progress with the United States Civil Rights Movement.

Mr. Smith is best known for his participation in the 1961 Freedom Rides. He was involved in a fateful meeting in 1962 between notable African American Civil Rights leaders and Attorney General Robert F. Kennedy. That meeting was held in New York City and was attended by cultural icons James Baldwin and Lena Horne. Mr. Smith gave compelling testimony during the meeting that became a factor in helping Attorney General Kennedy encourage his brother, President John F. Kennedy to begin developing monumental Civil Rights legislation.

Mr. Smith is now 83 and has petitioned the Louis A. Berry Civil Rights Institute to respectfully request the that Southern University Board of Supervisors consider authorizing the granting and conferring of an honorary degree as a restorative gesture to Mr. Smith. The Institute believes that Mr. Smith is worthy of consideration. If you have any questions, please feel free to contact me. A memo from the Institute to the Board of Supervisors is attached for the Board to review and consider at its April 8, 2022 board meeting.

Yours Sincerely,

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

SOUTHERN UNIVERSITY

LAW CENTER

Louis A. Berry Institute for Civil Rights & Justice

MEMORANDUM

TO: Southern University Board of Supervisors

FROM: Ada Goodly Lampkin, Director

DATE: March 22, 2022

RE: Request For Issuance of Honorary Degree – Mr. Jerome Smith

Please allow this memorandum to serve as official request for consideration and issuance of an honorary degree to **Mr. Jerome H. "Big Duck" Smith.**

Jerome "Big Duck" Smith was a 19-year-old student at Southern University Baton Rouge when he became a member of the Congress of Racial Equality (CORE). He participated in boycotts and sit-ins along Canal Street in New Orleans. His actions led to Southern University's decision to expel him. It also paved the way for groundbreaking progress with the United States Civil Rights Movement.

Now at 83, Mr. Jerome "Big Duck" Smith is a civil rights legend, New Orleans community leader and change agent who continues to fight for dignity and equity for the underserved. Mr. Smith is often sought out by historians, journalists, and movement leaders nationwide who hope for an opportunity to get a firsthand account of the experiences he had and friendships he developed while putting his life on the line for a greater cause.

He is likely most known for his participation in the Freedom Rides and involvement in a fateful meeting between a who's who of notable African American Civil Rights leaders, entertainers, and U.S. Attorney General Robert F. Kennedy. The meeting in New York was attended by James Baldwin, Lena Horne, and others. But it was a young Jerome Smith whose testimony that day would reportedly weigh so heavily in the consciousness of AG Kennedy that it has been said to contribute to the momentum needed to encourage President Kennedy to pen monumental Civil Rights legislation.

Of all the priceless personal accounts Mr. Smith gives of his past he often returns to his brief time as a student at Southern University. He made several meaningful connections during his time at Southern and recalls having his interest and thirst for deeper knowledge peaked by the educators and fellow students with whom he interacted.

Mr. Smith's short tenure at the University would ultimately come to an end when he was expelled for his participation in an on-campus and national protests.

Though he was no longer permitted to attend, Mr. Smith still maintained a fondness for the University and his hunger for learning did not cease. He recounts covertly making his way back onto the campus to observe some classes after he was expelled.

Mr. Smith sacrificed his personal educational achievement for scores of people of color who now stand on his shoulders. For these reasons, I submit this request that Southern University issue an honorary degree to Mr. Jerome H. Smith.



Office Of The Chancellor

Vladimir A. Appeaning, Ph.D.
Interim Chancellor

March 23, 2022

Board of Supervisors
Southern University System
J.S. Clark Administration Building
4th Floor President's Office
Baton Rouge, LA 70813

**Request to Establish the Roy Griggs School of Business
First Generation Endowed Scholarship**

Dear Members of the Southern University System Board of Supervisors:

Southern University at Shreveport, LA (SUSLA), respectfully requests the Board of Supervisors' approval to establish the **Roy Griggs School of Business First Generation Endowed Scholarship**. With the Board's permission, SUSLA will apply for matching dollars based on guidelines set forth in the Louisiana Board of Regents Support Fund's (BoRSF) Endowed First Generation Undergraduate Scholarship Policies as listed under the BoRSF's Endowed Professorship Program.

This endowment is made possible with a \$30,000 private donation from the Griggs Enterprise, Inc. and McDonald's USA. The donation has been matched with \$30,000 from the Title III Fund for endowment support, totaling \$60,000 in non-state contributions. The non-state donations will be leveraged with a request for \$40,000 in matching state dollars from the Louisiana Board of Regents to fully endow the fund at **\$100,000**. The Board of Regents established the First-Generation Undergraduate Scholarship match program for the purpose of increasing college access and success for low-income and first-generation students. The program policy, in Section V. Allocation of BoRSF/Legislative Matching Funds, allows that each two-year campus (with less than 15 Endowed First-Generation Scholarships matched...) "...may be provided \$20,000 for a \$30,000 non-State contribution".

If approved, this endowed scholarship will address the program's objectives of enhancing opportunities and quality of life for first-generation students with unmet financial needs and promote Louisiana's economic development through an educated citizen base.

Thank you for considering our request.

Sincerely,

Vladimir A. Appeaning, Ph.D.
Interim Chancellor

3050 MARTIN LUTHER KING, JR. DRIVE, * SHREVEPORT, LOUISIANA 71107
PHONE: (318) 670-9312 * FAX (318) 670-6374
TOLL FREE: 1-800-458-1472, EXT 6312
www.SUSLA.EDU



NEEDS STATEMENT

ROY GRIGGS SCHOOL OF BUSINESS

FIRST GENERATION ENDOWED UNDERGRADUATE SCHOLARSHIP

Description

This fund is established with a generous donation from Griggs Enterprise, Inc. dba McDonald's and McDonald's USA. Mr. Roy Griggs, CEO of Griggs Enterprise, Inc. is the largest franchisee, owner/operator of McDonald's restaurants in Northwest Louisiana. With more than 700 citizens employed at 17 restaurants owned by Mr. Griggs, he is also the largest African American owner/operator of McDonald's restaurants in Southern University at Shreveport's service area. The post-pandemic hiring process has laid bare the need for a more qualified workforce, trained in all areas of business and technology to help restart the economy. The company's investment will create pathways to high-paying careers in Business and close the economic gap by removing barriers for students who are the first in their family to pursue Associate of Science degrees in Business Management and/or Accounting.

A \$30,000 donation from Griggs Enterprise, Inc. is matched by \$30,000 from the Title 3 Fund for endowments and, is leveraged with a requested \$40,000 public grant from the Louisiana Board of Regents. The Roy Griggs School of Business First-Generation Endowed Undergraduate Scholarship will be established to support students at Southern University at Shreveport, LA (SUSLA) into perpetuity. The first-generation fund was established by the Board of Regents for the purpose of increasing college access and success for low-income and first-generation students. The objectives of this fund are:

- To provide scholarships that will increase the access of first-generation students with unmet financial need to higher education opportunities in Louisiana
- To provide eligible students with structured support through active and engaged advising; and
- To provide eligible students with meaningful employment during their education

Type: Endowed Benefactor: Griggs Enterprise, Inc. and McDonald's

Department: Business: Business Management and/or Accounting Majors.

Due Date: (This award available beginning in Spring 2023, by May 19)

Average Award: \$500 – 2,500 (Min. \$500 based on BoR Policy. Awards based on available funds)

ELIGIBILITY, CRITERIA & SELECTION PROCESS: Student recipients must meet the following criteria:

1. Must be a Louisiana resident;
2. Must qualify as first-generation college students (i.e., neither custodial parent(s) nor legal guardian(s) have earned a college degree) with remaining financial need after deducting Estimated Family Contribution (EFC) and all federal/state/institutional grant or scholarship aid ("gift aid") from student's Cost of Attendance (COA) and/or students, whether first-generation or not, awarded federal Pell grant;
3. Must have been accepted and enrolled in SUSLA as a full-time student at the undergraduate level;
4. Must declare a major in Business Management or Accounting
5. Must have a min. 2.5 cumulative GPA.

Additional Requirements:

6. In addition to scholarship aid and to help students be successful in navigating the college experience, recipients must agree to accept structured support through active and engaged advising.
7. Students must be willing to accept employment (campus or off-campus) for at least 10 hours per week. (Off-campus employment must be directly or indirectly relevant to and supportive of the student's post-degree career plans and/or field of study.)
8. Students must meet other requirements consistent with the SUSLA Scholarship guidelines and SU System policies.
9. Students must sign Scholarship Acceptance Letter agreeing to all terms of award
10. Retention of this award is contingent upon student maintaining all eligibility standards (1-9) listed above.

How to Apply:

1. Download the Roy Griggs School of Business First Generation Scholarship Application at: www.susla.edu/page/scholarships
2. Submit completed applications and uploaded documents online by clicking the "submit" button by the deadline date (May 19). Review application carefully before submitting. All submissions final.
3. Selection: The Scholarship Review Committee will make all recommendations regarding awards and the student will be notified via email listed on the application.

Applications may also be mailed to:

SUSLA Office of Financial Aid
Attn: Scholarships Coordinator
3050 MLK Dr., Shreveport, LA 71107

This award is made possible by the generous contributions of private donations from Griggs Enterprise, Inc. dba McDonald's, a non-state contribution from the Title 3 fund, and a matching grant from the Louisiana Board of Regents.

**DEANS
Schedule of Salaries**

DEANS

	Employee Name	College/Unit	Salary	Recommended Salary	Doctoral & Masters Weighted	New Salary as % SREB & CUPA
1	Donald Andrews	Business	\$ 160,894	\$ 190,000	\$ 247,873	77%
2	Sandra Brown	Nursing & Allied Health	166,036	192,000	245,573	78%
3	Cynthia Bryant	Humanities & Interdisp. Studies	151,476	165,000	214,684	77%
4	Patrick Carriere	Sciences & Engineering	158,928	192,000	250,468	77%
5	Damien Ejigiri	Government & Social Sciences	151,476	172,000	224,443	77%
6	Ashagre Yigletu	Graduate Studies	149,968	160,000	206,960	77%
7	Karen Crosby	Honors College	132,600	135,000	169,829	79%
8	Barbara Carpenter	Intl. Affairs & Cont Ed.	132,600	140,000	182,000	77%
9	Dawn Kight	University Library	132,600	135,000	170,589	79%
			\$ 1,336,578	\$ 1,481,000		
Associate Dean/Vice-Chancellor						
	Employee Name		Salary			
	Renita Marshall	College of Agriculture	60,000	\$ 78,000	\$ 204,823	
	TOTAL Change In Salaries			\$ 162,422		

Executive Vice Chancellor & Provost

Vice Chancellor Finance & Admin

Note:
Dr. Marshall's Total Salary includes salary from Ag Center where she serves as Vice Chancellor

Dr. Ray L Belton, President & Chancellor

Note: This is a reconstituted salary for position which combines International Affairs, Cont. Ed. & Service Learning.

Salary Revision is being requested to enhance our ability to retain and recruit talent to provide effective and efficient leadership at the college or unit level. The salaries reflect the need in the position rather than individual performance. Recommended salary references both SREB and CUPA. The nature and complexity of the position held is also considered. 1. The College of Business is accredited by AACSB International. Less than 10% of business schools in the country and world are accredited by AACSB and median salaries for Deans in this classification are much higher than SREB. 2. The College of Nursing houses two doctoral programs and also offers Undergraduate and Masters degrees in Nursing a critical need in the state and in many ways defines the reputation of our university. 3. The College of Humanities and Interdisciplinary Studies houses Humanities, Education and Mass Communication. The salary reflects this reality. 4. The College of Engineering will be best served with a focus on engineering and technology. Recommended salary reflects this intended choice. 5. The Nelson Mandela College enrolls and graduates the most students in the university. A recent initiative has significantly enlarges the PhD program. The salary also recognizes the intended addition of a new separate doctoral degree. 6. The prominence of the Graduate School has come to the fore given our focus on expanding graduate education, the Carnegie Classification and realities associated with formula funding. 7. The Honors College attracts very bright students and their presence enhances the quality of instruction. 7. The International Affairs Office also includes Continuing Education and Service Learning. Recommended salary considers this unique combination. The recommended salary for the university librarian is competitive using SREB and state peers.

FACILITIES AND PROPERTY COMMITTEE

(Following Academic Affairs Committee)

Friday, April 8, 2022

Southern University at New Orleans

Millie Charles School of Social Work

6801 Press Drive, New Orleans, LA 70128

AGENDA

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

Southern University Agricultural and Research Extension Center

- **A.O. Williams Hall Renovations** – (\$5,600,400) – West wing now occupied. East wing under construction. Estimated construction completion Spring 2023
- **Mega Disaster Relief Shelter** (\$23,375,000) – Design continues. Estimated construction completion December 2023

Southern University – Baton Rouge Campus

- **School of Business/Professional Accountancy** (\$35,500,000) - Pre-design Kick-off meeting held March 17th. Need to request \$10M in supplemental funding (not included in Capital Outlay bill - Original HB2) this legislative session.
- **New STEM Complex Building** (\$68,500,000) – Design continues. \$18M in supplemental funding included in Capital Outlay bill (Original HB2).
- **New STEM Complex Building, Phase II** (\$40,000,000) – Needs to be requested this legislative session (Not in Capital Outlay bill, Original HB2). Proposed to be 50/50 split with capital outlay and fees and self-generated revenues
- **Stewart Hall Wall Mounted HVAC Units 1st, 2nd and 3rd Floors** (\$1,800,000) – Design continues
- **Honors Dormitory Project** (\$36,000,000) – To be combined with New Student Life Center/Union. Preliminary programming underway.

- **New Student Life Center/Union** (\$45,000,000) – To be combined with Honors Dormitory Project. Preliminary programming underway.
- **DOTD Ravine Erosion Control & Road Improvements** (\$8,000,000) - Currently in Progress
- **J.W. Fisher Renovations Phase 1 Classroom & Labs, Mechanical, Electrical, Window Systems, Interior Finishes Upgrades** (\$8,500,000) - Currently in Progress
- **Demolition of Jesse Owens Hall, Dairy Barn** (\$388,202) – Awaiting Notice to Proceed
- **New Welcome Center** (TBD) – Need to confirm funding and scope
- **SU Laboratory School Additions and Upgrades** (\$8,006,400) – Replaced with New Southern University Laboratory School
- **New Southern University Laboratory School** (\$56,000,000) - \$54M in Capital Outlay bill, Original HB2. Design to proceed in July 2022 provided funding remains in enacted Capital Outlay bill.
- **Administration Building Waterproofing** (\$635,000) – Preparing to go out to bid
- **Southern University Museum of Art/National Historic District Building** (\$5,625,876) - Construction in Progress
- **Modify or Replace Lift Station #2** (\$1,398,962) – Ready to bid
- **Reroof J.B. Moore Hall & Preservation of Ronald E. McNair Office** (\$515,000) - NTP issued 3/14/22.

Southern University Law Center

- **Renovations and Addition to Existing Law Library** (\$11,400,000) – Designer selection pending; scheduled for May 2022 Architect Selection Board

Southern University – New Orleans Campus

- **ADA Compliant Restroom and Public Accommodations.** (\$1,650,000) – In design phase

Southern University – Shreveport Campus

- **Louis Collier Hall Science Building Renovation** (\$4,200,000) – In design phase
- **Health & Physical Education Building Demolition** (\$510,000) – In design phase
- **New Health and Physical Education Building** (\$9,000,000) – Need to request this legislative session. NOT IN CAPITAL OUTLAY BILL, ORIGINAL HB2. REQUEST IS IN ECORTS, AND LEGISLATIVE DELAGATION IS WORKING TO PLACE IN HB2.

- **Workforce Development Center** (\$19,200,000) - \$18.5M in supplemental funding included in the Capital Outlay bill, Original HB2
- **Restoration of Atrium Glass Dome and Associated Roof Repairs and Waterproofing, Metro Building** (\$635,000) – In design phase

MEMBERS

Mr. Sam Gilliam- Chairman, Dr. Rani Whitfield–Vice-Chair,
Mr. Richard Hilliard, Mr. John Barthelemy, Dr. Leon Tarver, Mr. Myron Lawson
Atty. Edwin Shorty - Ex Officio

FINANCE COMMITTEE
(Following Facilities and Property Committee)
Friday, April 8, 2022
Southern University at New Orleans
Millie Charles School of Social Work
6801 Press Drive, New Orleans, LA 70128

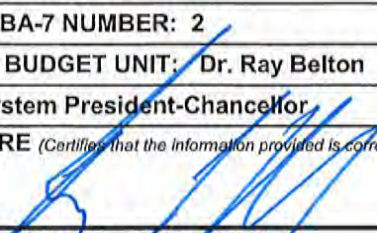
AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items
 - A. Request approval for Mid-Year Budget Adjustments (FY22 BA-7 #2) Revised
6. Informational Item
 - A. Update on Campus Austerity Plans (SUBR, SUNO, SUSLA)
The Baton Rouge, New Orleans and Shreveport campuses will provide an update on austerity plans. These plans will cover cost saving measures to ensure fiscal stability and enhanced budgetary efficiencies.
7. Other Business
8. Adjournment

MEMBERS

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

**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: 04/01/22						
AGENCY BA-7 NUMBER: 2						
HEAD OF BUDGET UNIT: Dr. Ray Belton						
TITLE: System President-Chancellor						
SIGNATURE <i>(Certifies that the information provided is correct and true to the best of your knowledge):</i>  <i>FMY</i>						
MEANS OF FINANCING	CURRENT FY 2021-2022	ADJUSTMENT (+) or (-)	REVISED FY 2021-2022			
GENERAL FUND BY:						
DIRECT	\$51,673,797	\$0	\$51,673,797			
INTERAGENCY TRANSFERS	\$3,869,822	\$0	\$3,869,822			
FEES & SELF-GENERATED	\$104,962,570	\$0	\$104,962,570			
STATUTORY DEDICATIONS	\$4,250,997	\$0	\$4,250,997			
Support Education in Louisiana First Fund (G10)	\$2,439,028	\$0	\$2,439,028			
Tobacco Tax Health Care Fund (E32)	\$1,000,000	\$0	\$1,000,000			
Subtotal of Dedications from Page 2	\$811,969	\$0	\$811,969			
FEDERAL	\$6,154,209	\$0	\$6,154,209			
TOTAL	\$170,911,395	\$0	\$170,911,395			
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	\$3,673,376	0	(\$325,000)	0	\$3,348,376	0
Southern University - Baton Rouge Campus	\$89,363,763	0	\$0	0	\$89,363,763	0
Southern University - Law Center	\$22,926,424	0	\$0	0	\$22,926,424	0
Southern University - New Orleans Campus	\$22,305,554	0	\$0	0	\$22,305,554	0
Southern University - Shreveport Campus	\$16,284,653	0	\$325,000	0	\$16,609,653	0
Southern University - Agricultural, Research & Extension Center	\$16,357,625	0	\$0	0	\$16,357,625	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	\$170,911,395	0	\$0	0	\$170,911,395	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: 04/01/22	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 2021-2022	ADJUSTMENT (+) or (-)	REVISED FY 2021-2022
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
Education Excellence Fund (Z18)	\$11,969	\$0	\$11,969
[Select Statutory Dedication]	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0
SUBTOTAL (to Page 1)	\$811,969	\$0	\$811,969



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 to this BA-7 is general fund direct. The Southern University System will use the funds to fulfil the legislative intent of the funds in the current fiscal year. The Shreveport Campus will use the funds to support current activities and essential operations.

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

MEANS OF FINANCING OR EXPENDITURE	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
GENERAL FUND BY:					
DIRECT	\$0	\$0	\$0	\$0	\$0
INTERAGENCY TRANSFERS	\$0	\$0	\$0	\$0	\$0
FEES & SELF-GENERATED	\$0	\$0	\$0	\$0	\$0
STATUTORY DEDICATIONS	\$0	\$0	\$0	\$0	\$0
FEDERAL	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$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 and fulfil specific projects at Southern University Shreveport campus.

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 2021-2022	ADJUSTMENT (+) OR (-)	REVISED FY 2021-2022

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 2021-2022	REQUESTED ADJUSTMENT	REVISED FY 2021-2022	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
GENERAL FUND BY:							
Direct	\$3,673,376	(\$325,000)	\$3,348,376	\$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	\$3,673,376	(\$325,000)	\$3,348,376	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$1,846,338	\$0	\$1,846,338	\$0	\$0	\$0	\$0
Other Compensation	\$64,500	\$0	\$64,500	\$0	\$0	\$0	\$0
Related Benefits	\$733,663	\$0	\$733,663	\$0	\$0	\$0	\$0
Travel	\$176,000	\$0	\$176,000	\$0	\$0	\$0	\$0
Operating Services	\$171,100	\$0	\$171,100	\$0	\$0	\$0	\$0
Supplies	\$80,000	\$0	\$80,000	\$0	\$0	\$0	\$0
Professional Services	\$63,000	\$0	\$63,000	\$0	\$0	\$0	\$0
Other Charges	\$473,775	(\$325,000)	\$148,775	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$65,000	\$0	\$65,000	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$3,673,376	(\$325,000)	\$3,348,376	\$0	\$0	\$0	\$0
POSITIONS							
Classified	0	0	0	0	0	0	0
Unclassified	12	0	12	0	0	0	0
TOTAL T.O. POSITIONS	12	0	12	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	12	0	12	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	(\$325,000)	\$0	\$0	\$0	\$0	(\$325,000)
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	(\$325,000)	\$0	\$0	\$0	\$0	(\$325,000)
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	(\$325,000)	\$0	\$0	\$0	\$0	(\$325,000)
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 POSITION:	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 2021-2022	REQUESTED ADJUSTMENT	REVISED FY 2021-2022	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
GENERAL FUND BY:							
Direct	\$21,703,631	\$0	\$21,703,631	\$0	\$0	\$0	\$0
Interagency Transfers	\$3,869,822	\$0	\$3,869,822	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$62,181,366	\$0	\$62,181,366	\$0	\$0	\$0	\$0
Statutory Dedications *	\$1,608,944	\$0	\$1,608,944	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$89,363,763	\$0	\$89,363,763	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$42,454,990	\$0	\$42,454,990	\$0	\$0	\$0	\$0
Other Compensation	\$201,377	\$0	\$201,377	\$0	\$0	\$0	\$0
Related Benefits	\$18,796,927	\$0	\$18,796,927	\$0	\$0	\$0	\$0
Travel	\$325,870	\$0	\$325,870	\$0	\$0	\$0	\$0
Operating Services	\$8,080,389	\$0	\$8,080,389	\$0	\$0	\$0	\$0
Supplies	\$937,411	\$0	\$937,411	\$0	\$0	\$0	\$0
Professional Services	\$1,101,480	\$0	\$1,101,480	\$0	\$0	\$0	\$0
Other Charges	\$12,921,988	\$0	\$12,921,988	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$4,343,650	\$0	\$4,343,650	\$0	\$0	\$0	\$0
Acquisitions	\$199,681	\$0	\$199,681	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$89,363,763	\$0	\$89,363,763	\$0	\$0	\$0	\$0
POSITIONS							
Classified	236	0	236	0	0	0	0
Unclassified	667	0	667	0	0	0	0
TOTAL T.O. POSITIONS	903	0	903	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	903	0	903	0	0	0	0
* Statutory Dedications:							
Support Education in Louisiana First Fund (G10)	\$1,596,975	\$0	\$1,596,975	\$0	\$0	\$0	\$0
Education Excellence Fund (Z11)	\$11,969	\$0	\$11,969	\$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	\$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
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 POSITION:	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 2021-2022	REQUESTED ADJUSTMENT	REVISED FY 2021-2022	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
GENERAL FUND BY:							
Direct	\$4,927,259	\$0	\$4,927,259	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$17,824,821	\$0	\$17,824,821	\$0	\$0	\$0	\$0
Statutory Dedications *	\$174,344	\$0	\$174,344	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$22,926,424	\$0	\$22,926,424	\$0	\$0	\$0	\$0

EXPENDITURES:	CURRENT FY 2021-2022	REQUESTED ADJUSTMENT	REVISED FY 2021-2022	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
Salaries	\$11,971,842	\$0	\$11,971,842	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$4,410,564	\$0	\$4,410,564	\$0	\$0	\$0	\$0
Travel	\$515,000	\$0	\$515,000	\$0	\$0	\$0	\$0
Operating Services	\$2,038,567	\$0	\$2,038,567	\$0	\$0	\$0	\$0
Supplies	\$325,000	\$0	\$325,000	\$0	\$0	\$0	\$0
Professional Services	\$1,570,590	\$0	\$1,570,590	\$0	\$0	\$0	\$0
Other Charges	\$1,176,186	\$0	\$1,176,186	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$568,675	\$0	\$568,675	\$0	\$0	\$0	\$0
Acquisitions	\$350,000	\$0	\$350,000	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$22,926,424	\$0	\$22,926,424	\$0	\$0	\$0	\$0

POSITIONS	CURRENT FY 2021-2022	REQUESTED ADJUSTMENT	REVISED FY 2021-2022	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
Classified	11	0	11	0	0	0	0
Unclassified	106	46	152	0	0	0	0
TOTAL T.O. POSITIONS	117	46	163	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	117	46	163	0	0	0	0

* Statutory Dedications:	CURRENT FY 2021-2022	REQUESTED ADJUSTMENT	REVISED FY 2021-2022	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
Support Education In Louisiana First Fund (G10)	\$174,344	\$0	\$174,344	\$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	\$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
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 POSITION:	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	REQUESTED	REVISED	ADJUSTMENT OUTYEAR PROJECTIONS			
	FY 2021-2022	ADJUSTMENT	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
GENERAL FUND BY:							
Direct	\$6,851,532	\$0	\$6,851,532	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$14,947,545	\$0	\$14,947,545	\$0	\$0	\$0	\$0
Statutory Dedications *	\$506,477	\$0	\$506,477	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$22,305,554	\$0	\$22,305,554	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$10,354,998	\$0	\$10,354,998	\$0	\$0	\$0	\$0
Other Compensation	\$75,000	\$0	\$75,000	\$0	\$0	\$0	\$0
Related Benefits	\$4,649,692	\$0	\$4,649,692	\$0	\$0	\$0	\$0
Travel	\$21,000	\$0	\$21,000	\$0	\$0	\$0	\$0
Operating Services	\$1,922,500	\$0	\$1,922,500	\$0	\$0	\$0	\$0
Supplies	\$180,500	\$0	\$180,500	\$0	\$0	\$0	\$0
Professional Services	\$3,000	\$0	\$3,000	\$0	\$0	\$0	\$0
Other Charges	\$4,400,384	\$0	\$4,400,384	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$523,480	\$0	\$523,480	\$0	\$0	\$0	\$0
Acquisitions	\$175,000	\$0	\$175,000	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$22,305,554	\$0	\$22,305,554	\$0	\$0	\$0	\$0
POSITIONS							
Classified	48	0	48	0	0	0	0
Unclassified	136	0	136	0	0	0	0
TOTAL T.O. POSITIONS	184	0	184	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	184	0	184	0	0	0	0
* Statutory Dedications:							
Support Education in Louisiana First Fund (G10)	\$456,477	\$0	\$456,477	\$0	\$0	\$0	\$0
Pari-mutuel 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	\$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
POSITIONS						
Classified	0	38	0	0	0	38
Unclassified	0	116	0	0	0	116
TOTAL T.O. POSITIONS	0	154	0	0	0	154
OTHER CHARGES POSITION:	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0
TOTAL POSITIONS	0	154	0	0	0	154

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 2021-2022	REQUESTED ADJUSTMENT	REVISED FY 2021-2022	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
GENERAL FUND BY:							
Direct	\$6,112,438	\$325,000	\$6,437,438	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$10,008,838	\$0	\$10,008,838	\$0	\$0	\$0	\$0
Statutory Dedications *	\$163,377	\$0	\$163,377	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$16,284,653	\$325,000	\$16,609,653	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$7,755,534	\$0	\$7,755,534	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$3,712,410	\$0	\$3,712,410	\$0	\$0	\$0	\$0
Travel	\$35,300	\$0	\$35,300	\$0	\$0	\$0	\$0
Operating Services	\$2,342,955	\$285,000	\$2,627,955	\$0	\$0	\$0	\$0
Supplies	\$153,200	\$0	\$153,200	\$0	\$0	\$0	\$0
Professional Services	\$181,557	\$40,000	\$221,557	\$0	\$0	\$0	\$0
Other Charges	\$755,074	\$0	\$755,074	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$748,623	\$0	\$748,623	\$0	\$0	\$0	\$0
Acquisitions	\$300,000	\$0	\$300,000	\$0	\$0	\$0	\$0
Major Repairs	\$300,000	\$0	\$300,000	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$16,284,653	\$325,000	\$16,609,653	\$0	\$0	\$0	\$0
POSITIONS							
Classified	49	0	49	0	0	0	0
Unclassified	143	0	143	0	0	0	0
TOTAL T.O. POSITIONS	192	0	192	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	192	0	192	0	0	0	0
* Statutory Dedications:							
Support Education in Louisiana First Fund (G10)	\$163,377	\$0	\$163,377	\$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	\$325,000	\$0	\$0	\$0	\$0	\$325,000
EXPENDITURES:						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0		\$0	\$0
Related Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$285,000	\$0	\$0	\$0	\$0	\$285,000
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$40,000	\$0	\$0	\$0	\$0	\$40,000
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	\$325,000	\$0	\$0	\$0	\$0	\$325,000
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 POSITION:	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 6 NAME: Southern University - Agricultural Research and Extension Center

MEANS OF FINANCING:	CURRENT FY 2021-2022	REQUESTED ADJUSTMENT	REVISED FY 2021-2022	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
GENERAL FUND BY:							
Direct	\$8,405,561	\$0	\$8,405,561	\$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 *	\$1,797,855	\$0	\$1,797,855	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$6,154,209	\$0	\$6,154,209	\$0	\$0	\$0	\$0
TOTAL MOF	\$16,357,625	\$0	\$16,357,625	\$0	\$0	\$0	\$0

EXPENDITURES:	CURRENT FY 2021-2022	REQUESTED ADJUSTMENT	REVISED FY 2021-2022	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
Salaries	\$5,200,822	\$0	\$5,200,822	\$0	\$0	\$0	\$0
Other Compensation	\$85,000	\$0	\$85,000	\$0	\$0	\$0	\$0
Related Benefits	\$2,997,586	\$0	\$2,997,586	\$0	\$0	\$0	\$0
Travel	\$95,000	\$0	\$95,000	\$0	\$0	\$0	\$0
Operating Services	\$470,558	\$0	\$470,558	\$0	\$0	\$0	\$0
Supplies	\$245,177	\$0	\$245,177	\$0	\$0	\$0	\$0
Professional Services	\$35,000	\$0	\$35,000	\$0	\$0	\$0	\$0
Other Charges	\$2,428,357	\$0	\$2,428,357	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$998,331	\$0	\$998,331	\$0	\$0	\$0	\$0
Major Repairs	\$3,801,794	\$0	\$3,801,794	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$16,357,625	\$0	\$16,357,625	\$0	\$0	\$0	\$0

POSITIONS	CURRENT FY 2021-2022	REQUESTED ADJUSTMENT	REVISED FY 2021-2022	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
Classified	23	0	23	0	0	0	0
Unclassified	90	0	90	0	0	0	0
TOTAL T.O. POSITIONS	113	0	113	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	113	0	113	0	0	0	0

* Statutory Dedications:	CURRENT FY 2021-2022	REQUESTED ADJUSTMENT	REVISED FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
Support Education In Louisiana First Fund (G10)	\$47,855	\$0	\$47,855	\$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 6 NAME: Southern University - Agricultural Research and Extension Center

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

GOVERNANCE COMMITTEE

(Following Finance Committee)

Friday, April 8, 2022

Southern University at New Orleans

Millie Charles School of Social Work

6801 Press Drive, New Orleans, LA 70128

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item
 - A. Request Approval for Southern University System Intercollegiate Athletics Travel Policy (SUS)
Per the request of the Division of Administration, this recommended policy provides guidelines relative to travel, and is applicable to all athletic departments within the System.
6. Other Business
7. Adjournment

MEMBERS

Mr. Myron Lawson- Chairman, Dr. Leon Tarver, II, –Vice-Chair,
Dr. Leroy Davis, Ms. Christy O. Reeves, Mr. Kevin Taylor-Jarrell, II
Atty. Edwin Shorty- Ex Officio



POLICY TITLE
Intercollegiate Athletics Travel Policy

POLICY NUMBER
6-008

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

I. POLICY STATEMENT AND RATIONALE

Travel regulations as contained in the Division of Administration (DOA) Travel PPM-49 (<http://www.doa.louisiana.gov/doa/ost/ppm-49-travel-guide/>), hereafter referred to as PPM- 49, and the Louisiana State Travel Guides apply to all departments of the university, including the Department of Intercollegiate Athletics.

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

II. POLICY SCOPE AND AUDIENCE

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

III. POLICY COMPLIANCE

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

IV. POLICY IMPLEMENTATION PROCEDURES

A. Authorization/Approval

1. The Athletic Director has the authority to authorize travel subject to final

approval by the President or his designee.

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

B. Team Travel

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

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

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

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

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

bus drivers and security personnel and medical personnel traveling with the team.

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

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

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

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

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

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

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

2. Transportation and Lodging Expenses for Team Travel

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

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

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

3. Meal Expenses for Team Travel

The Athletic Department shall be authorized to provide all necessary team meals on an actual expense basis, not to exceed PPM-49 Tier III rate plus 25%. Due to the irregularity of meal schedules, the DOA Travel PPM-49 daily rate will be the inclusive meal cost calculated on a daily basis. When in travel status, this will include team members and members of the official team party for whom expenses are authorized to be paid by the University. Team meals should be prearranged meals, when appropriate, with a set cost per person.

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

4. Authorization of Expenses for Team Rooms

- a. The Athletic Department negotiates room rates with hotels and strives to get the lowest rate possible for team travel. Negotiated rates are typically flat rates (same rate double or single occupancy) and rarely exceed allowable state rates for double occupancy; however, there are times when the negotiated rate exceeds the allowable state rate for single occupancy.
- b. The Athletic Department shall be authorized to provide rooms for team travel on an actual expense basis when in travel status, not to exceed the per person PPM-49 Tier III Lodging rate plus 25%. This will include team members and members of the official party for whom expenses are authorized to be paid by the University. The cost of such rooms may be directly charged to the University or reimbursed on the travel expense report. This will be applied to single and double occupancy rooms.

5. Team Entertainment

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

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

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

6. Miscellaneous

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

C. Authorization of Expenses for Athletic Recruiting

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

acceptable for these types of expenses.

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

D. Mileage Reimbursement

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

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

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

F. Requests for Exceptions

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

G. Post Season Games

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

H. Air Travel and Hazardous Materials

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

V. POLICY RELATED INFORMATION

This policy is required by the State of Louisiana Division of Administration (DOA) Travel PPM-49 (<http://www.doa.louisiana.gov/doa/ost/ppm-49-travel-guide/>), and the Louisiana State Travel Guides.

VI. POLICY HISTORY AND REVIEW CYCLE

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

VII. POLICY URL

The information regarding the intercollegiate athletic travel policy will be posted to the System Board's website under Board Policies at www.sus.edu.

VIII. POLICY APPROVAL

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

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

Effective Date of Policy

The Honorable Mr. Edwin Shorty
Chair - Southern University System Board of Supervisors

Effective Date of Policy

PERSONNEL AFFAIRS COMMITTEE

(Following Governance Committee)

Friday, April 8, 2022

Southern University at New Orleans

Millie Charles School of Social Work

6801 Press Drive, New Orleans, LA 70128

AGENDA

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

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

Name	Position/Campus	Salary	Funding Source
1. Precious Aldridge	Associate Vice-Chancellor for Student Affairs and Enrollment Management New Appointment (SUNO)	\$90,000.00	State
2. Tyra Banks	LA MBDA Center Coronavirus Program Director New Appointment (SULC)	\$75,000.00	State/Grant
3. Angela Bell	Full Professor of Law Tenure and Promotion (SULC)	\$134,934.00	State
4. Stephenne Calhoun	Mental Health Therapist II New Appointment (SUBR)	\$60,000.00	Federal
5. Jeffery Conyers	Head Tennis Coach Additional Duties (SUBR)	\$68,000.00	State
6. Marla Dickerson	Associate Vice Chancellor for Innovation and Strategic Partnerships / Attorney Salary Adjustment/Additional Duties (1yr) (SULC)	\$147,000.00	State
7. Angela Gaines	Director of Facilities Salary Adjustment/Additional Duties (1yr) (SULC)	\$117,000.00	State
8. Brunetta Gamble-Dillard	Vice Chancellor of Finance Salary Adjustment (SUAREC)	\$162,000.00	State
9. Alycia Grace-O'Bear	Asst. Professor of Clinical Education/Disaster Relief Salary Adjustment/Additional Duties (1yr) SULC	\$92,896.00	State

10. Tracey Taylor-Jarrell	Coordinator of Board Relations Salary Adjustment (SUS)	\$74,984.00	State
11. Devaiah Kambrinda	Full Research Professor Tenure and Promotion (SUAREC/SUBR)	\$97,500.00	Federal/State
12. Terri Mayes	Strategic Partnership Coordinator Salary Adjustment/Additional Duties (1yr) (SULC)	\$69,950.00	State
13. Regina Ramsey	V/C of Evening Division and Emerging Programs Full Professor Tenure and Promotion (SULC)	\$200,340.00	State
14. Alberta Robertson	Online Program Coordinator Salary Adjustment/Additional Duties (SUBR)	\$68,200.00	State
15. Ajohnnee Rodney	Dept of Athletics Chief of Staff Salary Adjustment/Additional Duties (SUBR)	\$77,000.00	State
16. Terry Steward	Director of Purchasing Salary Adjustment/Additional Duties (1yr) (SULC)	\$92,360.00	State
17. Shawn Vance	Vice Chancellor for Academic Affairs Full Professor Tenure and Promotion (SULC)	\$200,340.00	State

B. Request Approval of Equity Salary Adjustments for Southern University and A&M College at Baton Rouge Deans (SUBR)
Upon review of SREB/CUPA data specific to peer/aspirate institutions, this request seeks equity salary adjustments to mitigate significant disparities.

C. Request Approval of Southern University at Shreveport Incentive Retirement Plan (SUSLA)
a. Retirement Incentive Plan for Eligible Faculty
b. Retirement Incentive Plan for Eligible Unclassified Staff
This action is to approve the SUSLA Retirement Incentive Plan for eligible Faculty and Unclassified Staff. SUSLA Administration is working with associated parties for an incentive plan for civil service employees.

6. Other Business

7. Adjournment

MEMBERS

Dr. Leon Tarver - Chairman, Mrs. Christy Reeves–Vice-Chair,
Mr. Samuel Tolbert, Mr. Raymond Fondel, Ms. Arlanda Williams, Atty. Jody Amadee
Atty. Edwin Shorty - Ex Officio



SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive

New Orleans, LA 70126

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

www.suno.edu

Office of the Chancellor

March 23, 2022

Dr. Ray L. Belton
President-Chancellor
Southern University System
4th Floor
J. S. Clark Administration Building
Baton Rouge, LA 70126

Dear Dr. Belton:

I am requesting authorization to waive the search and appoint Ms. Precious Alridge, M.Ed. as the Associate Vice-Chancellor for Student Affairs and Enrollment Management at Southern University at New Orleans. Her annual salary will be \$90,000 with a start date of May 16, 2022. Ms. Alridge is a conscientious, reliable scholar-practitioner, and an affiliative and democratic leader, empowering students and staff alike.

To date, Ms. Alridge has provided strategic vision, leadership, organization, and supervision for multiple areas within Student Affairs which include: Career Services, Residence Life, Student Life Programs, Orientation Programs, Registered Student Organizations, Greek Life, Military and Veteran Support Services, Multicultural and Diversity Programs, Student Conduct, Disability Programs, Student Engagement Counseling, and Testing. I am delighted that Southern University at New Orleans and our students, faculty, and staff will benefit from the breadth and depth of Ms. Alridge's expertise and experience, as well as from her demonstrated commitment to student success and matters of equity.

Ms. Alridge has a proven record of developing collaborative and goal-achieving relationships with colleagues, faculty, staff, students, community, and alumni. In hiring her, she ensures that the Division of Student Affairs and Enrollment Management will be known for its active partnership with faculty, the academic divisions, students, and community members in the creation of a fully integrated student educational experience. This fully integrated educational experience will enable students to identify and maximize the connections between their academic and co-curricular learning and produce Knights that will be successful, contributing members to society.

I believe that Ms. Alridge has the expertise, dexterity, and passion to become a major asset to Southern University at New Orleans. For all these reasons and many more, I am convinced that Ms. Alridge's credentials make her a perfect match for this position. Therefore, I am seeking your support and the approval of the Board of Supervisors for this recommendation.

With kind regards,

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

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

APPROVED: _____

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

"An Equal Educational Opportunity Institution"

PRECIOUS N. ALRIDGE, M. ED.

Education

The University of Southern Mississippi **Hattiesburg, MS**
Doctor of Philosophy, Higher Education Administration *Currently Enrolled, Anticipated Fall 2022*

The University of Southern Mississippi **Hattiesburg, MS**
Master of Education in Higher Education with *May 2016*
Emphasis in Student Affairs
GPA: 3.8/4.0

Mississippi Valley State University **Itta Bena, MS**
Bachelor of Science in Social Science Education *May 2012*
GPA: 3.5/4.0

Mississippi Valley State University **Itta Bena, MS**
Bachelor of Science in History *May 2012*
GPA: 3.8/4.0

Licensure/Certificates

State of Mississippi Educator's License
Concentrations: 119 Social Studies (7-12), 192 English (7-12), 440 Library Media Specialist (K-12)

Relevant Experience

Delgado Community College **New Orleans, LA**
Assistant Director, Center for New Student Engagement & Transition *June 2019-Present*

- Provides leadership and supervises personnel in the following offices: Student Engagement Counseling, Veterans' Affairs, Testing, Career Services, and Disability Services.
- Assists in the program development and strategic planning for this unit by coaching, advising, and offering solution-based recommendations to leaders in their specific areas.
- Leads multiple projects focused on learning, engagement, and evaluation from beginning to end, including scoping, launching, and executing evaluation activities.
- Designs, develops, and maintains a variety of outreach tools, including college-wide orientations, workshops, presentations, guides, and reports.
- Serves as a liaison, connecting under-represented students to supportive campus and community resources/services, mitigating barriers to academic success.
- Assists in advancing students through the enrollment pipeline by empowering them to navigate campus resources and understand college-wide practices and policies.
- Collaborates with other student support offices to support college initiatives.
- Selects, trains/on-boards, and schedules department hires.

Adult Education Adjunct Faculty/ Academic Coach *July 2021-Present*

- Assists students in developing Individualized Education Plans
- Assists students in selecting and scheduling their courses each session.
- Teaches Student Success Skills, Transition, and Enrichment courses (as assigned) using instructional methods geared towards adult learners in both classroom & online settings
- Delivers lessons and curriculum, based on the identified needs/goals of a culturally diverse and multi-skill level student population to increase digital literacy skills, prepare students for the workforce, and/or pass high school equivalency or workplace-certification exams.
- Give feedback on student work in a timely manner.

- Provide Academic Interventions if/when student requests help or their instructors notice a problem.
- Follow all policies set forth by the administration to measure and document student activity & retention.
- Participate in all local and state professional development activities that are developed and recommended by DCCAEP administration; attend all staff meetings and in-service workshops

Jones County Junior College
Director of Women's Housing

Ellisville, MS
June 2017- June 2019

- Provided leadership to strategically plan, budget, and implement policies and procedures for residence housing operations.
- Collaborated with ADA, Title IX, and other offices on campus to coordinate programs and special events.
- Responded to concerns from students, parents, and college employees promptly
- Supervised office personnel: recruiting, selecting, and training all housing staff (professional and student)
- Implemented ongoing professional development and student leadership development as needed.
- Maintained and updated residents' protected records (medical, emergency contact, etc.) in Banner.
- Responded to all crises 24/7 within the department
- Ethically oversaw the student conduct process for women's housing and monitored enrollment status.

The University of Southern Mississippi
Office of Leadership and Student Involvement Graduate Assistant

Hattiesburg, MS
2016- 2017

- Developed goals, strategies, and plans for accomplishing objectives within Southern Miss's Activities Council (SMAC) and the LSI Office.
- Collaborated directly with student leaders to advise them throughout the event planning process.
- Assisted with the negotiation and processing of vendor contracts
- Aided in the coordination, preparation, and supervision of all SMAC-sponsored events.
- Utilized the Association of American Colleges & Universities' Critical Thinking VALUE Rubric to evaluate students' critical thinking skills.

The University of Southern Mississippi
Southern Miss Activities Council (SMAC) Practicum

Hattiesburg, MS
2015-2016

- Researched different initiatives, programs, and activities that other colleges were promoting across the nation and shared them with supervisor.
- Assessed and evaluated the programs promoted by SMAC.
- Attended each meeting and sponsored event to assist the advisor in general oversight.

The University of Southern Mississippi
Office of Greek Life (NPHC) Practicum

Hattiesburg, MS
2015-2016

- Facilitated meetings with student leaders regarding event planning.
- Mentored council executives in the event planning process.
- Developed a permanent plan to host the annual National Pan Hellenic Council's (NPHC) step show.

Southeastern Bible College
Office of Admissions Practicum

Laurel, MS
Summer 2015

- Created promotional correspondence showcasing courses offered at extensions of the college.
- Produced informational packets for New Student Orientation.

Laurel Middle School
Certified K-12 Library Media Specialist

Laurel, MS
2014-2016

- Provided leadership and expertise necessary to ensure that the school library program was aligned with the mission, goals, and objectives of the school and the state.
- Facilitated Planned Learning Communities that engaged in curriculum design, benchmarking objectives, and assessments.
- Offered library orientations and other specialized trainings for teachers and students about software, programs, and technology.
- Managed the library's budget and school's website, kept inventory of all technology, and ordered supplies/books.

Laurel Middle School
Certified Teacher

Laurel, MS
2012-2014

- Responsible for planning lessons and teaching 4th & 6th grade History/Social Studies & Language Arts according to the benchmarks of the state of Mississippi.
- Performed non-instructional activities such as hall, lunch, and bus duty.

Mississippi Valley State University's Telefund Center
Student Caller/Leader

Itta Bena, MS
2008-2012

- Strategically planned, managed and implemented select fundraising strategies and initiatives that ensured the success of individual, corporate, alumni and foundation giving as directed by the organization's approved Development Plan.

Mississippi Valley State University's Office of Residential Life
Residential Aide

Itta Bena, MS
2008-2012

- Maintained evening duty coverage of the dormitory and oversaw facilities management and residents/guests' services.
- Responded to emergencies, policy violations, and implemented programs for the community.

Training, Service, & Community Involvement

Delgado Community College

Academic & Student Affairs Council, 2021-2022
Complete College America Committee, 2021-2022
Enrollment Services Council, 2021-2022
Unclassified Administrators/Staff Grievance Committee Pool, 2019-2020
Freshmen Orientation Committee, 2019-2021
Freshmen Convocation Committee, 2019-2021

Jones County Junior College

Mental First Aid Training, *September 2017*
Crisis Intervention Green Dot Training, *October 2017*
Mississippi State's Higher Education Legal Affairs Conference, *May 2018*
Opioid Overdose Prevention & Narcan Administration Training, *October 2018*
Stop the Bleed (Tourniquet) Training, *March 2019*

The University of Southern Mississippi

Kennard Scholars Mentor, *August 2016- Present*
Southern Miss LGBTQIA+ Allies Trainer, *August 2016- Present*
Phi Kappa Phi Honor Society, *2015-Present*
National Association of Student Personnel Administrators, *2014-Present*

Mississippi Valley State University

Office of Advancement Ambassador, *2008-2012*
Student Government Association, Inc. Election Commissioner, *2011-2012*
National Model United Nation Liaison, *2008-2010*
Honors Convocation Distinguished Scholar, Social Science Dept., *2011& 2012*
Honors College Student, *2007-2012*
Alpha Kappa Alpha Sorority, Inc., *2010- Present*
Alpha Chi Honor Society, *2012-Present*
Alpha Kappa Mu Honor Society, *2012-Present*

Laurel Middle School

Student Awards Committee, *2014-2016*

American Legion Auxiliary

Mississippi Girls' State Senior Counselor, *Summer 2007-Present*

Mt. Pleasant Missionary Baptist Church

Sunday School Secretary, *2008-2010*

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

Profile of Person Recommended

Length of Employment _____ To _____

Effective Date _____

Name Precious Alridge SS# xxx-xx- Sex Female Race* Black

Position Title: Assoc. Vice Chancellor for Student Affairs Department: Student Affairs and Enrollment Mgmt

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

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

Years Experience _____ Southern University Experience 0

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	Ph.D - Higher Ed. Administration	University of So. Miss.- Anticipated	Fall'22
	Master of Education in Higher Education	University of Southern Mississippi	2016
	Bachelor of Science in Social Sci. Ed.	Mississippi Valley State University	2012

Current Employer Delgado Community College

Personnel Action

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

Recommended Salary \$90,000.00 Salary Budgeted \$90,000.00

Source of Funds _____

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

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

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
411001-46110-61002-45000	\$90,000.00

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

Supervisor _____	Date _____	Dean/Unit Head <u>James H. Ammons</u>	Date <u>3/23/2022</u>
Vice Chancellor _____	Date _____	Chancellor <u>Laura Davis</u>	Date <u>3/23/2022</u>
Director/Personnel _____	Date _____	Vice President/Finance Business Affairs/Comptroller	Date _____

President

Date

**Chairman/S.U. Board
Of Supervisor**

Date

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

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

EMPLOYEE DIRECT SUPERVISOR: _____ Dr. Adriel Hilton

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

- _____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- _____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- _____ Pre-Employment Application Form (Civil Service Application for classified employees)
- _____ Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee)
- _____ Exemptions Survey Form
- _____ Proposed Employee Appointment
- _____ Proposed Employee Clearance
- _____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

JOB CLASS3	8	0	0	0
JOB CODE	F			
CAL ID	M			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	F	9	9	8	9
-----------------	---	---	---	---	---	---

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

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

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

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

Profile of Person Recommended

Length of Employment 08/01/2022 To 05/31/2023
 Effective Date 08/01/2022

Name Angela Allen-Bell xxx-xx-1502/S00020332 Sex F Race* B
 (Last 4 digits only)

Position Title: Associate Professor of Law Department: Law Center - Instruction

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

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

Years Experience 14 Southern University Experience 14

Degree(s): Type/Discipline (BA-Education): J.D. Institution/Location (SU-Baton Rouge): Southern University Law Center Year: 1998

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$134,934.00 Salary Budgeted \$134,934.00

Source of Funds General Appropriation

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

Change of: _____
 Position Associate Professor of Law From _____ To Professor of Law
 Status _____
 Salary Adjustment \$127,296.00 \$134,934.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
311001-32020-61003-31000	\$134,934.00

*See Reverse Side

Graduate School signature (if, applicable):

John K. Pierre 3/24/22
 Supervisor Date
Donnae W. North 3-24-22
 Vice Chancellor Date

Cerry L. Hall 3-24-22
 Dean/Unit Head Date
John K. Pierre 3/24/22
 WC for Finance & Admin. Date
 Chancellor Date

Director/Personnel _____ Date _____

Vice President/Finance _____ Date _____
 Business Affairs/Comptroller _____

President _____ Date _____

Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: On February 8, 2022, the Faculty Appointment, Retention, Promotion, and Tenure (FARPT) committee met to consider applications for promotion to the rank of full professor for Angela Bell. The individual hold the faculty academic rank of associate professor. The FARPT committee duly considered the applications for promotion, deliberated, voted, and recommended the promotions Angela Bell to the rank of full professor. I concur with their recommendations. I have attached a copy of the deliberation reports for review and consideration by the Southern University Board of Supervisors. If the board grants these promotions, I am requesting a 6% salary increase for Angela Bell which is the customary award to Law Center faculty when they are either promoted or granted tenure. The increase would be effective during the 2022-2023 academic year which commences in August 2022.

EMPLOYEE REGULAR WORK SCHEDULE: Daily
EMPLOYEE DIRECT SUPERVISOR: V/C Shawn Vance
NUMBER OF EMPLOYEES SUPERVISED, (if any) 20
HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER
CODE _____ EXPIRES _____
ENCUMBERED / FUNDS AVAILABLE
DUS I.D. # _____
RA _____
DHE 3/24/22
JI DmGeorge
F1 _____
F0 _____

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

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

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

PROMOTION SUBCOMMITTEE REPORT PROFESSOR ANGELA A. ALLEN-BELL

The subcommittee has thoroughly reviewed the extensive amount of material provided by Professor Angela A. Allen-Bell and has had opportunities to discuss this material with her. Based on my conversations with Professor Bell, along with a review of her materials and the committee's collective knowledge of Professor Bell's teaching and scholarship philosophy, we hereby recommend that Professor Angela A. Allen-Bell be promoted to Full Professor with the Southern University Law Center. Our recommendation is premised on the information below:

TEACHING:

Professor Bell has been with the SULC family for over eighteen (18) years and has religiously presented herself as a professional, a scholar and as a mentor to her students and to her colleagues as well. She prides herself on being a professor who not only instructs her students on obtaining the necessary skills they need to navigate through her course(s), but she has made it her mission to have her students to fully embrace the SULC mission by charging them with the obligation to pursue justice, fairness, and equity in every facet of their legal career.

During the first ten years of her time with SULC, Professor Bell was a Legal Writing Instructor who described her legal writing course as a "Learning Laboratory" where she would break away from the "predictable methods of instruction by routinely incorporating opportunities for students to master their analytical skills, to apply cross-curricula knowledge, and then to use their skills and talents to educate and empower the community around them. Since leaving the Legal Writing Department, Professor Bell has taught Constitutional Law I & II, Civil Rights Litigation, Human Rights in a Changing World Order, and Law & Racism. She continued using her same philosophy with each course she has taught.

Professor Bell's teaching excellence has been verified by the many accolades she has received from her students over the course of her career as an academic with SULC. Below are just a few of the comments Professor Bell received from her students within the last two years:

"Hi Professor Bell, I just wanted to thank you so much for your work this semester. I leave your class every day feeling so empowered and full of new knowledge. You have truly been such an amazing professor this semester." (11/11/21)

"I hope that quarantine has been treating you well and that you have found some type of peace during this hectic time. I want to start off by thanking you for everything."

You worked hard to make sure that our class understood the totality of law school. You prepared us not only for the classroom but how to conduct ourselves in social and professional environments. Because of your guidance I managed to succeed during my second year of law school. I know firsthand that I am more confident in my abilities to write for law school and for the workplace.” (10/31/21)

“I was featured in the LPDB newsletter! Just wanted to share with you. I wouldn’t be where I am without your wisdom and influence while I was at SULC!” (10/01/21)

“I’m currently prepping for the Texas Bar, it really is as stressful as everyone makes it seem, probably worse, but I wanted to take the time out to email you and thank you. The way you taught us Con Law makes it so much easier to understand and remember. These lectures are so boring, and it takes so much for me to have to focus. I catch myself going back to the notes I took during your class instead...[Y]ou should be the one teaching these Con Law lectures. Everyone would easily pass the Con Law portion of the bar with flying colors.” (07/07/21)

“I will be taking your CLII course during the day next semester. I have learned so much from you in class and you have inspired me to challenge myself so that I will be a great student and even better attorney. I am a first-generation law student and sometimes feel I lack the proper direction to truly thrive in the legal world. You are so intelligent, and I believe that I can learn so much from you. Is there any way I can stay connected with you and develop a mentor/mentee relationship?” (12/24/20)

“Professor Bell is the most dedicated and well-equipped professor I have had the privilege to learn from during my enrollment at Southern University Law Center. She desires for her students to succeed not only in the classroom but in life after law school; therefore, Professor Bell arms her students with three essential tools: the ability to write as an attorney, the ability to articulate as an attorney, and the compassion coupled with a tenacity to fight for the rights of the client. Professor Bell has pushed me academically in ways I could have never imagined but without her higher standard of excellence I would not be the young professional I am today. It is also through Professor Bell’s influence in my life that I will continue my education at Wayne State University Law School in their LL.M. program for labor and employment law.” (2019)

From her lectures, assignments and teaching method, Professor Bell has been the inspiration for many of her students pursuing advanced degrees in law and for becoming heavily involved in scholarship that is centered on civil rights litigation. Under her supervision, Professor Bell’s students have written op-eds, created video documentaries, collaborated with academics and practitioners, and have hosted symposiums for other law students, the general public and legal professionals. Professor Bell’s teaching style has truly been a gem in SULC’s crown.

SERVICE TO THE COMMUNITY

Other than our popular Chancellor, Professor Bell is perhaps one of the most well-recognized individuals from Southern University Law Center. She has made numerous television and radio appearances on behalf of her legal scholarship which involves criminal justice reform and civil rights violations inside the Louisiana penal system. Within the last three (3) years, Professor Bell has been a panelist or a presenter at numerous events in the Greater Baton Rouge area, which are listed below:

Panelist, Southern University Law Center, Baton Rouge, Louisiana ("*Black Jurors: Missing in Action or Missing By Practice?*" CLE), August 20, 2021.

Host, Center for African and African American Studies at Southern University at New Orleans ("*Driving While Black: Race, Space & Mobility in America*"), July 15, 2021.

Panelist, 2021 Universities Studying Slavery Conference ("*Contemporary Legacies of Slavery: The Justice System*"), April 16, 2021.

Panelist, Louisiana Public Broadcasting, Baton Rouge, Louisiana ("Philly D.A." Documentary Discussion), April 12, 2021.

Facilitator, West Baton Rouge Parish Library ("*Who Get's to Vote?*" *One Person, No Vote Discussion*), March 24, 2021.

Panelist, Louisiana Public Broadcasting, Baton Rouge, Louisiana ("Coded Bias" Documentary Discussion), March 15, 2021.

Facilitator, West Baton Rouge Parish Library ("*Who Get's to Vote?*" *Bending Towards Justice Discussion*), March 10, 2021.

Presenter, SULC BLSA Chapter ("*The Louisiana Black Panther Party on Trial*"), Feb. 26, 2021.

Facilitator, West Baton Rouge Parish Library ("*Who Get's to Vote?*" *Vanguard Discussion*), Feb. 24, 2021.

Presenter, Center for African and African American Studies at Southern University at New Orleans ("*I Can't Breathe: A Discussion About Race, Racism, and Lasting Change in Louisiana*"), Oct. 23, 2020.

Presenter, Roundtable Talk Hosted by Dawn Chanet Collins, Baton Rouge, Louisiana (“*Standing Straight in a Crooked Room as a Black Female*”), Sept. 30, 2020.

Presenter, Tulane Law School, New Orleans, Louisiana (“*Race, Racism, Anti-Racism, and the Constitution: A Look at the Past, Present, and Future*”), Sept. 17, 2020.

Presenter, Roots Camp 2020, Baton Rouge, Louisiana (“*Intersection of the Black Panther Party and the Klu Klux Klan & the Continuing Call for Redress & Restorative Justice*”), March 6, 2020.

Keynote, Lifers and Alumni Association Civil Rights & Criminal Justice Reform Seminar at Elayn Hunt Correctional Center, (“*Criminal Justice Reform & Civil Rights for the Captains & Masters of EHCC*”), Feb. 28, 2020.

Keynote, Center for African and African American Studies at Southern University at New Orleans, (“*When Law & Injustice Become Bedfellows: Justice Becomes the Business of the People*”), Feb. 03, 2020.

Keynote, Distinguished Gentlemen of Toastmasters 11th Annual Youth Forum at Dixon Correctional Institute, (“*Hit the Reset Button*” of EHCC”), Sept. 19, 2019.

Keynote, Louis A. Martinet Legal Society Southwest Louisiana CLE & Gala, Lake Charles, Louisiana (“*Did Jim Crow Die in November 2018?*”), Aug. 2, 2019.
Keynote, 9th Annual National Civil Rights Conference, Birmingham, Alabama (“*Rise, Advocate, Educate & Cooperate: Political Participation & Silver Rights*”), June 17, 2019.

Presenter, Access to Justice Internship Program, Baton Rouge, Louisiana (the Louis A. Berry Institute for Civil Rights & Justice), May 14, 2019.

Presenter, SULC Diversity Week, Baton Rouge, Louisiana (“*When Bells & Berries Mix, A Unique Brand of Justice Results*”), April 1, 2019.

Presenter, Louisiana Correctional Institute for Women, Baton Rouge, Louisiana (“*The History and Achievements of African Americans*”), Feb. 20, 2019.

Presenter, The Red Shoes, Baton Rouge, Louisiana (“*The Role of the People in Justice Battles: An Overlooked Aspect of Civil Rights Litigation*”), Feb. 17, 2019.

Professor Bell is not only revered for her presence in the community, but she has also made an enormous impact for SULC before the country with the many interviews she has given on news networks like CBS and MSNBC, and with her written commentary that she offered in print media with *The New Yorker*, *The Huffington Post*, and *The Washington*

Post. Professor Bell has made at least two appearances before the Judiciary Committee for the United States Senate, and she has been cited in numerous legal periodicals.

Professor Bell has spent her time at SULC engaging in a series of community service activities that have reflected favorably upon SULC and the Southern University System. She has served as a member of the Urban League of Louisiana's Complete Count Committee, which worked to ensure that African Americans and communities of color were properly counted in the 2020 Census. Professor Bell has partnered with the Baton Rouge Chapter of the NAACP to share her research and insights on jury diversity. When asked by colleagues or stakeholders to support litigation and reform strategies, Professor Bell embraced those offers out of her commitment to the causes they represented, as well as out of concern for the national image of SULC.

Professor Bell is listed as a supporter of the joined Amici Curiae Brief of Louisiana Professors of Law in Support of the Petitioner in *Edwards v. Vannoy* (2020) and she joined Amici Curiae Brief of Louisiana Constitutional Law and History Scholars on Behalf of Appellants in *Voice of the Ex-Offender v. State of Louisiana* (2018). Professor Bell has served as a mock judge for the 2020-21 National Moot Court Competition. Undeniably, Professor Bell has served the SULC family well, and this fact is echoed with many in the Southern University System.

The SULC faculty is aware of Professor Bell's research, scholarship, and legal efforts, which have led the Louisiana Legislature as well as the citizens of Louisiana to reverse Louisiana's non-unanimous jury practice, which has resulted in countless criminal defendants being convicted under a racially motivated procedure. The attention Professor Bell has garnered ultimately climaxed into the United States Supreme Court agreeing with the citizens of this state and issuing its historic decision in *Ramos v. Louisiana*, that overturned this process altogether.

SERVICE TO THE LAW SCHOOL (SOUTHERN UNIVERSITY LAW CENTER)

While Professor Bell is a valued member of the SULC Faculty, she has also held the post as Director for the Louis A. Berry Institute for Civil Rights and Justice from 2019-2020, wherein she was instrumental in promoting the Institute as a means for producing civil and human rights teaching and training. Under her leadership, the Institute produced

policies relevant to social justice and civil and human rights ideas and research. Professor Bell continues to work with SULC students who are interested in pursuing a career in criminal justice reform, civil rights, social justice.

She has worked over the past several years with the SULC Supplemental Bar Review Program by critiquing our graduating students' essay writing skills as they prepared for their upcoming bar examinations.

In addition to her work with law students, Professor Bell has actively participated on various SULC committees like the Curriculum Committee and the Faculty, Retention, Promotion and Tenure Committee. She religiously attends SULC faculty meetings, annual retreats, departmental meetings, and various SULC-sponsored lectures, symposiums, and CLE events. Finally, Professor Bell has supervised independent study projects, assisted other faculty members with CLE presentations, and has worked tirelessly with other faculty members in completing their law review articles and books.

SCHOLARLY AGENDA:

As mentioned earlier, Professor Bell's scholarship has centered on criminal justice reform, civil rights violations, and social justice. She has authored numerous law review articles and has recently expanded the scope of her scholarship to book chapters, national newspapers, op-eds, and various legal periodicals. Rather than describe the breath of Professor's Bell's scholarship, I have elected to site the endless array of legal research she had conducted since joining the SULC family.

CHAPTER

Angela A. Allen-Bell, *Chapter in Black Women, and the Carceral State: Tell Them We Are Not Monsters* (Erin S. Corbett & Katherine Wheatle eds., Routledge Press) (forthcoming 2022) (83 pages).

NEWS/MAGAZINES

Angela A. Allen-Bell, *When Voter Suppression Joined Jury Selection in Holy Matrimony*, San Francisco Bay View, Aug. 19, 2021.

Angela A. Allen-Bell, *Bankrupt Justice & Subprime Juries in Louisiana*, Think 504 News, Aug. 1, 2021.

Angela A. Allen-Bell, *Making the Case for Voting Yes on Amendment 2 (Non-Unanimous Jury Law) on November 6*, Data News Weekly, Oct. 3, 2018.

Angela A. Allen-Bell, *La's Non-Unanimous Jury System: An Assault Upon the Sixth Amendment & An Attack Upon Justice*, The Trial Lawyer, Summer 2018.

Angela A. Allen-Bell, *La's Non-Unanimous Jury Law: An Instrument of Legal, Political, Social Oppression*, The Drum News, March 9, 2018.

Angela A. Allen-Bell, *'Soledad Brother' John Clutchette Granted Parole – Will California Gov. Jerry Brown Reverse the Decision?* (Written Interview), Angola 3 News & San Francisco Bay View (01/19/18).

REPORTS

Co-authored ABA Criminal Justice Section Resolution and Report as to the use of non-unanimous juries in Louisiana and Oregon (along with Marjorie Esman and Heather Johnson), Feb. 2018. Resolution passed by the ABA's Criminal Justice Council, spring 2018.

LAW REVIEWS AND JOURNALS

Angela A. Allen-Bell, *A Primer on the "Bell Case Synthesis Method" & A Lesson On Adult Child's Play*, 2 Univ. of Bologna L. Rev. 1, 68 (2017).

Angela A. Allen-Bell, Student Author, Comment, *The Birth of The Crime: Driving While Black (DWB)*, 25 S.U.L. Rev. 195 (1997) reprinted in 44 S.U.L. Rev. 39 (2016).

Angela A. Allen-Bell, *The Incongruous Intersection of the Black Panther Party and the Ku Klux Klan*, 39 Seattle U. L. Rev. 1157 (2016).

Angela A. Allen-Bell, *How The Narrative About Louisiana's Non-Unanimous Criminal Jury System Became A Person Of Interest In The Case Against Justice In The Deep South*, 67 Mercer L. Rev. 585 (2016) (Lead Article).

Angela A. Allen-Bell, *A Prescription for Healing a National Wound: Two Doses of Executive Direct Action Equals a Portion of Justice and a Serving of Redress for America & The Black Panther Party*, 5 Univ. Miami Race & Soc. Justice L.Rev. 1 (2015) (Lead Article).

Angela A. Allen-Bell, *Activism Unshackled & Justice Unchained: A Call to Make a Human Right Out of One of the Most Calamitous Human Wrongs to Have Taken Place on American Soil*, 7 J. of Law & Social Deviance 125 (2014).

Angela A. Allen-Bell, *Reassessing Solitary Confinement II: The Human Rights, Fiscal, and Public Safety Consequences*, Hearing Before the Senate Judiciary Subcommittee on

the Constitution, Civil Rights, and Human Rights, 113th Cong. (Feb. 25, 2014) (statement of Angela A. Allen-Bell).

Angela A. Allen-Bell, Louisiana Justice Commission Hearing (Nov. 2, 2013) (statement of Angela A. Allen-Bell).

Angela A. Allen-Bell, *Perception Profiling & Prolonged Solitary Confinement Viewed Through The Lens of The Angola 3 Case: When Prison Officials Become Judges, Judges Become Visually Challenged and Justice Becomes Legally Blind*, 39 Hastings Const. L.Q. 763 (2012) (Lead Article).

Angela A. Allen-Bell, Reassessing *Solitary Confinement: The Human Rights, Fiscal, and Public Safety Consequences*, Hearing Before the Senate Judiciary Subcommittee on the Constitution, Civil Rights, and Human Rights (June 19, 2012) (statement of Angela A. Allen-Bell).

Angela A. Allen-Bell, *Bridge Over Troubled Waters and Passageway on a Journey to Justice: National Lessons Learned About Justice From Louisiana's Response to Hurricane Katrina*, 46 Cal. W. L. Rev. 2 (2010) (Lead Article).

Angela A. Allen-Bell, Student Author, Comment, *The Birth of The Crime: Driving While Black (DWB)*, 25 S.U.L. Rev. 195 (Fall 1997).

SUMMARY:

Professor Angela A. Allen-Bell is one of SULC's most highly decorated faculty members. She is the ultimate professional and scholar. She prides herself on identifying injustice and working with those who have fallen prey to it with getting retribution. She is relentless in her drive to cultivate her students into the barristers that the founders of Southern University Law Center have always envisioned them to be.

For these reasons, we are proud to recommend that Professor Angela A. Allen-Bell be promoted to the rank of "Full Professor" with the Southern University Law Center.



University Counseling Center

8710 Elton C Harrison Dr. Southern University Baton Rouge, LA 70813
(Voice) 225-771-2480 (Fax) 225-771-3560

TO: Dr. F Carl Walton
VC for Student Affairs

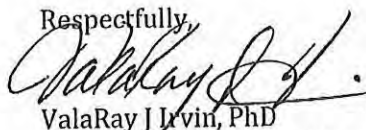
FROM: Dr. ValaRay J Irvin
Executive Director and Licensed Psychologist
University Counseling Center (UCC)

DATE: March 21, 2022


RE: New Hire for the UCC

Dr. Walton, this is a request that the below name be submitted to the Board of Supervisors on its April 8, 2022 meeting for approval to become a full-time therapist within the UCC.

Please find attached the required materials for the new hire: **Mrs. Stephenne B Calhoun; U#01261201.**

Respectfully,

ValaRay J Irvin, PhD
Executive Director and Licensed Psychologist
UCC

 3/21/22


F Carl Walton, PhD
VC Student Affairs

Ray L Belton, PhD
President-Chancellor SUBR

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

Previous Employee Leah Stone, MS Reason Left RESIGNED
 Date Left October 29, 2021 Salary Paid \$60,000

Profile of Person Recommended

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

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

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

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

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 ___ New Position Expiration Date: _____

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

Years Experience Six Southern University Experience -0-
 Degree(s): Type/Discipline (BA-Education): MA- Clinical Mental Health Coun. Institution/Location (SU-Baton Rouge): SUBR Year: 2019
LPC (Licensure) 2021

Current Employer _____

Personnel Action

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

Recommended Salary \$60,000 Salary Budgeted \$60,000

Source of Funds TITLE III

Identify Budget: 220450 Location _____
 Form Code: _____ Page _____ Item # _____

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

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount

*See Reverse Side

Graduate School signature (if, applicable):

<u>[Signature]</u> <u>03-17-2022</u>	<u>[Signature]</u> <u>03/21/22</u>
Supervisor _____ Date _____	Dean/Unit Head _____ Date _____
Vice Chancellor <u>[Signature]</u> <u>3/23/22</u>	Chancellor _____ Date _____
Director/Personnel _____ Date _____	Vice President/Finance _____ Date _____
President _____ Date _____	Business Affairs/Comptroller _____ Date _____
	Chairman/S.U. Board _____ Date _____
	of Supervisors _____

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: _____

EMPLOYEE DIRECT SUPERVISOR: _____

SUPERVISOR/DEPARTMENT CONTACT NUMBER _____

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

Position Description

Title: Mental Health Therapist (3 F/T; 1 P/T)
Classification: Administrative
Department: Title III/Student Affairs

Function of Position:

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

Principle Duties and Responsibilities:

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

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

Provides crisis intervention as needed.

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

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

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

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

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

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

Performs other duties as assigned by Director.

Distinguishing Duties:

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

Supervision:

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

Minimum Qualifications:

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

STEPHENNE CALHOUN

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

EXPERIENCE

SEPTEMBER 2020 – PRESENT

IOP COUNSELOR, SERENITY TREATMENT CENTER OF LOUISIANA

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

JUNE 2019 – PRESENT

COUNSELOR, BATON ROUGE BEHAVIORAL HOSPITAL

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

SEPTEMBER 2019 – FEBRUARY 2020

MENTAL HEALTH PROFESSIONAL, SPECTRUM REHAB SERVICES

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

2010-2018

Full Time Mother

April 2008 – November 2010

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

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

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August 2007 – April 2008

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

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

November 2004 – November 2006

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

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

EDUCATION

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JULY 2001

BACHELOR OF SCIENCE, SOUTHERN UNIVERSITY AND A & M COLLEGE

Psychology

MAY 2019

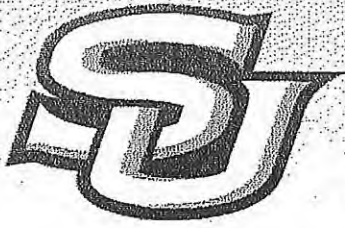
MASTER OF ARTS, SOUTHERN UNIVERSITY AND A & M COLLEGE

Clinical Mental Health Counseling

SKILLS

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

References available upon request



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

DEPARTMENT OF ATHLETICS

SOUTHERN JAGUARS | P.O. BOX 9942 | BATON ROUGE, LA 70813
GOJAGSPORTS.COM | [FB](#) /SOUTHERNUJAGUARS | [TW](#) @SOUTHERNUSPORTS

To Whom This May Concern:

Please accept this memorandum as a request and formal justification to amend the salaries of the individuals noted below effective April 1, 2022. Please be advised that these individuals are receiving salary adjustments because of the ongoing commitment within the department as well as being assigned additional duties.

- Jeffery Conyers- Head Tennis Coach **\$68,000**
- Ajohnee Rodney- Chief of Staff **\$77,000**

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

Best,

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

Dr. Ray Belton
President Chancellor
Southern University and A&M College
Baton Rouge Campus

BLUE

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	6	6	0-68
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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	Part-time (<u>100</u> % of Full Time)	<input type="checkbox"/> Restricted
<input type="checkbox"/> Tenured	(must be indicated if less than 100%)	<input type="checkbox"/> Detail #of mos _____
<input type="checkbox"/> Tenured Track	Undergraduate Student	<input type="checkbox"/> Job Appointment
<input type="checkbox"/> Other (Specify)	Graduate Assistant	<input type="checkbox"/> Probationary
	Retiree Return To Work	<input type="checkbox"/> Permanent Status

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

Profile of Person Recommended

Length of Employment July 1, 2021 To June 30, 2022
Effective Date of Employment April 1, 2022

Name Jeffery Conyers SS# U01278795 Sex M Race* B
(Last 4 digits only)

Position Title: Head Tennis 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 21 Years Southern University Experience 19 years

Degree(s):	Type/Discipline (BA-Science):	Institution/Location:	Year:
	<u>BA- Elementary Education</u>	<u>Southern University A&M College- Baton Rouge, LA</u>	<u>1999</u>
	<u>MA-Administration and Supervision</u>	<u>Southern University A&M College- Baton Rouge, LA</u>	<u>2001</u>

Current Employer Southern University A&M College- Baton Rouge, LA

Personnel Action

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

Annual Salary \$68,000 Salary Budgeted \$68,000 Hourly Rate, if applicable: _____

Pay Cycle: Biweekly Monthly Faculty

Source of Funds: State Identify Budget: 218900-21805-61002-29000 Location: _____

Change of:

	From	To
Position:	<u>Head Tennis Coach</u>	<u>Head Tennis Coach</u>
Status:	_____	_____
Salary Adjustment:	<u>\$58,916.00</u>	<u>\$68,000.00</u>

List total funds currently paid this employee by Southern University:	Source of Funds (Current)	Amount
	<u>218900-21805-61002-29000</u>	<u>\$68,000.00</u>
*See Reverse Side		
Comments: (Use back of form)		

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

<u>Roman P. Bannay (APR)</u> <u>3/8/2022</u>	<u>Roman P. Bannay (APR)</u> <u>3/8/2022</u>
Supervisor Date	Dean/Unit Head Date
<u>Bob Pugh</u> <u>3/14/22</u>	<u>[Signature]</u> _____
Vice Chancellor Date	Chancellor Date

Sam McHarris 3/11/2022
Director/Personnel Date
[Signature]
President Date

Alondra McCarty
Vice President/Finance Date
Business Affairs/Comptroller
Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Jeffery Conyers will receive a salary increase for dual sports coverage for Men's and Women's Tennis. This increase will go into effect on April 1, 2022

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM M-S

EMPLOYEE DIRECT SUPERVISOR: Roman Banks

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-5908

NUMBER OF EMPLOYEES SUPERVISED, (if any) None

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

<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/Unclass 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 LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

March 23, 2022

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

RE: One – Year Salary Adjustment for Marla Dickerson, Alycia Grace O’Bear, and Terri Mayes for Additional Duties

Dear Dr. Belton:

Previously incarcerated individuals often have barriers to entry into the workforce due to convictions and/or arrests on their records. The Southern University Law Center (SULC) and the Louisiana Workforce Commission (LWC) wish to engage in a collaborative working relationship to help remedy legal issues associated with barriers to entry into the workforce while providing experiential learning to SULC students.

The LWC has agreed to provide an initial grant of \$248,000.00 for the establishment of a pilot program to help reduce barriers to entry to the workforce by providing legal assistance and payment of expungement fees to persons affected by these barriers.

SULC will be engaged in planning, research, and implementation activities that will hopefully reduce barriers to workplace entry by providing

- (1) Intake,
- (2) preparation of expungement documents,
- (3) filing of expungement documents,
- (4) cost of the expungement process,
- (5) oversight of the expungement process for individuals, and
- (6) notification of the expungement process to individuals

To achieve the goals of the grant and to have proper administrative oversight and management of the grant that require three SULC faculty/staff members, Marla Dickerson, Alycia Grace-O’Bear, and Terri Mayes, to perform administrative oversight and management duties beyond

their normal duties. I am requesting salary adjustments for one year beginning May 1, 2022, through April 30, 2023 using funds from the grant. It is anticipated that additional grant funding may be garnered for two subsequent years. The adjustments are outlined in the chart below:

<u>Name</u>	<u>Title</u>	<u>Base</u>	<u>Adjustment</u>	<u>Total</u>
Marla Dickerson	Attorney	\$ 132,000	\$ 15,000.00	\$ 147,000.00
Alycia Grace - O'Bear	Attorney	\$ 77,896.00	\$ 15,000.00	\$ 92,896.00
Terri Mayes	Attorney	\$ 59,950.00	\$ 10,000.00	\$ 69,950.00

If the funding is renewed in subsequent years, I will seek permission in those subsequent years to renew the salary adjustments for those years.

I respectfully ask that the requested one-year salary adjustments be presented for approval to the Southern University Board of Supervisors at its April 2022, meeting. If you have any questions, please feel free to contact me.

Sincerely,



John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor



SOUTHERN UNIVERSITY 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

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SULC One-Year Salary Adjustment Request Page 1 of 2

"An Equal Educational Opportunity Institution"

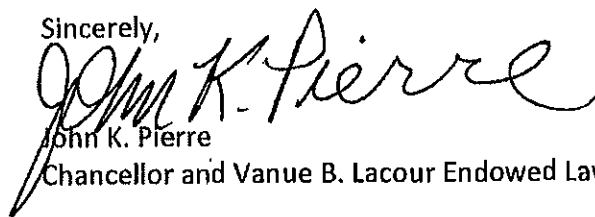
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Sincerely,



John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor

Merle Dickerson

EDUCATION

Louisiana State University, Department of Education | Baton Rouge, LA
Ph.D. Student in Higher Education Administration

Expected December 2022

Southern University Law Center | Baton Rouge, LA
Juris Doctor
GPA 3.35 • Rank 34/145

May 2007
Cum Laude

Texas A&M University | College Station, TX
Master of Science in Agricultural Economics
Thesis: Analysis of Farm-to-Retail Price Spread for Whole and Two Percent Milk in Seven Selected Cities

December 2003
Cum Laude

North Carolina A&T State University | Greensboro, NC
Bachelor of Science in Agricultural Economics

December 2001
Summa Cum Laude

BAR ADMISSIONS

Louisiana

October 2007

PROFESSIONAL & TEACHING EXPERIENCE

Southern University Law Center (SULC) | Baton Rouge, LA
Associate Vice Chancellor of Innovation Strategic Partnerships and Initiatives

July 2021 – Present

- Build and maintain mutually beneficial relationships with external organizations that align with the SULC ideals, mission, diversity, inclusion, and equity
- Oversee the development and growth of the sustainable internship and externship and sustainable employment pipeline programs
- Manage the Office of Career Services, Native American Law & Policy Institute, Louis A. Berry Institute of Civil Rights and Justice, Mixed Reality Virtual Innovation & Esports Institute, SU Strategic Leadership Institute, Cannabis Compliance, Law, & Policy Institute, Law, Agriculture, Arts, Business, Science, Engineering and Technology (LABSET) Initiative, and Continuing Legal Education

Southern University Law Center | Baton Rouge, LA

September 2019 – July 2021

Director of CLE, Instructor of Law, and Managing Fellow of Cannabis Compliance - Law and Policy Institute

- Developed and implemented continuing legal education programming, programming pertaining to education and research of cannabis regulations, the Cannabis and Hemp Symposium, and the Sports and Entertainment Symposium
- Launched the Continuing Legal Education “Becoming Fierce in the Practice of Law Series”
- Coordinated partnership with the Cannabis Health Equity Alliance (CHEM) and implemented personal wellness events
- Served as the instructor for Lawyering Process I, Lawyering Process II, and Law and Medicine (Medical Marijuana)
- Coordinated the SULC Esports Summit, logistics for on-site and virtual SACSCOC accreditation visit, and virtual platforms for continuing education, distance education, and virtual innovation
- Organized a \$10,000 scholarship for SUBR Computer Science student from Electronic Arts

Southern University Law Center | Baton Rouge, LA

December 2012 – December 2019

Director of Pre-Law Academic Counselor, Instructor of Law, and ADA Coordinator

- Served as the instructor for Lawyering Process I, Lawyering Process II, and Law and Medicine (Medical Marijuana)
- Developed and implemented 2016 - 2019 Summer Pre-Law Program and personal wellness events
- Help students identify learning styles, instruct students on academic skills, provide feedback regarding writing

Dickerson | 1

- samples, and proctor students with testing accommodations
- Develop and implement academic action plans and provide course planning guidance
- Conduct individual and group workshops and tutorial sessions
- Created SULC ADA Policy, coordinated ADA Services, and assessed ADA Accommodations application

July 2005 – April 2006

Southern University Law Center | Baton Rouge, LA

Teaching Assistant

- Assisted professors and conducted review sessions with students

January 2002 – May 2005

TAMU Agricultural Econ. Department | College Station, TX

Teaching Assistant

- Assisted students through one-on-one sessions and organized group study sessions
- Taught classes in basic microeconomic principles pertaining to agriculture

February 2011 – January 2019

The Law Offices Dickerson, Leblanc, and Woods | Addis, LA

Managing Partner

- Performed day-to-day management of all aspects of law practice
- Interviewed clients and performed in depth analysis of claims
- Researched issues of family law, personal injury, contract disputes, and disputed ownership
- Prepared pleadings for family and civil cases and attended status conferences and hearings on both family and civil cases
- Engaged in negotiations in both family and civil cases with opposing counsel
- Negotiated successfully a community settlement

October 2007 – February 2011

The Law Office of Victor J. Woods, Jr. | Baton Rouge, LA

Associate

- Represented clients and perform in depth analysis of claims
- Researched issues and prepared pleadings for family and civil cases including petitions, answers, reconventional demands, interrogatories, answers to interrogatories, and judgments

May 2006 – May 2007

Louisiana Department of Justice | Baton Rouge, LA

Law Clerk (Criminal Division)

- Assisted attorneys with research pertaining to criminal and Medicaid fraud
- Prepared pleadings, memoranda, and summary judgment motions

December 2003 – July 2004

Louisiana Dept. of Agriculture & Forestry | Baton Rouge, LA

Agricultural Specialist

- Performed routine inspections of scales used for trade to ensure calibration
- Conducted price verification and retail meter inspections

PRESENTATIONS

- "Legal Issues in Cannabis." (December 2020). Presented at 2020 SULC End of Year CLE, Virtual.
- "Cannabis and Hemp." (November 2019). Presented at Annual Bayou Classic CLE, New Orleans, LA.
- "A Discussion on Marginalized Individuals through the Lens of ASPers at HBCU and PWI Law Schools." (September 2019). Presented at AASE Bi-Annual Diversity Conference, Chicago, IL.
- "The Legal and Business Case for Diversity in the Industry: The Prospects for Women, Minorities, Veterans and Social Justice in Cannabis." (September 2019). Presented at ABA/TIPS From Regs to Riches: Navigating the Rapidly Emerging Fields of Cannabis and Hemp Law, Chicago, IL.
- "Social Justice Panel and Cannabis Education Panel." (October 2018). Presented at Diasporic Alliance for Cannabis Opportunities Conference, Philadelphia, Pennsylvania.
- "Bridging the Gap: Determining the Effect of a Summer Law School Bridge Program for Underperforming Students." (October 2017). Presented at the inaugural Association of Academic Support Educators Diversity Conference, Baltimore, Maryland.

- “Increasing the Effectiveness of Law School Pedagogy by Incorporating Mandatory Sustained Professional Development Seminars.” (May 2016). Presented at the annual conference of the Association of Academic Support Educators, New York, New York.

PROFESSIONAL AFFILIATIONS, ACADEMIC SERVICE, AND COMMUNITY SERVICE

Delta Sigma Theta Sorority, Incorporated	April 2005 – Present
Association of Academic Support Educators (AASE)	Month 2016 – Present
<ul style="list-style-type: none"> • Diversity Committee Chair (August 2017 – July 2018) • Vice President of Diversity (August 2018 – July 2020) • Co-Chair for Inaugural Diversity Conference (August 2016 – July 2017) 	
Southern University System	January 2019 – December 2020
<ul style="list-style-type: none"> • Grievance Committee Chair (January 2019 – December 2020) • Grievance Committee Member (January 2018 – December 2019) 	
American Bar Association (ABA)	January 2019 – Present
<ul style="list-style-type: none"> • Tort Trial and Insurance Practice (TIPS) Member • Co-Chair for Standing Committee on Diversity and Inclusion • Diversity Vice Chair for Cannabis Law and Policy General Committee • ABA Council for Diversity in the Educational Pipeline Member 	

GRANTS

The Socially Disadvantaged Farmers and Ranchers Policy Research Center at Alcorn State University	
Fall 2020	
<ul style="list-style-type: none"> • “Research Grant” \$20,000 	
Council on Legal Education (CLEO)	Summer 2019
<ul style="list-style-type: none"> • “2019 Pre-Law Summer Institute Grant” \$105,000 • “2018 Pre-Law Summer Institute Grant” \$100,000 	Summer 2018

AWARDS, FELLOWSHIPS, & HONORS

Southern University Law Center	2006 –2007
<ul style="list-style-type: none"> • Moot Court Board, Treasurer • SBA Elections Committee Member 	2005 –2006 2002 –2003
Heap Fellowship	2002 –2003
Association of Former Students Fellowship	1998 –2001
North Carolina A&T State University Dean’s List (7 semesters)	1998 –2001
Gamma Sigma Delta Agricultural Honor Society	1998 –2001
Golden Key National Honor Society	1998 –2001
Alpha Lambda Delta Honor Society	1998 –2001
USDA/1890s Scholarship	

Terri Mayes



LICENSURE

- State Bar of Louisiana- *October 2016*

EDUCATION

Southern University Law Center, Baton Rouge, LA
Juris Doctor Candidate – May 2016

Middle Tennessee State University, Murfreesboro, TN
Bachelor of Science, Political Science minor in English -December 2011

EXPERIENCE

SOUTHERN UNIVERSITY LAW CENTER
STRATEGIC PARTNERSHIP COORDINATOR

JANUARY 2022-PRESENT

- Identify trends/gaps in the higher education and develop new opportunities for students and alumni.
- Assist in the coordination and implementation of memorandums of understandings
- Monitor and evaluate memorandums or understandings
- Draft pleadings and court appearances for special projects
- Monitor and evaluate partnerships and execute growth strategies
- Generate new leads, identify and contact key decision makers, screen potential partnership opportunities, select business/organizations opportunities in line with growth goals.
- Develop strategies and plans to expand students' skills and experiential opportunities

EAST BATON ROUGE PUBLIC DEFENDER OFFICE

JULY 2019-DECEMBER 2021

SUB SUPERVISOR/ FELONY ASSISTANT PUBLIC DEFENDER

JUNE 2020-DECEMBER 2021

- Represent clients charged with felony offenses
- mentor and train new attorneys
- assign cases

MID-LEVEL ASSISTANT PUBLIC DEFENDER

JULY 2019-JUNE 2020

- Represented clients charged with misdemeanor and felony offenses
- Researched legal issues and rules of law to best protect clients' interests
- Advocated zealously for my clients' rights under the constitution

- Investigate clients' cases, including gathering evidence and conducting witness interviews.

Dickerson, LeBlanc & Woods, LLC

2016-June 2019

Associate Attorney

- Represented clients charged with misdemeanor and felony offenses
- Researched legal issues and rules of law to best protect clients' interests
- Advocated zealously for my clients' rights under the constitution
- Assisted and observed armed robbery and murder trials.
- Investigate clients' cases, including gathering evidence and conducting witness interviews.
- Represent clients at arraignment and negotiate plea agreements with prosecution when appropriate.
- Assist clients in post-conviction matters such as probation and expungement hearings.
- Preparing demand packages, negotiating, petition for damages
- Conduct depositions
- Assisting with family law handling issues of contempt, prepared divorce, child custody, and judicial partition petitions.
- Successfully entrusted with vast responsibility under little direction with proven results

VOLUNTEER WORK

- Christa Martin Campaign for Vice- Mayor and City Council
- Domestic Violent Women Shelter-Murfreesboro
- Maury County Senior Citizen Center.
- Maury County Boys and Girls Club
- Victor Woods Campaign for State Representative
- NAACP Baton Rouge
- Louisiana Association of Criminal Defense Lawyers
- National Public Defender Association
- Public Defender Association of Louisiana

AWARDS/CERTIFICATES

- 10:1 Blackstone Certificate **December 2019**
- Leading during troubled times and beyond (NAPD) **February- May 2021**

CURRICULUM VITAE
ALYCIA GRACE-O'BEAR

ALYCIA GRACE-O'BEAR, ATTORNEY



PROFESSIONAL COMPETENCIES:

- Practice Specialties include Administrative Law, Civil Law, Criminal Law, Employment Law, Education Law, Family Law, and Government and Public Policy.
- *Louisiana State-Certified Mediator* – Civil, Commercial and Employment.
- Skilled/Experienced in Louisiana Succession Law and Matrimonial Regimes.
- *Skilled Criminal Trial Attorney* - Served as a Louisiana State Criminal Prosecutor.
- *Skilled/Experienced Mass Tort Litigator*
Successfully represented over 450 litigants in a mass tort action, multi-million-dollar recovery
- Skilled/Experienced in Commercial Law, Labor and Worker's Compensation claims/adjudications, and Social Security Administration adjudications.
- *Contract Law* - contract negotiations, contract drafting, contract management services, non-disclosure agreements and standard/non-standard business agreements.
- *Town Attorney*, Town of Latcher (2005-2006) – Latcher, Louisiana
Louisiana City and Municipal Government Management Experience
- *Legal Consultant* - Grants and Federal Funding, Town of White Castle (2004-2008)
Secured over \$1 million in federal funding (USDA) for Town of White Castle.

CERTIFICATIONS AND LICENSES:

- *Attorney*
Louisiana State Supreme Court, December 17, 1999
- *Notary Public*
Louisiana Secretary of State, January 3, 2000
- *Certified Mediator - Civil, Commercial and Employment Law*
Louisiana State Bar Association, Alternative Dispute Resolution Section
- *Public Administration Certification, 2018*
Villanova University – Villanova, Pennsylvania
- *Special Education Law and Policy, 2015 - 2018 Certifications*
National Academy for IDEA Administrative Law and Impartial Hearing Officers
- *Administrative Law - Advanced, 2009 Certificate*
American University, Washington College of Law - Seattle, Washington
- *Administrative Law: Fair Hearings, 2008 Certificate*
University of Nevada, National Judicial College - Reno, Nevada
- *Administrative Law: Fair Hearings, 2008 Certificate*
University of Nevada, National Judicial College – Reno, Nevada

SELECT HONORS AND ACTIVITIES:

- *Presiding Judge*, Louisiana Ethics Adjudicatory Board, 2016 - 2018
Louisiana Board of Ethics
- *2014 Recipient, Charles E. Dunbar, Jr. Career Service Award*
Louisiana Civil Service League's 55th Annual Charles E. Dunbar Award Ceremony

- 2012 *Federal Commendation*, "Best Practices Unemployment Insurance: Handling and Conducting Unemployment Insurance Hearings"
United States Department of Labor (USDOL)
- 2012 *Member*, *Louisiana Ethics Adjudicatory Board*
Louisiana Board of Ethics
- 2011 *Federal Commendation*, "Best Practices Unemployment Insurance: Handling and Conducting Unemployment Insurance Hearings"
United States Department of Labor (USDOL)

SELECT SPEAKING ENGAGEMENTS:

- 2021 Presenter, "Becoming Fierce in the Practice of Law: Public Policy and Disaster Relief"
Southern University Law Center, Baton Rouge, Louisiana
- 2020 Presenter, "Louisiana Family Law: Practicing Law in a Pandemic"
Southern University Law Center, Baton Rouge, Louisiana
- 2020 Lecturer, "Louisiana Succession Law: Current Trends"
Continuing Legal Education
Southern University Law Center, Baton Rouge, Louisiana
- 2019 Presenter, "Administrative Law and Elderly Services"
Louisiana Governor's Office of Elderly Affairs, Baton Rouge, Louisiana
- 2018 Presenter, "Federal Disaster Benefit Programs: Policy and Procedure" Government
and Public Policy Review, Seattle, Washington
- 2016 Presenter, "Best Practices in Administrative Law"
Law and Government Review – 19th Judicial District Court, Baton Rouge, Louisiana
- 2015 Presenter, "Preserving the Case Record: Making Coherent, Cogent Decisions"
National Association of Administrative Law Judges, Indianapolis, Indiana
- 2015 Presenter, "Exception to the Rule: Handling Exceptionalities in Education Law"
American University, Washington College of Law - Seattle, Washington
- 2014 Presenter, "Federal Benefits Programs: Avoiding Federal Disallowances" National
Association of Administrative Law Judges, Memphis, Tennessee

SELECT LEGISLATION:

Involved with drafting, consulting and/or committee testimony:

- Act 10 of 2018, Insurance
- Act 423 of 2017, Children/Care
- Act 354 of 2015, Child Daycare
- Act 364 of 2015, Education/Early Childhood
- Act 868 of 2014, Early Childhood Education
- Act 656 of 2014, Ethics/Financial Disclosures

PROFESSIONAL EXPERIENCE

SOUTHERN UNIVERSITY LAW CENTER

2019 – PRESENT

A A LENOIR HALL
2 ROOSEVELT STEPTOE DRIVE
BATON ROUGE, LOUISIANA 70813
agrace-obear@sulc.edu
TELEPHONE: (225) 771-3333
FACISIMILE: (225) 771-2474

ASSISTANT PROFESSOR, CLINICAL EDUCATION

- Louisiana Family Law
- Louisiana Successions and Donations
- Louisiana Civil Law Property
- Disaster Law Clinic (Government Policy Implementation), Clinical Education
- Legal Writing and Analysis

LEBLANC, ROBERTSON, CHISHOLM & ASSOCIATES, LLC

2020

5555 HILTON AVENUE, SUITE 605
BATON ROUGE, LOUISIANA 70808

Service Dates: July 2018 – December 2019

IN-HOUSE COUNSEL

- Represents the organization in complex and important litigation, engages and monitors outside counsel as needed or required.
- Acts as agency liaison with federal and state agencies, legislative bodies, and third-party contractors, service providers.
- Develops, implements, and monitors programs, policies, and procedures for the organization.
- Handles employment law issues with current and prospective personnel.

LOUISIANA DIVISION OF ADMINISTRATIVE LAW

2018

1020 FLORIDA STREET BATON ROUGE, LOUISIANA 70802

Service Dates: December 2006 - October 2018

DEPUTY GENERAL COUNSEL

(March 2011- October 2018)

- Represented the division in complex and important litigation.
- Drafted and reviewed new legislation, testified before legislative committees and other tribunals.
- Prepared and reviewed the preparation and negotiation of division contracts, requests for proposals and other legal documents.
- Developed or assisted in development of budget recommendations for the division.
- Prepared fiscal notes for legislative committee review.
- Developed, implemented and monitored programs, policies and procedures for the division.
- Acted as agency liaison with federal and state agencies to develop policy and program implementation.
- Resolved issues related to handling of cases, new legislation, policy and procedures.
- Supervised a group of administrative law judges, and support staff.
- Ensured that duties, responsibilities, authority and accountability of all direct subordinates were defined and understood.
- Identified, recommended training needs, assisted with production of in-house trainings for subordinate employees.
- Served on the Louisiana Ethics Adjudicatory Board.
- Served as an administrative law judge for the division.

ADMINISTRATIVE LAW JUDGE

(December 2006 - March 2011)

- Conducted over 4,000 quasi-judicial public, adversarial, evidentiary hearings throughout the state involving various and complex legal issues;
- Ruled on the admissibility of evidence and procedural matters;
- Issued formal written opinions containing findings of fact, conclusions of law, the rationale for the decision and the judgment.

HONORABLE RICHARD J. WARD, JR., DISTRICT ATTORNEY'S OFFICE **2006**
 18TH JUDICIAL DISTRICT COURT
 58050 MERIAM STREET PLAQUEMINE, LOUISIANA 70764
Service Dates: December 2000 – December 2006

ASSISTANT DISTRICT ATTORNEY

- Prosecuted criminal misdemeanors, felonies and sex crimes.
- Prosecuted/handled juvenile criminal matters and adjudications of "child in need of care" cases.
- Drafted various pleadings and briefs.
- Handled assigned docket, made all court appearances, argued procedural motions, participated in all aspects of pre-trial discovery process, including developing case strategy and theory.
- Drafted and assisted with pre-trial preparation in capital cases; assisted with drafting and preparing of appellate briefs; analyzed and interpreted state statutes and criminal code.
- Acted as a quasi-supervisor for the administrative staff members in the Iberville parish office.

ALYCIA GRACE-O'BEAR, ATTORNEY **1999 - PRESENT**
 GRACE-O'BEAR PROFESSIONALS, LLC
 8550 UNITED PLAZA BLVD, SUITE 702 BATON ROUGE, LOUISIANA 70809
aobearlaw@gmail.com
 TELEPHONE: 225-922-4245
 FACSIMILE: 225-922-4550

- Manages a boutique law practice specializing in several practice areas, including administrative law and procedure, civil litigation, criminal law, employment law, education law, family law (matrimonial regimes), succession law, tort law, and government and public policy.
- Handles legal matters from inception to final deposition, which includes pre-trial and status matters, discovery, depositions, hearings, motions, trial, and appellate level litigation.
- Practices and maintains good standing in all Louisiana state courts and federal courts over the past twenty years.

HONORABLE SHARAH HARRIS, JUDGE **1999**
 18TH JUDICIAL DISTRICT COURT, DIVISION C
 POST OFFICE BOX 626 PLAQUEMINE, LOUISIANA 70764
Service Dates: July 1997-December 1999

JUDICIAL ADMINISTRATOR/LAW CLERK

- Acted as judicial administrator for 18th Judicial District Court, Division C, serving the parishes of Iberville, West Baton Rouge, and Pointe Coupee.
- Handled and supervised all of the docketing, scheduling and hearing/trial preparation for the tri-parish district, Division C.
- Prepared all of the judicial administrative documents for Louisiana Supreme Court reporting requirements for judicial district court judges.
- Budgeted all of the judicial travel and expense accounts, prepared quarterly audit reports for the respective parish's governing authorities.
- Conducted extensive research on various legal issues to draft written reasons and judgments.
- Supervised a staff of six professionals.

EDUCATION

SOUTHERN UNIVERSITY LAW CENTER – BATON ROUGE, LOUISIANA 1997
JURIS DOCTORATE DEGREE

TULANE UNIVERSITY, NEWCOMB COLLEGE – NEW ORLEANS, LOUISIANA 1993
 BACHELOR OF ARTS, COMMUNICATIONS – RHETORIC AND PUBLIC DISCOURSE

CERTIFICATIONS AND LICENSES

- *Attorney, Louisiana State Supreme Court*
- *Notary Public, Louisiana Secretary of State*
- *Certified Mediator - Civil, Commercial and Employment Law*
Louisiana State Bar Association, Alternative Dispute Resolution Section
- *Public Administration, 2018 Certificate Villanova University – Villanova, Pennsylvania*
- *Special Education Law and Policy, 2015 - 2018 Certifications*
National Academy for IDEA Administrative Law and Impartial Hearing Officers
American University, Washington College of Law - Seattle, Washington
- *Administrative Law - Advanced, 2009 Certificate*
University of Nevada, National Judicial College - Reno, Nevada
- *Administrative Law: Fair Hearings, 2008 Certificate*
University of Nevada, National Judicial College – Reno, Nevada

JOB CLASS				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	5	9
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment 05/01/2022 To 04/30/2023
 Effective Date 05/01/2022

Name Marla Dickerson SS# S01463836/6870 Sex* F Race* B
 (Last 4 digits only)

Position Title: Associate Vice Chancellor for Innovation and Strategic Partnerships & Initiatives Department: Law Center - Academic Support

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

New Position Expiration Date: _____

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

Years Experience 14 Southern University Experience 8

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>J.D.</u>	<u>Southern University Law Center</u>	<u>2007</u>
	<u>M.S. Agricultural Economics</u>	<u>Texas A&M University, College Station, TX</u>	<u>2003</u>
	<u>B.S.</u>	<u>North Carolina A&T State Univ., Greensboro, NC</u>	<u>2001</u>

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$147,000.00 Salary Budgeted \$147,000.00

Source of Funds 311001-31710-61002-33000 (\$132,000.00) and 327582-31620-61002-36000 (\$15,000.00)

Identify Budget: State _____ Location _____
 Form Code: 1 Page 1 Item # 1

Change of: _____

Position From _____ To _____
 Status _____ Louisiana Workforce Commission

Salary Adjustment \$132,000.00 \$132,000.00+\$15,000.00=\$147,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
311001-31710-61002-33000	\$132,000.00
327582-31620-61002-36000	\$15,000.00

*See Reverse Side

Graduate School signature (if, applicable):

John K. Pierre 3/24/22 Date
 Supervisor
Donoed W. Holt 3-24-22 Date
 Vice Chancellor
Caryn K. Hall 3-24-22 Date
 VC for Finance and Admin.
John K. Pierre 3/24/22 Date
 Chancellor
 _____ Date
 Director/Personnel
 _____ Date
 Vice President/Finance
 Business Affairs/Comptroller
 _____ Date
 President
 _____ Date
 Chairman/S.U. Board
 of Supervisors
 _____ Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: One – Year Salary Adjustment for the Louisiana Workforce Commission (LWC) Project Grant, effective May 01, 2022 through April 30, 2023.

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Chancellor, John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any) 200

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER
ENCUMBERED / FUNDS AVAILABLE
CODE _____ EXPIRES _____
DOC. I.D. # _____
DATE RA 3/24/22
BY JI DMercery
F1
F0

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

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

Marla Dickerson

EDUCATION

Louisiana State University, Department of Education Baton Rouge, LA <i>Ph.D. Student in Higher Education Administration</i>	Expected December 2022
Southern University Law Center Baton Rouge, LA <i>Juris Doctor</i> GPA 3.35 • Rank 34/145	May 2007 Cum Laude
Texas A&M University College Station, TX <i>Master of Science in Agricultural Economics</i> Thesis: Analysis of Farm-to-Retail Price Spread for Whole and Two Percent Milk in Seven Selected Cities	December 2003 Cum Laude
North Carolina A&T State University Greensboro, NC <i>Bachelor of Science in Agricultural Economics</i>	December 2001 Summa Cum Laude

BAR ADMISSIONS

Louisiana	October 2007
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PROFESSIONAL & TEACHING EXPERIENCE

Southern University Law Center (SULC) Baton Rouge, LA <i>Associate Vice Chancellor of Innovation Strategic Partnerships and Initiatives</i>	July 2021 – Present
<ul style="list-style-type: none">• Build and maintain mutually beneficial relationships with external organizations that align with the SULC ideals, mission, diversity, inclusion, and equity• Oversee the development and growth of the sustainable internship and externship and sustainable employment pipeline programs• Manage the Office of Career Services, Native American Law & Policy Institute, Louis A. Berry Institute of Civil Rights and Justice, Mixed Reality Virtual Innovation & Esports Institute, SU Strategic Leadership Institute, Cannabis Compliance, Law, & Policy Institute, Law, Agriculture, Arts, Business, Science, Engineering and Technology (LABSET) Initiative, and Continuing Legal Education	
Southern University Law Center Baton Rouge, LA <i>Director of CLE, Instructor of Law, and Managing Fellow of Cannabis Compliance - Law and Policy Institute</i>	September 2019 – July 2021
<ul style="list-style-type: none">• Developed and implemented continuing legal education programming, programming pertaining to education and research of cannabis regulations, the Cannabis and Hemp Symposium, and the Sports and Entertainment Symposium• Launched the Continuing Legal Education “Becoming Fierce in the Practice of Law Series”• Coordinated partnership with the Cannabis Health Equity Alliance (CHEM) and implemented personal wellness events• Served as the instructor for Lawyering Process I, Lawyering Process II, and Law and Medicine (Medical Marijuana)• Coordinated the SULC Esports Summit, logistics for on-site and virtual SACSCOC accreditation visit, and virtual platforms for continuing education, distance education, and virtual innovation• Organized a \$10,000 scholarship for SUBR Computer Science student from Electronic Arts	
Southern University Law Center Baton Rouge, LA <i>Director of Pre-Law Academic Counselor, Instructor of Law, and ADA Coordinator</i>	December 2012 – December 2019
<ul style="list-style-type: none">• Served as the instructor for Lawyering Process I, Lawyering Process II, and Law and Medicine (Medical Marijuana)• Developed and implemented 2016 - 2019 Summer Pre-Law Program and personal wellness events• Help students identify learning styles, instruct students on academic skills, provide feedback regarding writing	

- samples, and proctor students with testing accommodations
- Develop and implement academic action plans and provide course planning guidance
- Conduct individual and group workshops and tutorial sessions
- Created SULC ADA Policy, coordinated ADA Services, and assessed ADA Accommodations application

July 2005 – April 2006

Southern University Law Center | Baton Rouge, LA

Teaching Assistant

- Assisted professors and conducted review sessions with students

January 2002 – May 2005

TAMU Agricultural Econ. Department | College Station, TX

Teaching Assistant

- Assisted students through one-on-one sessions and organized group study sessions
- Taught classes in basic microeconomic principles pertaining to agriculture

February 2011 – January 2019

The Law Offices Dickerson, Leblanc, and Woods | Addis, LA

Managing Partner

- Performed day-to-day management of all aspects of law practice
- Interviewed clients and performed in depth analysis of claims
- Researched issues of family law, personal injury, contract disputes, and disputed ownership
- Prepared pleadings for family and civil cases and attended status conferences and hearings on both family and civil cases
- Engaged in negotiations in both family and civil cases with opposing counsel
- Negotiated successfully a community settlement

October 2007 – February 2011

The Law Office of Victor J. Woods, Jr. | Baton Rouge, LA

Associate

- Represented clients and perform in depth analysis of claims
- Researched issues and prepared pleadings for family and civil cases including petitions, answers, reconventional demands, interrogatories, answers to interrogatories, and judgments

May 2006 – May 2007

Louisiana Department of Justice | Baton Rouge, LA

Law Clerk (Criminal Division)

- Assisted attorneys with research pertaining to criminal and Medicaid fraud
- Prepared pleadings, memoranda, and summary judgment motions

December 2003 – July 2004

Louisiana Dept. of Agriculture & Forestry | Baton Rouge, LA

Agricultural Specialist

- Performed routine inspections of scales used for trade to ensure calibration
- Conducted price verification and retail meter inspections

PRESENTATIONS

- "Legal Issues in Cannabis." (December 2020). Presented at 2020 SULC End of Year CLE, Virtual.
- "Cannabis and Hemp." (November 2019). Presented at Annual Bayou Classic CLE, New Orleans, LA.
- "A Discussion on Marginalized Individuals through the Lens of ASPers at HBCU and PWI Law Schools." (September 2019). Presented at AASE Bi-Annual Diversity Conference, Chicago, IL.
- "The Legal and Business Case for Diversity in the Industry: The Prospects for Women, Minorities, Veterans and Social Justice in Cannabis." (September 2019). Presented at ABA/TIPS From Regs to Riches: Navigating the Rapidly Emerging Fields of Cannabis and Hemp Law, Chicago, IL.
- "Social Justice Panel and Cannabis Education Panel." (October 2018). Presented at Diasporic Alliance for Cannabis Opportunities Conference, Philadelphia, Pennsylvania.
- "Bridging the Gap: Determining the Effect of a Summer Law School Bridge Program for Underperforming Students." (October 2017). Presented at the inaugural Association of Academic Support Educators Diversity Conference, Baltimore, Maryland.

- “Increasing the Effectiveness of Law School Pedagogy by Incorporating Mandatory Sustained Professional Development Seminars.” (May 2016). Presented at the annual conference of the Association of Academic Support Educators, New York, New York.

PROFESSIONAL AFFILIATIONS, ACADEMIC SERVICE, AND COMMUNITY SERVICE

Delta Sigma Theta Sorority, Incorporated	April 2005 – Present
Association of Academic Support Educators (AASE)	Month 2016 – Present
<ul style="list-style-type: none"> • Diversity Committee Chair (August 2017 – July 2018) • Vice President of Diversity (August 2018 – July 2020) • Co-Chair for Inaugural Diversity Conference (August 2016 – July 2017) 	
Southern University System	January 2019 – December 2020
<ul style="list-style-type: none"> • Grievance Committee Chair (January 2019 – December 2020) • Grievance Committee Member (January 2018 – December 2019) 	
American Bar Association (ABA)	January 2019 – Present
<ul style="list-style-type: none"> • Tort Trial and Insurance Practice (TIPS) Member • Co-Chair for Standing Committee on Diversity and Inclusion • Diversity Vice Chair for Cannabis Law and Policy General Committee • ABA Council for Diversity in the Educational Pipeline Member 	

GRANTS

The Socially Disadvantaged Farmers and Ranchers Policy Research Center at Alcorn State University	
Fall 2020	
<ul style="list-style-type: none"> • “Research Grant” \$20,000 	
Council on Legal Education (CLEO)	Summer 2019
<ul style="list-style-type: none"> • “2019 Pre-Law Summer Institute Grant” \$105,000 • “2018 Pre-Law Summer Institute Grant” \$100,000 	Summer 2018

AWARDS, FELLOWSHIPS, & HONORS

Southern University Law Center	2006 –2007
<ul style="list-style-type: none"> • Moot Court Board, Treasurer • SBA Elections Committee Member 	2005 –2006 2002 –2003
Heap Fellowship	2002 –2003
Association of Former Students Fellowship	1998 –2001
North Carolina A&T State University Dean’s List (7 semesters)	1998 –2001
Gamma Sigma Delta Agricultural Honor Society	1998 –2001
Golden Key National Honor Society	1998 –2001
Alpha Lambda Delta Honor Society	1998 –2001
USDA/1890s Scholarship	



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

March 21, 2022

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

RE: Pay adjustments for additional duties for Terry Steward and Angela Gaines

Dear Dr. Belton:

The Southern University Law Center (SULC) through its Minority Business Development Agency (MBDA) Center who has funding for \$1,875,000 for a five-year period has secured an additional grant commencing July 1, 2022, for \$538,736. With the additional grant of \$538,736, the MBDA Center will serve and provide more comprehensive relief to minority business enterprises (MBEs) while supporting the United States Department of Commerce's MBE growth, exporting, manufacturing, and federal contracting initiatives and priorities, especially in the midst of and with a focus on the effects of the COVID-19 pandemic on minority business enterprises.

SULC, through the MBDA Center will provide technical assistance, training, education, and advisory services to minority business enterprises. As such, SULC has scoped out several initiatives and programming for minority business enterprises that have been impacted by COVID-19.

To effectively execute the grant, we have identified two SULC staff members who will have to perform additional duties to assist in executing the grant effectively. Mrs. Terry Steward will help the MBDA Center manage and utilize a new platform that she will have to learn beyond her normal duties. Mrs. Angela Gaines will help the MBDA Center coordinate, plan, and host multiple programming, training events, and a statewide conference that will go beyond her normal duties. The extra requested compensation for Mrs. Steward is \$5,000, and for Mrs. Gaines \$9,000. The period of extra compensation commences July 1, 2022 and ends June 30, 2023.

I respectfully request that you present the pay adjustment for additional compensation to southern University Board of Supervisors at its April 8, 2022, meeting. If you have any questions, please feel free to contact me.

Sincerely,

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor

JOB CLASS 1	1	7	7	6
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

Profile of Person Recommended

Length of Employment 07/01/2022 To 06/30/2023
 Effective Date 07/01/2022

Name Angela S. Gaines SS# XXX-XX-9246 Sex F Race* B
 (Last 4 digits only)

Position Title: Director of Facilities Department: Law Center - Institutional Support

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

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

Years Experience 28 Southern University Experience 28
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
B.S. - Computer Science Southern University 1993
M.S. - Computer Science University of Phoenix 2008

Current Employer Southern University Law Center

Personnel Action

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

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

Source of Funds 311001-36210-61002-37000 (\$108,000.00) and 327575-31120-61002-36000 (\$9,000.00)

Identify Budget: State/Grant Location _____
 Form Code: BOR10 Page 1 Item # 1

Change of:
 Position From Director of Facilities To Director of Facilities
 Status _____ (Additional Duties under the MBDA Grant Program)
 Salary Adjustment \$108,000.00 \$108,000.00+\$9,000.00=\$117,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
311001-36210-61002-37000	\$108,000.00
327575-31120-61002-36000	\$9,000.00

*See Reverse Side

Graduate School signature (if, applicable):

John K. Pierre 3/24/22
 Supervisor Date
Bonard W. F. ... 3/24/22
 Vice Chancellor Date

Curry H. Hall 3-24-22
 Dean/Unit Head Date
John K. Pierre 3/24/22
 V/O for Fin & Admin. Date
 Chancellor Date

Director/Personnel _____ Date _____ Vice President/Finance _____ Date _____
 Business Affairs/Comptroller

President _____ Date _____ Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: : Pay adjustment for additional duties under the Minority Business Development Agency (MBDA). The period of extra compensation commences July 01, 2022 and ends June 30, 2023.

EMPLOYEE REGULAR WORK SCHEDULE: Daily
EMPLOYEE DIRECT SUPERVISOR: V/C Terry Hall
NUMBER OF EMPLOYEES SUPERVISED, (if any) 16
HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER
ENCUMBERED / FUNDS AVAILABLE
CODE _____
DOC. ID # _____
DATE RA _____
HI _____
BY JI _____
F1 _____
F0 _____

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

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

ASG

ANGELA
SCOTT-
GAINES

CONTACT

PHONE: (225)-771-4931

E-MAIL: againes@sulc.edu

ADDRESS: Roosevelt Steptoe Dr,
Baton Rouge, LA 70813

EDUCATION

APPA: Leadership in Educational Facilities January 2016
Institute for Facilities Management Graduate

University of Phoenix May 2006
Master of Information Systems

Southern University May 1993
Bachelor of Science, Computer Science

EXPERIENCE

Southern University Law Center Baton Rouge, LA
Director of Facilities 2017-Present

Research and conduct best business practice to improve efficiency, reduce operating costs, and increase productivity

Responsible for the strategic planning and day-to-day operation of the Law Center, particularly in relation to buildings, premises, and personnel

Oversee procurement and contract management, maintenance, catering, vending, health and safety, security, utilities, infrastructure, and space management

Facilities Operations Manager 2012-2017

Ensure that the Law Center has the most suitable working environment for the students, faculty, and staff as well as their activities

Responsible for the execution and management of all day, evening, and night events

Technical Support Specialist 2000-Present

Develop and execute automation plans for the Southern University Law Library

Design and produce graphic projects for official Law Center functions/activities

Assist students in their preparations of graphic materials for official functions

Louis System Administrator 2000-Present

Delegated and monitored the implementation and testing of new releases or SIRSI

UnicornLINK; understood, coordinated, and managed all Workflow modules

Created, maintained, deleted, and managed all login credentials in UnicornLINK

Oversaw information dissemination, problem evaluations, and electronic resources

Southern University Comptroller's Office Baton Rouge, LA

Budget Analyst 1999-2000

Developed, interpreted, and analyzed budgetary data for all General Operations

Prepared all appropriate and necessary budget projections and presentations

Accounting Specialist, Accounts Payable 1991-1999

Prepare pre-audit transaction documents, departmental invoices, travel fiscal

documents to ensure compliance with applicable accounting principles

Provide technical assistance and information to students, faculty, and staff

Budgetary Control Aide 1984-1991

Made document copies, filed documents, transmitted data to different departments

within the university system, and performed special assignments

PROFESSIONAL AFFILIATIONS

APPA: Leadership in Educational Facilities

Louisiana State Bar Association

National Bar Association

Southern University Alumni Federation

Southern University Law Center Development Team

Southern University Bayou Classic Committee

Southern University Graduation Committee

Southern University Day at the Capitol Committee

Southern University Traffic and Parking Committee

Southern University Homecoming Committee

Southern University-Baton Rouge Founder's Day Committee

Saint Mary Baptist Church Scholarship Committee

AWARDS AND RECOGNITIONS

Southern University Above and Beyond Award, June 2017

Southern University Law Center Staff Excellence Award, 2017

Southern University Law Center Staff Excellence Award, 2018

AWARDS AND RECOGNITIONS
Southern University Law Center Staff Excellence Award, 2019
2020 HBCU Honors Award

ASG

ANGELA
SCOTT-
GAINES

CONTACT

PHONE: (225)-771-4931

E-MAIL: againes@sulc.edu

ADDRESS: Roosevelt Steptoe Dr,
Baton Rouge, LA 70813

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

Profile of Person Recommended

Length of Employment July 1, 2021 To June 30, 2022
 Effective Date May 1, 2022

Name Brunetta Gamble-Dillard SS# XXX-XX-8818 Sex Female Race* AA
 ("S" number)

Position Title: Vice-Chancellor of Finance Department: Finance

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

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

Years Experience	<u>22+ Years</u>	Southern University Experience	<u>1 1/2 Year</u>
Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>AS-Applied Science (Accounting)</u>	<u>West Virginia State College, Institute, WV</u>	<u>1994</u>
	<u>BS-Business Administration</u>	<u>West Virginia State College, Institute, WV</u>	<u>2000</u>
	<u>MS-Business Administration</u>	<u>The University of Phoenix, Phoenix, AZ</u>	<u>2006</u>

Current Employer Southern University

Personnel Action

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

Recommended Salary \$162,000 Salary Budgeted \$162,000

Source of Funds General Fund

Identify Budget: 611001-66150-66000 Page _____ Location _____
 Form Code: _____ Item # _____

Change of: _____ To _____
 Position Vice-Chancellor of Finance Vice-Chancellor of Finance
 Status Full-time Full-time
 Salary \$156,828 \$162,000
 Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid to this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
611001 66150 66000	\$156,828

*See Reverse Side

Graduate School signature (if, applicable):

<u>[Signature]</u> Supervisor _____ Date _____	<u>[Signature]</u> Dean/Unit Head _____ Date _____
<u>[Signature]</u> Vice Chancellor _____ Date <u>3/24/22</u>	<u>[Signature]</u> Chancellor _____ Date _____
<u>[Signature]</u> Director/Personnel _____ Date _____	<u>[Signature]</u> Vice President/Finance Business Affairs/Comptroller _____ Date _____
_____ President _____ Date _____	<u>[Signature]</u> Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

- White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.
- Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.
- Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.
- Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Phillipine Islands, and Samoa.
- American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS: Ms. Brunetta Gamble-Dillard serves as the Vice-Chancellor of Finance. (611001-66150-66000 - \$162,000)

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

EMPLOYEE DIRECT SUPERVISOR: Dr. Orlando F. McMeans

SUPERVISOR/DEPARTMENT CONTACT NUMBER: (225) 771-4310

NUMBER OF EMPLOYEES SUPERVISED, (if any): 6-7

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by 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, a Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a picture ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

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

Brunetta Gamble-Dillard

Brunetta_dillard@suagcenter.com

SUMMARY:

Over 23 years of experience working with federal, state, and local funding agencies, preparing budgetary forecasts, maintaining cash flow operations, responsible for strategic financial planning, coordinating federal and state audits, preparing payroll, monitoring grant management, supervision of staff in the office of business and finance and the office of grants and contracts, and oversight of all fiscal functions and operations within the land-grant administrative unit.

EDUCATION:

University of Phoenix, Phoenix, AZ

Masters of Business Administration, December 2006

West Virginia State College, Institute, WV

Bachelor of Science in Business Administration May 2000

Associate Degree in Applied Science (Accounting), December 1994

Center College, Charleston, WV, Diploma in Data Processing

Machines Operator, Sept.1976, Computer Programming, August 1977

National Association of HBCU Title III, Certificate of Achievement – Technical Workshop, 2005

SACUBO Professional Development, Certificate of Completion 2004

College Business Management Institute, August 2004

SACUBO Professional Development, Certificates of Completion, 2003 2004, 2005, 2006, 2007 and 2009

Blackbaud University, Charleston, SC, Certificates of Completion in the Financial Edge Accounting Software, 1999 and 2002

West Virginia College of Graduate Studies, Institute, WV

WV Bureau for Engineering & Science Training, Introduction to DBASE III Plus and Using DBASE III Plus, January 1988
Kanawha County Schools - Adult Education Program, Charleston, WV. Completed course in Basic Computer Skills, March 1987

PROFESSIONAL EXPERIENCE:

10/01/2020 Southern University Agricultural Research and Extension Center

Vice Chancellor of Finance

Specific Role:

The vice chancellor for finance coordinates with the vice chancellors to develop institutional policies and procedures for the financial management and compliance of sponsored projects in accordance with federal regulations and university and sponsoring agency policies and procedures.

Sponsored Program Administration

General Administrative

1. Establishes and maintains a culture of compliance and provides direction and resources to help ensure that the Agricultural Research and Extension Center administers sponsored research/extension and all related activities in accordance with federal regulations and university and sponsoring agency policies and procedures.
2. Oversees development and implementation of institutional policies and procedures to help ensure the financial compliance of sponsored projects.

Facilities and Administrative Cost Rate

1. Oversees the negotiation and application of appropriate facilities and administrative (F&A) cost rates in accordance with federal regulations and sponsoring agency policies and procedures.

Reporting

1. Provides direction and resources to help ensure the timely submission of financial reports and other financial compliance requirements in accordance with federal regulations and sponsoring agency policies and procedures.

Project Closeout

1. Provides direction and resources to help ensure that funds are closed out in a timely and appropriate manner in accordance with federal regulations and sponsoring agency policies and procedures.

Financial Management

General Administrative

1. Oversees development and implementation of systems to provide institutional oversight for the financial operations of the Agricultural Research and Extension Center in accordance with federal regulations and sponsoring agency policies and procedures.
2. Coordinates with the vice chancellors to develop and implement of policies and procedures that help to ensure financial compliance in sponsored projects in accordance with federal regulations and sponsoring agency policies and procedures.
3. Coordinates with the vice chancellors and the Compliance Office to help ensure that systems and procedures are in place to monitor and control the financial operations of Agricultural Research and Extension Center.
4. Coordinates with the vice chancellors to help ensure that appropriate financial management communication, education, and training resources are developed and implemented.
5. Coordinates with the vice chancellors and the Compliance Office, and the Office of the General Counsel to resolve significant issues of noncompliance and to help reduce the risk of any future occurrences.
6. Provides direction and resources to help ensure appropriate interpretation of federal regulations and university and sponsoring agency policies and procedures.

Cost Sharing

1. Provides institutional oversight for all cost sharing obligations in accordance with federal regulations and university and sponsoring agency policies and procedures.

Cost Transfer

1. Provides institutional oversight for all cost transfer transactions in accordance with federal regulations and university and sponsoring agency policies and procedures.

Effort Reporting

1. Coordinates with the vice chancellors to develop, implement, and monitor the effectiveness of effort reporting policies and procedures.
2. Coordinates with the vice chancellors to develop and implement educational programs and tools to assist with appropriate reporting of effort.

Conflicts of Interest

1. Takes appropriate steps to avoid conflicts of interest, or the appearance of conflicts of interest, between financial or other personal interests and the goals and policies of the Agricultural Research and Extension Center.
2. Supports and endorses cooperation with Agricultural Research and Extension Center compliance and monitoring efforts related to conflicts of interest and reports instances of noncompliance to the appropriate compliance office.

12/12 –09/20

West Virginia State University Research & Development
Corporation, Institute, WV

Associate Vice President of Business and Finance and Interim Executive Director

1. Specific duties and responsibilities
 - Assures that all policies are addressed regarding federal, state, and private grants and budgetary resource allocations.
 - Ensures budgetary and operational compliance with all grant, foundation, private revenue, independent contractors, and all other regulatory and/or contractual obligations.
 - Monitors revenues, expenditures and budget transfers through the automated financial software system and generates and provides reports on monthly, quarterly and annually.
 - Reviews budget transfers.
 - Strong computer skills and ability to make oral/written presentations.
 - Assists with the preparation for annual financial and compliance audit.
 - Assists with fiscal monitoring conducted by funding entity.
 - Conducts an annual audit of all processes to ensure compliance related to financial management/accounting.
 - Prepares responses to annual internal controls questionnaire.
 - Performs special projects and related work, as necessary.
2. Specific duties and Responsibilities of the Executive Director
 - Serves as Board chairman for the Board of Directors for the WVSU Corporation
 - Presides over all meetings of the Board.
 - Has oversight and is administratively responsible for all operational, fiscal and administrative activities of the Corporation.
 - Signs with treasurer, any and all financial documents, contracts, or security instruments in the name of and behalf of the Corporation.

3. Land-Grant specific duties and fiscal responsibilities

- Maintains official records and documents, and ensures compliance with federal, state and local policies and regulations.
- Prepares budgetary documents for the administration.
- Prepares financial forecasting, financial strategies, and tax and audit documents.
- Prepares reports for federal granting agencies, and works with other university units to maintain fiscal data and information for grant reporting requirements.
- Ensures accuracy of financial reporting requirements for federal agencies.
- Ensures that reporting tools and processes are in place to support the ongoing federal, state, and private grant funding projects.
- Supervises the Office of Grants and Contracts.
- Oversees the approval and processing of revenue, expenses, and transfer transactions while ensuring compliance.
- Ensures that all policies and procedures are followed as it relates to guidelines for each funded grant.
- Contributes to the five year plan of work, strategic plan, budgets, and other financial planning documents to enhance project funding and programming.

Director of Business and Finance

1. Staff management

- Supervises the Business and Finance office staff.
- Provides for appropriate career building and professional development activities to ensure a climate of growth for the office of business and finance.
- Routinely monitors workplace for areas where growth is needed or where existing resources can be further enhanced.
- Supervises the Human Resource Office.

2. Cash and risk management

- Responsible for the management of the Corporation's insurance and risk management program.
- Oversees the annual insurance renewal process and ensure appropriate coverage is maintained at all times.
- Ensures appropriate legal review of contracts and solicit external legal advice as required. Review finance of preferred vendors.

3. Accounting and financial controls

- Manages the payroll function and ensuring efficient systems, process and controls are in place.
- Manages the financial system, ensuring maximum productivity, and that it meets the needs of the business today and in the future.
- Oversees the continuous improvement of accounting and financial processes and the development of the staff with the goal to achieve best practices and optimal output.
- Develops and oversees accounting policies and procedures to meet both current and future business models.
- Oversees the external audit, review and analyze results and recommend for approval the audited financial statements.
- Prepares the financial section of the annual report.
- Oversees the cash management function, including banking relationships.
- Ensures the Corporation is in compliance with all internal policies and relevant regulations and ensure filings are completed in a timely manner.
- Develops and oversees the internal review function to ensure that finance and operations controls and policies are in compliance.
- Ensures effective follow up processes are in place.

4. Leadership

- Ensures the staff delivers the highest standard of departmental, cross departmental teamwork and customer service.
- Ensures optimal deployment of resources to achieve business goals.
- Develops finance and accounting staff goals that are fully aligned with the Corporation goals.
- Provides coaching, guidance and support, set professional development plans to assist staff to reach their full potential through the performance management process.

5. Management reporting

- Responsible for financial management reporting for the Corporation.
- Presents monthly and year-to-date financials with accompanying analysis of results.
- Ensures financial management and future needs of the business.
- Develops and prepares a monthly management reporting package.

6. Operational Effectiveness

- Ability to grasp Corporation's short- and long-term priorities and develop systems, processes and policies to support the achievement of them in a cost-effective manner.

- Evaluates and prioritizes activities, focuses on people resources against key business priorities.

7. Budgeting

- Maintains day-to-day financial control of the budgets.
- Ensures that all finances are properly administered and monitored.
- Advises on the proper allocation of resources.
- Ensures that appropriate financial regulations and controls are in place and in use at all times.
- Makes regular reports to the appropriate governing body on income, expenditure and any variations from budgets.
- Ensures that all financial reporting obligations are met in relation to submissions for the funding, of grants, contracts and any other initiatives.

Interim Human Resources Director

- Consults with the Corporation's supervisors to identify employee training needs.
- Produces materials for in-house training.
- Works with training providers to develop suitable course content.
- Evaluates the success of both individual training and the overall program.
- Coordinates annual staff appraisals and reviews.
- Delivers training as needed.
- Administers relevant documentation related to human resources, such as employee offer letters, contracts of employment.
- Manages an up-to-date Human Resources database which complies with relevant regulations.
- Manages the employee recruitment process, including liaising with recruitment agencies, setting up interviews and issuing associated correspondence.
- Manages protocols for the hiring and involvement of international and non-U.S. residents' staff.
- Monitors the Corporation's salary structure and benefits, balancing cost control with the need to attract and retain staff and regularly evaluating positions within the state to ensure equitable and competitive salaries.
- Maintains personnel record systems in accordance with all current applicable laws and regulations.
- Manages, coordinates and implements human relations, affirmative action and equal employment opportunity programs.
- Manages, coordinates and reviews the investigation of civil rights complaints and the negotiation of settlements.
- Provides leadership, guidance, policy interpretation, administrative support and advice to the administration on equal employment opportunity and civil rights

compliance matters; proposes and develops new and revised policies; provides updates on program activities.

- Trains and supervises professional human relations and support staff.
- Participates in the development and presentation of human relations curricula for in-service training, workshops and seminars.
- Functions as the agency's civil rights coordinator, assuring that services are provided to all without regard to race, color, religion, national origin, ancestry, sex, age or disability in accordance with federal and state laws.
- Monitors proposed personnel actions to assure that no discriminatory practice has occurred and that there has been uniform application of the policies, rules, regulations and procedures.
- Coordinates the preparation of agency responses to interrogatories and the collection of documentation required by external human rights agencies in the conduct of complaint investigations and conciliation hearings.
- Prepares and/or coordinates the preparation of interrogatories to obtain information and documentation from respondents; reviews and analyzes responses and requests necessary follow-up information.
- Exercises considerable initiative and independence in performance of responsibilities; receives general administrative direction.
- Performs other related work as assigned.

8/09 – Present West Virginia State University, Institute, WV

Adjunct Professor, Business Administration

04/09 – 12/12 West Virginia State University Research & Development Corporation, Institute, WV

Executive Director

- Assured the organization's long-range strategy achieved its mission and made consistent and timely progress.
- Provided leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carried out plans and policies authorized by the board.
- Maintained a working knowledge of significant developments and trends in the field.
- Ensured that the board was kept fully informed on the condition of the organization and all-important factors influencing it.
- Ensured that job descriptions were developed, that regular performance evaluations were held, and that sound human resource practices were in place.
- Maintained a climate that attracted, kept, and motivated a diverse staff of top-quality people.

- Was responsible for developing and maintaining sound financial practices.
- Worked with the staff, finance committee, and the board in preparing budgets; oversaw the organizational operations within budget guidelines.
- Ensured that adequate funds were available to permit the organization to carry out its work.
- Jointly, with the president and secretary of the board of directors, conducted official correspondences of the organization, and jointly, with designated officers, executed legal documents.
- Managed the financial resources of the company and conducted resource planning for future needs.
- Monitored the preparation of the financial budget and sent the report to the other board of directors of the organization.
- Supervised business performance and took steps to improve the performance of the organization.
- Coordinated with other departmental management areas within the organization, directly or indirectly associated with the finance department.
- Designed the company's financial policies, rules and regulations, and made sure that every department adhered to them.
- Responsible for account monitoring and control of all the departments within the organization.
- Motivated the immediate reporting staff for better performance and effective service.
- Prepared and supervised the financial reports prior to presentation to the board of directors.
- Oversaw all functions of the Human Resource department in the absence/vacancy of the Human Resource director

9/98 – 4/09

West Virginia State University Research & Development
Corporation, Institute, WV

Business Manager

- Managed all Federal, State & Private grants.
- Maintained budgets.
- Reconciliation of accounts.
- Oversaw daily operation of office.
- Processed purchase orders.
- Processed accounts payable.
- Responsible for yearly audit preparations.
- Supervised Payroll, Human Resources, Accounts Payable and Accounts Receivable.
- Developed and made recommendations for improvements to the internal accounting control structure for the WVSU Research and Development Corporation.

- Served as a voting member of the Board of Directors of the WVSU Research and Development Corporation.
- Handled administrative and business affairs of WVSU Research and Development Corporation in the absence of executive management.
- Coordinated with independent CPA firm during the annual audit of the WVSU Research and Development Corporation.
- Served on the Environmental Safety and Parking Committee,
- Served on the History and Culture Committee.
- Appointed to serve on the Budget and Finance Advisory Committee.

1/96 – 9/98 NGK Spark Plug Manufacturing (USA) Inc., Pocatalico, WV

Accounting Administrator

- Prepare Cash Flow Schedules for Manufacturing
- Administer authorized disbursements of Petty Cash
- Administer Wire Transfer and create appropriate General Journal entries
- Negotiate daily loans for Manufacturing
- Administer TT Remittances
- Reconcile Daily Cash and create appropriate General Journal entries
- Maintain General Ledger
- Prepare Financial Statements for Holding Company
- Review Bill of Exchange for accuracy and reconcile with overseas invoices;
- Create and update daily sales orders
- Complete Bank Reconciliation for Japanese Banks.

5/91 – 5/94 Inroads/WV, Inc. - Summer Internship
Charleston Area Medical Center- General Division, Charleston, WV

Accounting Clerk I

- Worked with the General ledger.
- Prepared various tax returns.
- Responsible for analyzing certain general ledger accounts.
- Completed balancing and research for necessary transactions.
- Provided assistance to payroll and accounts payable departments
- Provided assistance and become familiar with the computer system for the accounting of capital equipment.
- Prepared bank reconciliations.
- Prepared financial statements and audit work papers.
- Prepared monthly closing entries.
- Assisted in various projects within the accounting department.

9/94 – 12/94 Inroads of West Virginia, Charleston, WV

Administrative Assistant

- Prepared necessary forms and information for monthly workshops.
- Contacted Facilitators for the workshops.
- Oversaw monthly workshops.
- Prepared monthly mailings for the students.
- Responsible for student contact and other office duties.

3/94 – 5/94 National College Accreditation
West Virginia State College, Institute, WV.

Secretary

- Managed all documentation
- Recorded minutes of all meetings

5/78 – 3/89 United National Bank, Charleston, WV

Teller

- Verified deposits.
- Opened accounts.
- Reconciled various accounts.

Note Teller

- Calculated Mortgage payments.
- Renewed commercial loans.
- Redeemed various types of bonds.

Commercial Loan Clerk

- Billed commercial customers.
- Verified commercial payments.
- Reconciled all commercial accounts.

Collection Supervisor of Secretarial Staff

- Critiqued financial reports.
- Generated all financial reports.
- Designed and programmed reports for supervisor.
- Planned and coordinated daily work schedules.

Computer Skills:

- Microsoft Suite
- Quicken
- QuickBooks
- Finance Edge Accounting Software NXT

Accomplishments:

- Inroad College Component, Feb. 91
- Dean's List Fall 91, Spring 93 & 94
- Inroads Academic Excellence Award -1994
- Inroads Honor Roll – 1992 - 93
- Member of the Delta Mu Delta National Honorary, Society in Business Administration
- Who's Who Among Students in American Universities and Colleges 1998-99

Professional Accomplishments

- 21 consecutive years of clean audits (Financial and Programmatic)
- Implementation of accounting and payroll software
- Implementation of on boarding software for new hires
- Implementation of leave system
- Produced and implemented Human Resource Employee Handbook
- Produced and implemented Policies and Procedures Manual
- Produced and implemented Electronic Forms
- Assisted in implementation the WVSU Research and Development Website
- Implemented policies and procedures for the daily operation of the Business and Finance Office
- Implemented cross-training for employees

ACTIVITIES/INTEREST:

- Board Member of the Black Diamond Girl Scouts of America, Charleston, WV (2018-Present)
- West Virginia State University Research and Development Corporation Board of Directors – Fiscal Officer (9/98-4/09), Executive Director (4/09-9/20)
- Member of LINKS Inc. – Recording Secretary
- Member of the Southern Association of College and University Business Officers (2003-2020)
- Alpha Kappa Alpha Sorority, Incorporated - Beta Beta Omega Chapter Charleston, WV– served as Grammateus, Epistiloteus, Philactor, currently First Anti-Basileus and member of the auditing committee.
- Chair of the Hospitality Committee for WV (1998-2020)
- Judge for the Kanawha County Literature Fair (2002, 2003, 2004, 2005)
- Judge for the WV State Social Studies Fair (2002, 2003, 2004, 2005, 2006, 2007, 2008)
- Judge for the Kanawha County Schools Social Studies, Science and Technology Fair (2003-2004, 2006)
- Member of the Advisory Committee for the National Youth Sports Camp (1998-2009)
- Committee member of the WVSU Environmental Safety & Parking Committee (2003-2012)
- Member of the West Virginia State University Commencement Committee (1998-present)
- Member of the Finance and Budget Advisory Committee (2007-present)
- Member of the Finance Team (2007-present)
- Member of the WVSU History and Culture Committee (2003-2010)
- Secretary for NAACP
- Treasurer for Dunbar Little League for 14 years and helped in all fundraising activities.
- Community Service - Toys for Tots
- Project Teach
- Working with church youth group.
- Charleston Women's Improvement League
- Salvation Army

References Available Upon Request

JOB CLASS 3	2	5	0	0
JOB CODE	F			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	F	9	9	6	4
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment 05/01/2022 To 04/30/2023
 Effective Date 05/01/2022

Name Alycia Grace O'Bear xxx-xx-7557 Sex F Race* B
 (Last 4 digits only)

Position Title: Assistant Professor of Clinical Education Department: Law Center-Institutional Support /Disaster Relief

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

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

Years Experience 22 Southern University Experience 4

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>J.D.</u>	<u>Southern University Law Center</u>	<u>1977</u>
	<u>B.A.</u>	<u>Tulane University, New Orleans LA</u>	<u>1993</u>

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$92,896.00 Salary Budgeted \$92,896.00

Source of Funds 32017-31240-61003-34100 (\$74,900.00) and 327582-31620-61002-36000

Identify Budget: Grant Location _____
 Form Code: BOR10 Page 1 Item # 1

Change of: _____
 Position From _____ To _____
 Status _____ Louisiana Workforce Commission
 Salary Adjustment \$77,896.00 \$77,896.00+ \$15,000.00 = \$92,896.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:
 *See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
311001-31610-61002-36000	\$77,896.00
327582-31620-61002-36000	\$15,000.00

*See Reverse Side

Graduate School signature (if, applicable):

<u>John K. Pierre</u> 3/24/22 Supervisor	<u>Caryn K. Hall</u> 3-24-22 Dean/Unit Head
<u>Doreed W. Forts</u> 3-24-22 Vice Chancellor	<u>John K. Pierre</u> 3-24-22 V/C for Finance and Admin. Chancellor
_____ Director/Personnel	_____ Vice President/Finance
_____ President	_____ Business Affairs/Comptroller
_____ Date	_____ Date
_____ Date	_____ Date
_____ Date	_____ Date

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino

_____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: One – Year Salary Adjustment for the Louisiana Workforce Commission (LWC) Project Grant, effective May 01, 2022 through April 30, 2023.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00am -5:00pm Monday thru Friday
EMPLOYEE DIRECT SUPERVISOR: Chancellor, John Pierre
NUMBER OF EMPLOYEES SUPERVISED, (if any) 200

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER
CODE _____ EXPIRES _____
ENGUMBERED / FUNDS AVAILABLE
DOC ID. # _____
DATE 3/22/22
BY JL
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

CURRICULUM VITAE
ALYCIA GRACE-O'BEAR

ALYCIA GRACE-O'BEAR, ATTORNEY

Post Office Box 3062
Baton Rouge, Louisiana 70821
aobearlaw@gmail.com
TELEPHONE: 225-922-4245
FACSIMILE: 225-922-4550

PROFESSIONAL COMPETENCIES:

- Practice Specialties include Administrative Law, Civil Law, Criminal Law, Employment Law, Education Law, Family Law, and Government and Public Policy.
- *Louisiana State-Certified Mediator* – Civil, Commercial and Employment.
- Skilled/Experienced in Louisiana Succession Law and Matrimonial Regimes.
- *Skilled Criminal Trial Attorney* - Served as a Louisiana State Criminal Prosecutor.
- *Skilled/Experienced Mass Tort Litigator*
Successfully represented over 450 litigants in a mass tort action, multi-million-dollar recovery
- Skilled/Experienced in Commercial Law, Labor and Worker's Compensation claims/adjudications, and Social Security Administration adjudications.
- *Contract Law* - contract negotiations, contract drafting, contract management services, non-disclosure agreements and standard/non-standard business agreements.
- *Town Attorney*, Town of Lutchet (2005-2006) – Lutchet, Louisiana
Louisiana City and Municipal Government Management Experience
- *Legal Consultant* - Grants and Federal Funding, Town of White Castle (2004-2008)
Secured over \$1 million in federal funding (USDA) for Town of White Castle.

CERTIFICATIONS AND LICENSES:

- *Attorney*
Louisiana State Supreme Court, December 17, 1999
- *Notary Public*
Louisiana Secretary of State, January 3, 2000
- *Certified Mediator - Civil, Commercial and Employment Law*
Louisiana State Bar Association, Alternative Dispute Resolution Section
- *Public Administration Certification, 2018*
Villanova University – Villanova, Pennsylvania
- *Special Education Law and Policy, 2015 - 2018 Certifications*
National Academy for IDEA Administrative Law and Impartial Hearing Officers
American University, Washington College of Law - Seattle, Washington
- *Administrative Law - Advanced, 2009 Certificate*
University of Nevada, National Judicial College - Reno, Nevada
- *Administrative Law: Fair Hearings, 2008 Certificate*
University of Nevada, National Judicial College – Reno, Nevada

SELECT HONORS AND ACTIVITIES:

- *Presiding Judge*, Louisiana Ethics Adjudicatory Board, 2016 - 2018
Louisiana Board of Ethics
- *2014 Recipient, Charles E. Dunbar, Jr. Career Service Award*
Louisiana Civil Service League's 55th Annual Charles E. Dunbar Award Ceremony

- 2012 Federal Commendation, "Best Practices Unemployment Insurance: Handling and Conducting Unemployment Insurance Hearings"
United States Department of Labor (USDOL)
- 2012 Member, Louisiana Ethics Adjudicatory Board
Louisiana Board of Ethics
- 2011 Federal Commendation, "Best Practices Unemployment Insurance: Handling and Conducting Unemployment Insurance Hearings"
United States Department of Labor (USDOL)

SELECT SPEAKING ENGAGEMENTS:

- 2021 Presenter, "Becoming Fierce in the Practice of Law: Public Policy and Disaster Relief"
Southern University Law Center, Baton Rouge, Louisiana
- 2020 Presenter, "Louisiana Family Law: Practicing Law in a Pandemic"
Southern University Law Center, Baton Rouge, Louisiana
- 2020 Lecturer, "Louisiana Succession Law: Current Trends"
Continuing Legal Education
Southern University Law Center, Baton Rouge, Louisiana
- 2019 Presenter, "Administrative Law and Elderly Services"
Louisiana Governor's Office of Elderly Affairs, Baton Rouge, Louisiana
- 2018 Presenter, "Federal Disaster Benefit Programs: Policy and Procedure" Government and Public Policy Review, Seattle, Washington
- 2016 Presenter, "Best Practices in Administrative Law"
Law and Government Review – 19th Judicial District Court, Baton Rouge, Louisiana
- 2015 Presenter, "Preserving the Case Record: Making Coherent, Cogent Decisions"
National Association of Administrative Law Judges, Indianapolis, Indiana
- 2015 Presenter, "Exception to the Rule: Handling Exceptionalities in Education Law"
American University, Washington College of Law - Seattle, Washington
- 2014 Presenter, "Federal Benefits Programs: Avoiding Federal Disallowances" National Association of Administrative Law Judges, Memphis, Tennessee

SELECT LEGISLATION:

Involved with drafting, consulting and/or committee testimony:

- Act 10 of 2018, Insurance
- Act 423 of 2017, Children/Care
- Act 354 of 2015, Child Daycare
- Act 364 of 2015, Education/Early Childhood
- Act 868 of 2014, Early Childhood Education
- Act 656 of 2014, Ethics/Financial Disclosures

PROFESSIONAL EXPERIENCE

SOUTHERN UNIVERSITY LAW CENTER

A A LENOIR HALL
2 ROOSEVELT STEPTOE DRIVE
BATON ROUGE, LOUISIANA 70813
agrace-obear@sulc.edu
TELEPHONE: (225) 771-3333
FACSIMILE: (225) 771-2474

2019 – PRESENT

ASSISTANT PROFESSOR, CLINICAL EDUCATION

- Louisiana Family Law
- Louisiana Successions and Donations
- Louisiana Civil Law Property
- Disaster Law Clinic (Government Policy Implementation), Clinical Education
- Legal Writing and Analysis

LEBLANC, ROBERTSON, CHISHOLM & ASSOCIATES, LLC

2020

5555 HILTON AVENUE, SUITE 605
BATON ROUGE, LOUISIANA 70808

Service Dates: July 2018 – December 2019

IN-HOUSE COUNSEL

- Represents the organization in complex and important litigation, engages and monitors outside counsel as needed or required.
- Acts as agency liaison with federal and state agencies, legislative bodies, and third-party contractors, service providers.
- Develops, implements, and monitors programs, policies, and procedures for the organization.
- Handles employment law issues with current and prospective personnel.

LOUISIANA DIVISION OF ADMINISTRATIVE LAW

2018

1020 FLORIDA STREET BATON ROUGE, LOUISIANA 70802

Service Dates: December 2006 - October 2018

DEPUTY GENERAL COUNSEL

(March 2011- October 2018)

- Represented the division in complex and important litigation.
- Drafted and reviewed new legislation, testified before legislative committees and other tribunals.
- Prepared and reviewed the preparation and negotiation of division contracts, requests for proposals and other legal documents.
- Developed or assisted in development of budget recommendations for the division.
- Prepared fiscal notes for legislative committee review.
- Developed, implemented and monitored programs, policies and procedures for the division.
- Acted as agency liaison with federal and state agencies to develop policy and program implementation.
- Resolved issues related to handling of cases, new legislation, policy and procedures.
- Supervised a group of administrative law judges, and support staff.
- Ensured that duties, responsibilities, authority and accountability of all direct subordinates were defined and understood.
- Identified, recommended training needs, assisted with production of in-house trainings for subordinate employees.
- Served on the Louisiana Ethics Adjudicatory Board.
- Served as an administrative law judge for the division.

ADMINISTRATIVE LAW JUDGE

(December 2006 - March 2011)

- Conducted over 4,000 quasi-judicial public, adversarial, evidentiary hearings throughout the state involving various and complex legal issues;
- Ruled on the admissibility of evidence and procedural matters;
- Issued formal written opinions containing findings of fact, conclusions of law, the rationale for the decision and the judgment.

HONORABLE RICHARD J. WARD, JR., DISTRICT ATTORNEY'S OFFICE **2006**
 18TH JUDICIAL DISTRICT COURT
 58050 MERIAM STREET PLAQUEMINE, LOUISIANA 70764
Service Dates: December 2000 - December 2006

ASSISTANT DISTRICT ATTORNEY

- Prosecuted criminal misdemeanors, felonies and sex crimes.
- Prosecuted/handled juvenile criminal matters and adjudications of "child in need of care" cases.
- Drafted various pleadings and briefs.
- Handled assigned docket, made all court appearances, argued procedural motions, participated in all aspects of pre-trial discovery process, including developing case strategy and theory.
- Drafted and assisted with pre-trial preparation in capital cases; assisted with drafting and preparing of appellate briefs; analyzed and interpreted state statutes and criminal code.
- Acted as a quasi-supervisor for the administrative staff members in the Iberville parish office.

ALYCIA GRACE-O'BEAR, ATTORNEY **1999 - PRESENT**
 GRACE-O'BEAR PROFESSIONALS, LLC
 8550 UNITED PLAZA BLVD, SUITE 702 BATON ROUGE, LOUISIANA 70809
aobearlaw@gmail.com
 TELEPHONE: 225-922-4245
 FACSIMILE: 225-922-4550

- Manages a boutique law practice specializing in several practice areas, including administrative law and procedure, civil litigation, criminal law, employment law, education law, family law (matrimonial regimes), succession law, tort law, and government and public policy.
- Handles legal matters from inception to final deposition, which includes pre-trial and status matters, discovery, depositions, hearings, motions, trial, and appellate level litigation.
- Practices and maintains good standing in all Louisiana state courts and federal courts over the past twenty years.

HONORABLE SHARAH HARRIS, JUDGE **1999**
 18TH JUDICIAL DISTRICT COURT, DIVISION C
 POST OFFICE BOX 626 PLAQUEMINE, LOUISIANA 70764
Service Dates: July 1997-December 1999

JUDICIAL ADMINISTRATOR/LAW CLERK

- Acted as judicial administrator for 18th Judicial District Court, Division C, serving the parishes of Iberville, West Baton Rouge, and Pointe Coupee.
- Handled and supervised all of the docketing, scheduling and hearing/trial preparation for the tri-parish district, Division C.
- Prepared all of the judicial administrative documents for Louisiana Supreme Court reporting requirements for judicial district court judges.
- Budgeted all of the judicial travel and expense accounts, prepared quarterly audit reports for the respective parish's governing authorities.
- Conducted extensive research on various legal issues to draft written reasons and judgments.
- Supervised a staff of six professionals.

EDUCATION

SOUTHERN UNIVERSITY LAW CENTER – BATON ROUGE, LOUISIANA	1997
<i>JURIS DOCTORATE DEGREE</i>	
TULANE UNIVERSITY, NEWCOMB COLLEGE – NEW ORLEANS, LOUISIANA	1993
BACHELOR OF ARTS, COMMUNICATIONS – RHETORIC AND PUBLIC DISCOURSE	

CERTIFICATIONS AND LICENSES

- *Attorney*, Louisiana State Supreme Court
- *Notary Public*, Louisiana Secretary of State
- *Certified Mediator - Civil, Commercial and Employment Law*
Louisiana State Bar Association, Alternative Dispute Resolution Section
- *Public Administration*, 2018 Certificate Villanova University – Villanova, Pennsylvania
- *Special Education Law and Policy*, 2015 - 2018 Certifications
National Academy for IDEA Administrative Law and Impartial Hearing Officers
American University, Washington College of Law - Seattle, Washington
- *Administrative Law - Advanced*, 2009 Certificate
University of Nevada, National Judicial College - Reno, Nevada
- *Administrative Law: Fair Hearings*, 2008 Certificate
University of Nevada, National Judicial College – Reno, Nevada

JOB CLASS				
JOB CODE				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

Previous Employee Southern University and A & M College Reason Left Additional Responsibilities

Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment _____ To Present _____

Effective Date April 1, 2022

Name Tracey Taylor-Jarrell SS# xxx-xx-1891 Sex F Race* AA
 (Last 4 digits only)

Position Title: Coordinator of Board Relations Department: System Board Office

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

--	--	--

New Position Expiration Date: _____

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

Years Experience 20 years Southern University Experience 2 years

Degree(s): Type/Discipline: _____ Institution/Location: _____ Year: _____

Master's Business Admin Energy Finance Texas Southern University 2012

Bachelor's Accounting Southern University and A&M College/Baton Rouge 1992

Current Employer _____

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence

Transfer Replacement Other (Specify) Additional Responsibilities

Recommended Salary \$74,984.00 Salary Budgeted \$60,000.00

Source of Funds State

Identify Budget: 11100-11101-61002-16000 Location _____

Form Code: _____ Page _____ Item # _____

Change of: _____ From _____ To _____

Position _____

Status _____

Salary Adjustment \$60,000.00 64,272 \$74,984.00

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

Source of Funds	Amount
11100-11101-61002-16000	\$74,984.00

Comments: (Use back of form)

*See Reverse Side

Supervisor [Signature] Date _____

Vice Chancellor _____ Date _____

Director/Personnel [Signature] Date _____

President _____ Date _____

Graduate School signature (if, applicable):

Dean/Unit Head _____ Date _____

Chancellor _____ Date _____

Vice President/Finance _____ Date _____

Business Affairs/Comptroller [Signature] _____

Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: M-F 8:00am-5:00pm
EMPLOYEE DIRECT SUPERVISOR: Attorney Edwin Shorty
SUPERVISOR/DEPARTMENT CONTACT NUMBER (225) 771-4600
NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

FUNDS AVAILABLE
 OFFICE OF THE VICE PRESIDENT
 FOR FINANCE & BUSINESS AFFAIRS
 SOUTHERN UNIVERSITY

 SIGNATURE

4/5/22
 DATE

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Board Relations Coordinator AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Office Of Board of Supervisors
 (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

See Attached Job description and responsibilities

Salary/Range: 65,000 - 75,000 Previous Incumbent (if replacement): N/A

Approved Disapproved _____
 Department Head
 Approved Disapproved _____
 Dean/Director/Supervisor of Budget Unit 4/4/22
 Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>1M8921</u>	
<u>[Signature]</u>	<u>4/5/22</u>
Budget Number	<u>111001-11101-61002-16000</u>

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	
Employee Class:	<u>MU</u>	Job Class:	<u>12440</u>
<u>[Signature]</u>		<u>4/4/22</u>	
Verified By:		Date:	

Approved Disapproved _____
 Vice Chancellor _____
 Date
 Approved Disapproved _____
 Chancellor/Vice President _____
 Date
 Approved Disapproved _____
 President [Signature] _____
 Date
 An Equal Opportunity Employer

TRACEY TAYLOR-JARRELL



Career Summary

Accounting and community development professional with over 15 years of experience in budget preparation and analysis, financial accounting, team leadership, student recruitment and program development. Proven leadership in managing accounting and tax personnel planning community programs to promote and enhance educational opportunities for students. Demonstrated capability in fundraising and strategic planning in corporate and higher education institutions.

PROFESSIONAL EXPERIENCE

Budget Preparation and Analysis.

- Prepared comparative analyses of operating programs by analyzing costs in relation to services performed during previous fiscal years; submitted reports to vice presidents with recommendations for budget revisions
- Reviewed operating budgets to analyze trends affecting budget needs
- Consulted with vice presidents to make adjustments in accordance with program changes in order to facilitate long-term planning
- Correlate appropriations for specific programs for divisional programs which included items for emergency funds

Program Development and Recruitment

- Developed the Southern University Young Alumni Network (SUYAN) to engage recent alumni in federation activities and student support
- Created the Southern University Walk-a-thon to raise funds for scholarships for potential Southern University students
- Implemented regional recruiting programs for Southern University in collaboration with the campus recruiting team
- Served as Regional Director for Texas, setting strategic direction for high school recruitment in the state; increased matriculation by 25% over three years
- Led volunteer efforts in student recruitment events including the SWAC College Expo, Black College Expo and Educational Enrichment Expo

Team Leadership

- Served as President of the Houston Chapter of the Southern University Alumni Federation for five years, setting strategic direction and managing operating budget for the chapter in accordance to national federation guidelines
- Grew the Houston Chapter active membership by 30% over a five year period
- Chaired fundraising effort at the Pink on the Green Golf Tournament hosted by Alpha Kappa Alpha Sorority, Inc.
- Led the planning team to host the National Alumni Conference in Houston, hosting over 400 alumni attendees
- Provided leadership to the Scholarship, Recruitment and Event committees to raise scholarship dollars for potential Southern University students
- Led the chapter efforts for National Academic Signing Day, SU Walk-A-Thon, Mardi Gras Gala and Crawfish Boil and Fish Fry to raise funds for student scholarships

Fiscal Management

- Served as Office Manager for Forest Park Westheimer Funeral Home, managing and coordinating the operational activities of the funeral home, cemetery and crematory operation. Ensured the highest quality service and products, to satisfy the need of the client family, to maximize budgeted profit plans for the location, and maintain a positive employee relations atmosphere.
- Served as Tax Manager for BDO USA, LLP, managing and reviewing the preparation of state and franchise tax returns, completing state apportionment and conducting tax research
- Completed and reviewed state tax compliance memos and researched new state tax filing regulations
- Computed state specific adjustments such as bonus depreciation and state depreciation
- Prepared for Federal Audits through research and amended tax returns
- Served as Executive Vice President of Finance for the Southern University Alumni Federation, managing compliance and national governance procedures

Administrative Office Operation

- Serves as the administrative support for members of the Southern University Board of Supervisors.
- Serves as the initial point of contact for visitors, telephone calls and mail directed to the Board of Supervisors' office
- Carries out administrative duties such as filing, drafting letters, managing emails, and obtaining signatures for documents
- Developing reports, correspondence, and memos
- Procuring office supplies and equipment
- Initiating and maintaining files and records of information such as minutes, payment invoices and other board documents.
- Prepare monthly purchase requisitions for purchasing approval for payment
- Assist in travel requests arrangements and accommodations for Board Members and Staff
- Process travel and/or per diem reimbursement for Board members and Staff
- Attend all Monthly Board of Supervisors' and Committee meetings
- Inputting and retrieving Board information on the System Website by utilizing Web Content Management System (CMD)
- Type all minutes of monthly board and committee meetings
- Transcribe recorded minutes verbatim (upon request)
- Compile list of condolences and commendations for monthly board meeting and preparing resolutions as requested
- Works directly with staff in the Office of the President in preparation and dissemination of Board documents
- Assisting in the planning and coordinating of logistical duties associated with Presidential and Chancellor Searches.
- Oversee and assign duties to student personnel
- Assist Board Members and Students with the Board's Educational Assistance Award (per semester)
- Maintain daily upkeep and physical functions of the Board of Supervisors' office

WORK HISTORY

Southern University System (Office of the Board of Supervisors) Asst Coordinator for Board Operations	10/2019 - Present
Forest Park Westheimer Funeral Home Funeral Director – Office Manager	1/2016 - 9/2019 -
BDO USA, LLP - Tax Manager	7/2017- 4/2019
Lyondell Basell, Houston, TX - Contract Tax Accountant – Tax Compliance	5/2016 – 11/2016
TransCanada, Houston, TX - Contract Tax Accountant – Tax Compliance, Provision and Audits	8/2015 – 3/2016
Linn Energy, LLC, Houston, TX - Senior Tax Accountant 4	6/2014 – 4/2015
Service Corporation International, Houston, TX - Tax Supervisor – Tax Compliance, Provision and Audits	6/2011 – 6/2014
Marathon Oil Company, Houston, TX - Senior Tax Accountant	12/2005 -4/2011

COMPUTER SKILLS

Corp tax and One Source Tax Preparation Software, CCH and RIA Tax Research Software, Microsoft Office Products, SAP, Liquid Engines Tax Software, HMIS Software

PROFESSIONAL AND COMMUNITY AFFILIATIONS

American Society of Public Administration - Louisiana Chapter (ASPA-LA)
Tax Executive Institute
Tax Executive Institute Houston Chapter
Council on State Taxation (COST)
Alpha Kappa Alpha Sorority, Inc.
Southern University Alumni Federation – First Vice-president

EDUCATION

Southern University, Baton Rouge, LA
Doctoral Degree in Public Policy- Expected Graduation Date - August 2022

Texas Southern University, Houston, TX
Executive Masters of Business Administration in Energy and Finance – May 2012

Southern University, Baton Rouge, LA
Bachelors of Science in Accounting - July 1992



Coordinator for Board Relations

**SOUTHERN UNIVERSITY SYSTEM
OFFICE OF THE BOARD OF SUPERVISORS**

Job Description:

Functioning under the direction and supervision of the Board of Supervisors, through its Board Chairman. The Coordinator for Board Relations serves as the executive administrative support for members of the Southern University Board of Supervisors.

The duties for this individual include, but are not limited to:

- Serves as the initial point of contact for visitors
- Answering and screening telephone calls and mail directed to the Board of Supervisors' office
- Carries out administrative duties such as filing, drafting letters, managing emails, and obtaining signatures for documents
- Developing reports, correspondence, and memos
- Procuring office supplies and equipment
- Initiating and maintaining files and records of information such as minutes, payment invoices and other board documents.
- Prepare monthly purchase requisitions for purchasing approval for payment
- Assist in travel requests arrangements and accommodations for Board Members and Staff
- Process travel and/or per diem reimbursement for Board members and Staff

- Reconcile Monthly CBA (travel card) charges to bank statement, LA WORKS System and Billing Cycle Log
- Attending all Monthly Board of Supervisors' and Committee meetings
- Inputting and retrieving Board information on the System Website by utilizing Web Content Management System (CMD)
- typing of all minutes of monthly board and committee meetings
- transcribing of recorded minutes verbatim (upon request)
- compiling list of condolences and commendations for monthly board meeting and preparing resolutions as requested
- works directly with staff in the Office of the President in preparation and dissemination of Board documents
- Assisted in the planning and coordinating logistical duties associated with Presidential and Chancellor Searches.
- Overseeing and assigning duties to student personnel
- assist Board Members and Students with the Board's Educational Assistance Award (per semester)
- Maintain daily upkeep and physical functions of the Board of Supervisors' office
- Performing other related duties as assigned

The Coordinator for Board Relations also plays an integral part in ensuring that office operations and special events run efficiently and effectively. This role is also responsible for providing administrative support to the members of the Board including the managing of schedules, speaking engagements, meetings/events. The position is in the Board of Supervisors' Office and is a direct report to the Board Chairman.

Qualifications/Experience:

A minimum of 3 years serving in an administrative support role is required. Bachelor's Degree or some collegiate experience preferred.

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

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

Profile of Person Recommended

Length of Employment October 1, 2021 To September 30, 2022
 Effective Date August 1, 2022

Name Devatah Kambiranda SS# XXX-XX-5183 Sex Male Race* India
 ("S" number)

Position Title: Full Research Professor Department: Research

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

U	S
---	---

 New Position Expiration Date: _____

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

Years Experience	<u>20 Years</u>	Southern University Experience	<u>5 Years</u>
Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BS-Microbiology, Chemistry</u>	<u>Bangalore University, Bangalore, India</u>	<u>1999</u>
	<u>MS-Biotechnology</u>	<u>Bangalore University, Bangalore, India</u>	<u>2001</u>
	<u>PhD-Biotechnology</u>	<u>Bangalore University, Bangalore, India</u>	<u>2007</u>

Current Employer Southern University

Personnel Action

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

Recommended Salary \$97,500 Salary Budgeted \$97,500

Source of Funds Research and State Funds

Identify Budget: 692006 65200 62000 - \$73,125 Location _____
227028 22111 26000 - \$24,375

Form Code: _____ Page _____ Item # _____
 Change of: _____ To _____
 Position Research Associate Professor Full Research Professor
 Status Full-time Full-time
 Salary \$93,737 \$97,500
 Adjustment _____

Financial Aid signature (if, applicable):

Source of Funds	Amount
692006 65200 62000	\$76,161
227028 22111 26000	\$17,576

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

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

Supervisor _____ Date _____	Dean/Unit Head _____ Date _____
Vice Chancellor _____ Date <u>3/24/22</u>	Chancellor _____ Date _____
Director/Personnel _____ Date _____	Vice President/Finance _____ Date _____
President _____ Date _____	Business Affairs/Comptroller _____ Date _____
	Chairman/S.U. Board _____ Date _____
	of Supervisors

RGD
3/28/2022

MAR 28 '22 PM 12:52

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: Ms. Brunetta Gamble-Dillard serves as the Vice-Chancellor of Finance. (611001-66150-66000 - \$162,000)

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

EMPLOYEE DIRECT SUPERVISOR: Dr. Jose Toledo

SUPERVISOR/DEPARTMENT CONTACT NUMBER: (225) 771-2815

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

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by 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, a Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a picture ID, social security card, birth certificate, certificate of naturalization, resident alien card, HI-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

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

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

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

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

SOUTHERN UNIVERSITY SYSTEM

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

Allowability/Compliance Verified/Encumbered/Funds Available

Doc. I.D. #:

By: BCD

Date: 3/28/2022

Expiration Date: 9/30/2022



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OFFICE OF THE CHANCELLOR-DEAN

Request Approval for Tenure and Promotion, SUAREC

Applicant	Department	Present Rank	Action
Dr. Devaiyah Kambiranda	SUAREC	Research Associate Professor	Promotion Full Professor



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

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SUAREC/CAFCS**

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For Research**

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MEMORANDUM

To: Dr. Orlando F. McMeans, Chancellor-Dean

From: Jose U. Toledo, Ph.D. Vice Chancellor for Research 

Re: Tenure and Promotion Review and Recommendations – Dr. Devaiah Kambiranda

Date: January 13, 2022

The Tenure and Promotion committee (TPC) of the Southern University Agricultural Research and Extension Center (SUAREC) reviewed faculty applications and provided recommendations on October 15, 2021, based on the established policies and procedures as outline in the 2005 SUAREC's Faculty Handbook. There were four research faculty members who submitted applications for consideration. Dr. Dr. Devaiah Kambiranda was one of the faculty members who applied for promotion consideration.

The committee reviewed Dr. Kambiranda's application for eligibility and deemed it as qualified to be evaluated for tenure and promotion. Dr. Kambiranda's was hired as a Research Associate Professor in May 2017, on a tenure track category. Associate faculty members are eligible to apply and be considered for promotion, following a 3-year probationary period. Thus, Dr. Kambiranda is fully eligible and could have applied as early as June of 2020. The committee agreed that he met the established criteria for compliance.

Furthermore, the TPC's review found Dr. Kambiranda's application complete and meriting, based on the academic and research accomplishments achieved during the probationary period. Salient accomplishments include: (1) successfully established and manage an Evans-Allen research program (*Title: Building Research Capacity in Viticulture at SU*); (2) attaining of two additional important grants (*USDA-NIFA- Capacity Building Grant and NIH-Biotechnology Research Network*), and (3) assisting the College of Agricultural and Consumer Sciences with teaching of two courses (*AGSE 310 Intro to Biotechnology and AGSE 210 Intro to Plant Sciences*).

After assessing the committee's findings and recommendations, I concur with their findings and recommendation to consider Dr. Kambiranda's promotion. Therefore, I am officially recommending him for promotion to a Full Research Professor.



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RESEARCH PROGRAMS
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Based on a salary analysis I conducted for all full research professors in our area, I further recommend a salary increase from his current salary of \$93,737 (\$89,000 original hire salary) to \$97,500. This salary level is at 93 percentile, compared to the average salary of his peers, who have at least 15 years tenure, as full professors.

Finally, I recommend leaving his appointment as is (75% research and 25% teaching) to allow him to continue participating with teaching and instruction associated with his field of expertise. Moreover, as a full faculty member, Dr. Kambiranda will be encouraged to take on greater responsibilities, including the development and directorship of a new Research Institute (e.g. *Research Institute for Viticulture and Specialty Crops*).

I thank you for the opportunity to provide these findings and recommendations. Should you need additional information or would like to further discuss this matter, please let me know.

Approval:

Orlando F. McMeans, Ph.D.
Chancellor-Dean

1/19/2022
Date

Copy: Dr. Ruben Walker; Chair of Research Faculty Tenure and Promotion Committee

Devaiah Kambiranda
Department of Plant and Soil Science, College of Agriculture Family and Consumer Sciences
Fisher Hall, Southern University A&M College
Devaiah_kambiranda@subr.edu

Education

PhD	Bangalore University, Bangalore, India, Subject: Biotechnology; Thesis Title: Identification of genes involved in drought tolerance in Peanut plants	2007
MS,	Bangalore University, Bangalore, India, Subject: Biotechnology; Thesis Title: Bulk Segregant Analysis in rice to identify markers for Root length	2001
BS,	Bangalore University, Bangalore, India, Subject: Microbiology, Chemistry, Zoology	1999

Research Highlights

- Functional genomics of muscadine grape to identify transcriptional, biochemical, and genetic pathways to identify markers for molecular breeding
 - Developed UV-C method to increase production of nutraceutical compounds in Muscadine grapes for improving health benefits
 - Identified enzymes responsible for low sugar content in muscadine grape
 - Identified genes responsible for Anthracnose disease tolerance in Florida hybrid and muscadine grapes
 - DNA markers identified for three important medicinal plants used in Ayurvedic medicines that will minimize adulterants and provide authentication for use in medicines
-

Professional Experience

2017-Present Research Associate Professor
Southern University A&M College, Baton Rouge, LA

- Evaluate new releases and advanced grapevine breeding lines for their suitability in Louisiana
- Work with different departments and growers to evaluate the health benefits of phytochemicals in grape and small fruits, and developing value added products.
- Provide experimental learning opportunities for undergraduate students

2016-2017 Scientist

Well Spring Clinical lab Inc,
Fort White, FL

- Calibration and maintenance of Thermo LTQ XL Mass spectrometer,
- Method Development for detection of cholesterol and Vitamin D from Blood samples using LC/ESI/MS Mode
cGMP compliance

2015-2017 Research Faculty,

Center for Viticulture and Small Fruit Research,
Florida A&M University, Tallahassee, Florida

- RNA sequencing of muscadine grape transcriptome to identify metabolic pathways that are correlated with berry quality
- Bioinformatic sequence analysis using various software tools to detect SNPs and variants in muscadine grape.
- Develop strategies to link altered genetic pathways in muscadine grape to phenotypic variation
- Determine environmental impact on alteration of berry composition in muscadine grape
- Train undergraduate students and provide hands on experimental learning in molecular biology
- Grant writing, submission of progress reports

2012 -2014 Research Associate,
Center for Viticulture and Small Fruit Research,
Florida A&M University, Tallahassee, Florida

- Exposure of grape berries to UV and other chemical agents to increase resveratrol content
- Proteomics and Transcriptomics to study berry ripening in muscadine grape
- Gene expression analysis of Florida hybrid grapes tolerant and susceptible to anthracnose disease to identify genes responsible for tolerance
- Providing research curricula and training for undergraduate and graduate students in proteomics and bioinformatics
- Grant writing, submission of progress reports for different funding agencies.

2009-2011 Postdoctoral fellow
Center for Viticulture and Small Fruit Research,
Florida A&M University, Tallahassee, Florida

- Screened Muscadine genotypes for sugar composition during berry development and ripening.
- Analyzed enzymes involved in metabolism of sugars to investigate low sugar content in muscadine grapes
- Identified invertase inhibitor in muscadine grapes
- Supervised undergraduate research projects in proteomics, extraction of phenolic compounds from different muscadine grapes.
- Supervised High school students in biochemical techniques, lab safety and presentation in the high school summer youth program "RATLR".
- Grant writing, submission of progress reports for various funding agencies.

2007-2008 Postdoctoral fellow,
Gyeongsang National University,
South Korea.

- Expressed esterase gene in yeast expression vector pPICαA for biodegradation of organophosphates
- Screened variation in composition of phenolic compounds during fermentation of soybeans by *Bacillus pumilus*
- Developed multiplex PCR technique for detection of major food-borne pathogens like *Salmonella* spp., *Shigella* spp., *B.cereus*, *L. monocytogenes*, and *S. aureus*.

2006-2007 Senior Research officer,
Foundation of Revitalization of Local Health Traditions
(Presently known as Institute of Trans Disciplinary Health Sciences and Technology)

- Developed Sequence Characterized Amplified Region (SCAR) markers for medicinal plants. These markers are currently being used to determine the authenticity of *Embelia ribes*, *Puraria tuberosa* and *Ipomoea mauritiana* plants from its adulterants.
- Served in ISO Documentation and writing SOPs.
- Supervised junior staff and laboratory activities.

2002-2006 Research fellow,
Department of Biotechnology, Bangalore University, Bangalore, India.

- Worked on Project funded by US AID grant FAM-51 Biochemical and Molecular analysis of drought tolerant peanut varieties.
- Performed Differential display PCR for drought tolerant and drought susceptible peanut genotypes to identify genes involved in drought tolerance.
- Constructed cDNA library using RNA from drought stressed peanut plants. Amplified full length genes using RACE and confirmed gene expression using RNA slot blot.
- Transformed drought inducible genes DREB2A and DREB2B into high yielding drought susceptible peanut varieties to increase drought tolerance.
- Supervised Master's student's projects in plant biology, microbiology and genomics. Organized workshops for undergraduate teachers in biotechnology techniques.

Teaching Experience

2010-2014 Laboratory Instructor: Undergraduate Introductory to Biotechnology Lab, Credit hrs. 3.0, CAFS

2014 Provided training in microbial culture techniques, DNA Extraction, PCR and electrophoresis to Florida STEM scholar students

2012-2014 Trained high school students in biochemical techniques and supervised independent projects under RATLR programme

2011-2013 Training provided for six undergraduate students and supervised independent projects under the NSF-research experience for undergraduate students project in collaboration with the department of biological sciences faculty

2002-2007 Lecturer, Department of Biotechnology, Bangalore University, Bangalore, India. Lectured courses in microbiology, molecular biology and genetic engineering. Designed and supervised student projects

Extension and Outreach

- Provided guest lectures and presentations to increase awareness of ongoing research projects to Florida grape growers at Annual Grape growers meetings
- Provided assistance and supervision to minority students interested/involved in agriculture
- Provided information on grape value added products during community health fairs, science days, growers meetings, grape harvest festivals and FAMU technology display events
- Provided presentations at state horticultural society meetings and published articles in annual proceedings
- Published research information in newsletters to disseminate research information to local grape growers and community

Recruitment

- Participated in FAMU DRS School recruitment fair 2013

- Participated in TCC recruitment fair 2013

Grants and Fellowships

2015-2017	Characterizing Fermentation Chemistry of Muscadine Grape Juice During Vinification, Florida Department of Agriculture (\$87,200) PI
2015-2016	Prepare/Develop Value-Added Functional Foods from Florida Grapes to increase their Market Value, Consumer Acceptance and Grower Profit for Sustaining Grape Production in Florida. Florida Department of Agriculture-Viticulture Advisory Council, (\$20,000) Co-PI
2015-2016	Stilbene Rich Muscadine grape: A Potential Dietary supplement to reduce the risk of cancer. Florida Department of Agriculture-Viticulture Advisory Council, (\$20,000) Co-PI
2013-2017	Improving Nutraceutical Value of Muscadine Grapes to Promote Consumer Health, Increase Market Value and Grower Profit, USDA-NIFA-CBG (\$299,999) PI
2014-2015	Stimulating Resveratrol Production in Muscadine Grape by UV to Ensure Health Value and Boost Market Potential, Florida Department of Agriculture (\$84,700) Co-PI
2012-2017	An Integrative Transcriptome, Proteome and Metabolome Approach for Better Understanding Plant-Pathogen Interaction in Grape, USDA-NIFA-CBG (\$299,999) Co-PI
2012	Travel and Research Fellowship, Transcript Profiling of Muscadine grape during berry development and ripening; Stipends are provided by the NSF grant entitled "RCN: An International Research and Educational Collaboration for Grape Functional Genomics" (\$9,800.00)
2011	ASPB-MAC Recognition Travel award to attend ASPB meeting and annual Conference 2011 held at Minneapolis, MN (\$2,000.00)

Patent

US Patent 9,051,381 Disease-related biomarkers specific to Florida hybrid bunch and muscadine grape, and uses thereof Sheikh, M B, Kambiranda, Devaiah, Vasanthaiah, H KN.

Honors and Other Experience

2007- Brain Korea 21st Century fellowship for postdoctoral work
 2010, Invited Speaker, Florida State Horticultural Society annual conference
 2011-Member-Grant Review Panel, USA-Israel Binational Fund
 2011-American Society for Plant Biology Travel Award, Minneapolis, MN
 2012-NSF, Grape Research Coordination Network, Travel and Research Fellowship
 2013-Invited Speaker, Grape Genome section, Plant and Animal genome conference, San Diego, CA
 2014- Member-Grant Review Panel, USDA-NIFA,
 2015-AdHoc Reviewer, USDA-NIFA
 2017-Invited Speaker, Florida grape growers association annual conference
 2017- Member-Grant Review Panel, USDA-NIFA

Publications

i. Journals: Total Citations: 490

1. **Devaiah Kambiranda**, Sheikh M Basha (2018). Quantitative evaluation of stilbene levels among selected muscadine cultivars over three vintages (submitted to Journal of Food composition and Analysis)
2. Aradhya Swamy, Srinivas Reddy, **Devaiah Kambiranda**, Yemane Ghebreyessus. 2018. Binding of cloned Cel Enzymes on clay minerals related to the pI of the enzymes. (submitted to Clays and Clay Minerals)
3. Islam, El-sharkawy, **Devaiah Kambiranda**, Daniel Vera, Violeta Tsoleva (2018). The first version of the whole genome sequencing (WGS) and assembly of the muscadine grape cv. Noble. Acta Horticulturae. <http://www.actahort.org/members/symposiaa?action=abstractforcoauthor&abstractforcoauthorlink=YfmbzKXtwXm-20939-BEbkYfmbBMv>.
4. **Devaiah Kambiranda**, Sheikh M Basha, Rakesh Singh, Janana Snowden, Roger Mercer (2018). Proteome Profile of American Hybrid Grape cv. Blanc du Bois during Ripening Reveals Proteins Associated with Flavor Volatiles and Ethylene Production. *Proteomics*. <https://doi.org/10.1002/pmic.201700305>.
5. Ramya TK, Ajay BC, **Kambiranda D**, Bera SK. Low phytic acid peanut: A potential tool to overcome the mineral malnutrition in humans. *Current Science*. 2018; 114:1165-1167
6. **Devaiah Kambiranda**, Sheikh M Basha, Rakesh Kumar Singh, Huan He, Kate Calvin, Roger Mercer, (2016). In Depth Proteome Analysis of Ripening Muscadine Grape Berry cv. Carlos Reveals Proteins Associated with Flavor and Aroma Compounds *Journal of Proteome Research* 15:2910-2923.
7. Katam R, Sakata K, Suravajhala P, Pechan T **Kambiranda D**, Naik KSS, Guo B, Sheikh MB, (2016). Comparative Leaf Proteome studies in Drought Tolerant and Susceptible Peanut to Water Stress. *Journal of Proteomics* 143-209-226.
8. Ajay BC, Ananga A, **Kambiranda D**, Obuya J, Bera SK, et al. (2016) Isolation and Characterization of inositol Tetrakisphosphate Kinase (AhITPK1) and Inositol 1,4,5-Trisphosphate Kinase (AhIPK2) Gene in Peanut. *Cloning & Transgenesis* 5: 150.
9. Athmaram Thimmasandra Narayanappa, Harini Sooryanarain, Jagadeeswaran Deventhiran, Dianjun Cao, Backiyalakshmi Ammayappan Venkatachalam, **Devaiah Kambiranda**, Tanya LeRoith, Connie Lynn Heffron, Nicole Lindstrom, Karen Hall, Peter Jobst, Cary Sexton, Xiang-Jin Meng, Subbiah Elankumaran (2015) A Novel Pathogenic Mammalian Orthoreovirus from Diarrheic Pigs and Swine Blood Mcal in the United States *mBio*: e00593-15
10. **Devaiah Kambiranda**, Ramesh Katam, Sheikh M Basha, Shalom Seibert (2014). iTRAQ Based Quantitative Proteomics of Developing and Ripening Muscadine Grape Berry. (corresponding author) *Journal of Proteome Research*: 13:555-569.
11. Sheikh MB, Vasanthaiah HKN and **Devaiah Kambiranda**. (2012). Genetic variation in sugar accumulation among Vitis species. *International Journal of Wine Research*: 4 15-23.
12. Clifford Louime, Jiang Lu, Oghenekome Onokpise, Kumar Vasanthaiah, **Devaiah Kambiranda**, Sheikh Mehboob, Hae Keun Yun. (2011). Resistance to *Elsinoë ampelina* and Expression of related Resistant Genes in *Vitis rotundifolia* Michx. Grapes. *International Journal of Molecular Sciences*. 12(6), 3473-3488; doi:10.3390/ijms12063473
13. **Devaiah Kambiranda**, Hemanth Vasanthaiah., Sheikh M. Basha (2011). Relationship between acid invertase activity and sugar content in grape species *Journal of food biochemistry*; DOI: 10.1111/j.1745-4514.2010.00483.x
14. **Devaiah Kambiranda**, Balasubramanian, Padma Venkatasubramanian (2011). Development of RAPD Based SCAR Marker for Identification of *Ipomoea mauritiana* Jacq (Convolvulaceae)

ECAM 2011: 868720.

15. Cho, Kye Man, Eun Ju Kwon, Sung Kyum Kim, **Devaiah M Kambiranda**, Reukaradhya K. Math, Young Han Lee, Jungho Kim, Han Dae Yun, and Hoon Kim (2009). Fungal Diversity in Composting Process of Pig Manure and Mushroom Cultural Waste Based on Partial Sequence of Large Subunit rRNA *Journal of Microbiology and Biotechnology*, 19 (8) 743-748
16. **Devaiah M. Kambiranda**, Shah Md. Asraful Islam, Kye Man Cho, Renukaradhya K. Math, Young Han Lee, Han Dae Yun (2009). Expression of esterase gene in yeast for organophosphates biodegradation *Pesticide biochemistry and Physiology* 94, (1) 15-20 (Listed as 2 in top 25 articles from April to June 2009).
17. Kye Man Cho, Su Young Hong, Renukaradhya K. Math, Jin Hwan Lee, **Devaiah M. Kambiranda**, Jong Min Kim, Shah Md. Asraful Islam, Myoung Geun Yun, Ji Joong Cho, Woo Jin Lim and Han Dae Yun (2009). Biotransformation of phenolics (isoflavones, flavonols, and phenolic acids) during the fermentation of cheonggukjang by *Bacillus pumilus* HY1 *Food Chemistry*, 114(2) 413-419
18. Kye Man Cho; Renukaradhya K. Math; Su Young Hong; Shah Md. Asraful Islam; **Devaiah K Mandanna**; Ji Joong Cho; Myoung Geun Yun; Jong Min Kim; Yun Han Dae. (2009). Iturin produced by *Bacillus pumilus* HY1 from Korean soybean sauce (kanjang) inhibits growth of aflatoxin producing fungi. *Food control*, 20 402-406
19. Kye Man Cho, Woo Jin Lim, **Devaiah M Kambiranda**, Renukaradhya K. Math, Seong Weon Kim, Su Young Hong, and Han Dae Yun (2008). Simultaneous detection of food-borne pathogenic bacteria in ready-to-eat Korean kimbab using Multiplex PCR method. *Food Science and Biotechnology* 17, (6) 1240-1245
20. Cho, Kye Man, Sun Mi Lee, Renukaradhya K. Math, Shah Md. Asraful Islam, **Devaiah M Kambiranda**, Jong Min Kim, Myoung Geun Yun, Ji Joong Cho, Jong Ok Kim, Young Han Lee, Hoon Kim and Han Dae Yun. (2008). Culture-independent Analysis of Microbial Succession during Composting of Swine Slurry and Mushroom Cultural Wastes. *Journal of Microbiology and Biotechnology*, 18 (12) 1874-1883
21. **Devaiah KM** and Venkatasubramanian P. (2008). RAPD-SCAR Marker development for authentication of *Pueraria tuberosa* (Roxb.ex Willd.) DC. *Current Science* 94: 1306-1309
22. **Devaiah KM** and Venkatasubramanian P. (2008). Genetic characterization and authentication of *Embelia ribes* Burm.F (Myrsinaceae) using RAPD - PCR and SCAR marker, *Planta Medica* 74: 194-196
23. **Devaiah KM**, Bali G, Athmaram TN and Sheik MB. (2007). Identification of two new genes from drought tolerant peanut up-regulated in response to drought. *Plant Growth Regulation* 52, (3): 249-258.
24. Athmaram TN, Bali G, and **Devaiah KM**. (2006). Integration and expression of Bluetongue VP2 gene in somatic embryos of peanut through particle bombardment method. *Vaccine* 24: 2994-3000

ii. Book Chapters: Total Citations 15

- 1) **Devaiah Kambiranda**, Vasanthaiah HKN and Basha SM. 2015. Grape Crop Improvement through Biotechnology. In: *Plant Biotechnology and Transgenic Research*, Thangadurai D, Othman RY and Biradar AP (eds), Bentham Science Publishers, USA (Chapter under preparation).
- 2) Vasanthaiah HKN, **Devaiah Kambiranda**, Umar G, Basha SM and Phills BR. 2015. Raspberry crop Improvement through Biotechnology. In: *Plant Biotechnology and Transgenic Research*, Thangadurai D, Othman RY and Biradar AP (eds), Bentham Science Publishers, USA (Chapter under preparation).

- 3) Anthony O. Ananga, Ernst Cebert, Joel W. Ochieng, Suresh Kumar, **Devaiah Kambiranda**, Hemanth Vasanthaiah, Violetka Tsolova, Zachary Senwo, Koffi Konan and Felicia N. Anike 2012. Prospects for Transgenic and Molecular Breeding for Cold Tolerance in Canola (*Brassica napus* L.), Oilseeds, Uduak G. Akpan (Ed.), ISBN: 978-953-51-0665-4, InTech, Available from: <http://www.intechopen.com/books/oilseeds/prospects-for-transgenic-and-molecular-breeding-for-cold-tolerance-in-canola-brassica-napus-l->.
- 4) **Devaiah M. Kambiranda**, Hemanth KN. Vasanthaiah, Ramesh Katam Anthony Ananga, Sheikh M. Basha and Karamthotsivasankar Naik 2011. Impact of Drought Stress on Peanut (*Arachis hypogaea* L.) Productivity and Food Safety, Plants and Environment, Hemanth KN. Vasanthaiah and **Devaiah Kambiranda** (Ed.), ISBN: 978-953-307-779-6, InTech, Available from: <http://www.intechopen.com/articles/show/title/impact-of-drought-stress-on-peanut-arachis-hypogaea-l-productivity-and-food-safety>. Cited 8 times, Downloads 9700 times.
- 5) Vasanthaiah HKN, Thangadurai D, Basha SM, Biradar DP, **Kambiranda D** and Louime C. 2011. Muscadiniana. Thangadurai D, Othman RY and Biradar AP (Eds), In: Wild Crop Relatives: Genomic and Breeding Resources. pp. 65-67. DOI: 10.1007/978-3-642-16057-8_4. Cited 2 times
- 6) Dinesh MR, Vasanthaiah HKN, Ravishankar KV, Thangadurai D, Narayanaswamy P, Ali Q, **Kambiranda D** and Basha S.M. 2011. Magnifera. Wild Crop Relatives: Genomic and Breeding Resources 2011, 61-74, DOI: 10.1007/978-3-642-20447-0_4.

iii. Proceedings

- 1) Ramesh Katam, Devaiah M. Kambiranda, Katsumi Sakata, Tiratha Raj Singh, Steve V. Sluyter, Paul A. Haynes, Mehboob B. Sheikh, Lekan M. Latinwo (2013). Characterization of Muscadine Berry Proteome Using Label and Label Free Mass Spectrometry Approaches Proceedings of the HUPO Annual World Congress, 12: pp. PS33-PS36..
- 2) Kathryn Vescio*, **Devaiah Kambiranda**, Matthew Reitzel, Shobha Devi Potlakayala. 2012. Proteome profiles of American and Chinese chestnut in response to Salicylic Acid treatment. Official Proceedings for the 2012 American chestnut Summit. * undergraduate student
- 3) **Devaiah Kambiranda**, Hemanth KN Vasanthaiah Sheikh M. Basha. 2010. Genetic Variation in Sucrose Metabolizing Enzymes among Six Muscadine Varieties. Proceedings of the Florida state Horticultural society, 123: pp. 32-34. (*Peer reviewed*)
- 4) Gohar Omar, Hemanth KN Vasanthaiah, **Devaiah Kambiranda**, Sheikh M Basha, Bobby Phills and Wayne Hunter. 2010. Assessment of genetic diversity among selected raspberry cultivars. Proceedings of the Florida state Horticultural society, 123: pp. 26-28. (*Peer reviewed*)
- 5) Hemanth Vasanthaiah, Sheikh M. Basha, Ramesh Katam and **Devaiah Kambiranda**. 2009. Investigation into Uneven Ripening Problem in Muscadine Grape for Enhancing Their Enological Characteristics. Proceedings of the Florida state Horticultural society 122, 27-30. (*Peer reviewed*)
- 6) **Devaiah, K.M**, Geetha Bali, Naik, K. S. S and Mehboob Sheik Basha. 2005. Isolation of Drought responsive genes through DDRT-PCR in peanuts (*Arachis hypogaea. L*) Proceedings of the Annual Peanut Conference, APRES meeting, Virginia, Oklahoma USA. www.apres.okstate.edu/old%20proceedings/Vol%2037%20Proc.pdf.

iv. Database submissions

- Devaiah Kambiranda**, Sheikh M Basha 2018. Proteome analysis of Blanc Du Bois grape, Data are available via ProteomeXchange with Pride database identifier **PXD005157**
- Devaiah Kambiranda**, Sheikh M Basha 2015. Proteome analysis of Muscadine grape during ripening, Data are available via ProteomeXchange with Pride database identifier **PXD001959**
- Kambiranda D**, Ramesh Katam and Basha SM.2013. Muscadine berry proteome.

- Peptide Atlas submission ID PASS00218, 674 proteins submitted.
- Kambiranda D, Vasanthaiah HKN and Basha SM.** 2011. Fungal Diversity in Muscadine (*Vitis rotundifolia* Michx.) Grape Berry, Wide Accession no -HQ006098-HQ006145 – 48 sequences.
- Vasanthaiah HKN, Kambiranda D and Basha SM.** 2011. Fungal Diversity in Florida Hybrid grapes (*Vitis vinifera*) Grape Berry, Wide Accession no -JF508932-JF508967 – 36 sequences.
- Kambiranda D, Vasanthaiah HKN and Basha SM.** 2010. Acid Invertase, sucrose synthase and sucrose phosphate synthase from Muscadine genotype “Noble”. NCBI GenBank_Accn: GW392492 - GW392494 – 3 Sequences.
- Vasanthaiah, H.K.N., Devaiah Kambiranda., Basha, S.M.** (2009) Pierce-s Disease induced Unknown mRNA Pierce-s Disease induced genes (Zinfandel) Differential Display *Vitis vinifera* cDNA, mRNA sequence, Wide Accession no- 67736301 – 67736307 – 7 Sequences.
- Cho KM, Lee SM, Math RK, Islam SM, Kambiranda DM, Kim JM, Yun MG, Cho JJ, Kim JO, Lee YH, Kim H and Yun HD.** 2008. Bacterial diversity during Composting, Wide Accession no DQ 345454 – 93; DQ 346445-645 – 240 Sequences.
- Cho KM, Lee SM, Math RK, Islam SM, Kambiranda DM, Kim JM, Yun MG, Cho JJ, Kim JO, Lee YH, Kim H and Yun HD.** 2008. Fungal diversity during Composting, Wide Accession no DQ 365320- 555 - 236 Sequences.
- Devaiah, K.M and Padma Venkatasubramanian.** 2007. *Embelia ribes* SCAR marker sequence, Wide accession number- EU047711.
- Devaiah, K.M and Padma Venkatasubramanian.** 2007. *Pueraria tuberosa* SCAR marker sequence, Wide accession number- EU031785.
- Devaiah, K. M and Padma Venkatasubramanian.** 2007. *Ipomoea mauritiana* SCAR marker, Wide accession number- EF-624353.
- Devaiah, K. M., Geetha Bali, Athmaram, T. N., Naik, K. S. and Basha, M. S.** 2006. *Arachis hypogaea* serine and leucine rich protein mRNAs, Wide accession number-DQ-834690 and DQ-834691.
- Devaiah, K. M., Bali, G., Athmaram, T. N., Priya. and Basha, M. S.** 2006. Identification of genes involved in drought tolerance in drought stressed seedlings, Wide Accession nos- DQ812977- DQ812980 - 4 sequences.
- Devaiah, K. M., Bali, G., Athmaram, T. N., Naik, K. S. and Basha, M. S.** 2006. Identification of genes involved in drought tolerance in drought stressed seedlings, Wide Accession nos- DQ811758-DQ811762 - 5 Sequences.
- Devaiah, K. M., Geetha Bali, Athmaram, T. N., Naik, K. S. and Basha, M. S.** 2006. *Arachis hypogaea* DREB2A-like protein mRNA Wide Accession no -DQ333948.
- Devaiah, K. M., Bali, G., Naik, K. S. and Basha, M. S.** 2006. *Arachis hypogaea* drought responsive protein mRNA, Wide Accession no-AY960638.
- Devaiah, K. M., Bali, G., Naik, K. S. and Basha, M. S.** 2006. *Arachis hypogaea* drought-stressed leaves cDNA clone PDRT2, mRNA sequence Wide Accession no- DQ119294.

Professional Presentations

(i) Oral Presentations

- Kambiranda, D., Sheikh, M.B.** 2016. An Integrative Transcriptome, Proteome and Metabolome Approach for Better Understanding Plant - Pathogen Interactions in Grape. 1890 Institution Teaching, Research and Extension Capacity Building Grants (CBG) Project Directors webinar, August 23-24.
- Kambiranda D, Sheikh M Basha,** 2015, Improving Enological, Disease and Nutraceutical Characteristics of Muscadine Grape Applying Cutting Edge Technologies, CAFS Research Forum, Tallahassee, FL

- Devaiah Kambiranda**, Sheikh M Basha, 2013. Proteomic Analysis of Ripening Muscadine Berry to Identify and Characterize Proteins Associated with Metabolite Synthesis Responsible for Superior Enological Characteristics of Muscadine Grape Berry. 17th Biennial ARD Research symposium, Jacksonville, FL.
- Devaiah Kambiranda**, Sheikh M Basha, 2013. Proteome Analysis of Muscadine Berry Ripening. Southern Association of Agricultural Scientists Meeting, Orlando, FL.
- Devaiah Kambiranda**, Sheikh M Basha, 2013. Quantitative Proteome Analysis of Developing and Ripening Muscadine Grape Berry. Plant and Animal Genome conference, San Diego, CA.
- Ramesh Katam, **Devaiah M. Kambiranda**, Katsumi Sakata, Tiratharaj Singh, Steve V. Sluyter, Paul A. Haynes, Mehboob B. Sheikh, Lekan M. Latinwo. 2013. Characterization of Muscadine Berry Proteome Using Label and Label Free Mass Spectrometry Approaches. HUPO 12th Annual World Congress, Yokohama, Japan.
- Devaiah Kambiranda**, Sheikh M Basha, 2011. Differences in Sugar Metabolic Activities during Muscadine Grape (*Vitis rotundifolia*) Ripening. 16th Biennial ARD Research Symposium, Atlanta, GA, April 9-13.
- HKN Vasanthaiah, **Devaiah Kambiranda**, Umar G, Phills B, SM Basha, 2011. Development of Molecular Markers Linked to Low Chill/Heat Tolerance in Raspberry (*Rubus idaeus* L.). 16th Biennial ARD Research Symposium, Atlanta, GA, April 9-13.
- HKN Vasanthaiah, **Devaiah Kambiranda**, SM Basha, PK Varadwaj, 2011. Identification of genes associated with Pierce's disease tolerance in grape. 16th Biennial ARD Research Symposium, Atlanta, GA, April 9-13.
- Phills BR, Umar G, **D Kambiranda**, HKN Vasanthaiah, SM Basha, Evaluation of Raspberries for growth performance under North Florida conditions. 16th Biennial ARD Research Symposium, Atlanta, GA, April 9-13.
- Umar G, **Devaiah Kambiranda**, Phills B, SM Basha, 2011. Determining Selected Physio-Chemical Characteristics among Blackberry Genotypes in North Florida. 16th Biennial ARD Research Symposium, Atlanta, GA, April 9-13.
- Devaiah Kambiranda***, Hemanth KN Vasanthaiah, Sheikh M Basha. 2010. Identification of constraints involved in sugar metabolism. Florida State Horticultural society (FSHS) Annual meeting and Conference, Crystal River, FL, June 6-8.
- Gohar Omar, Hemanth KN Vasanthaiah, **Devaiah Kambiranda***, Sheikh M Basha, Bobby Phills and Wayne Hunter. 2010. Assessment of genetic diversity among selected raspberry cultivars. Florida State Horticultural society (FSHS) Annual meeting and Conference, Crystal River, FL, June 6-8.

(ii) Poster Presentations

- Singh DP, Kaur G, **Kambiranda D**, Batra S, 2018, Anti-inflammatory role of Urolithins in human alveolar epithelial cells exposed to e-cigarette vapor extracts. SC-SOT meeting, Starkville, MS.
- Kambiranda, D.**, Sheikh, M.B. 2016. Improving Nutraceutical Value of Muscadine Grape to Promote Consumer Health, Increase Market Value and Grower Profit. 1890 Institution Teaching, Research and Extension Capacity Building Grants (CBG) Project Directors Meeting, September 19-20, Norfolk, Virginia.
- Sheikh, M.B., **Kambiranda, D.** 2016. Identification and Characterization of Proteins of Enological Significance in Florida Hybrid Grape. Plant and Animal Genome conference, January 10-14, 2016, San Diego, CA

- Sheikh M Basha **Devaiah Kambiranda**, 2015, Shotgun Proteome Analysis for Insight into Secondary Metabolite Production in Muscadine Grape. Plant and Animal Genome conference, San Diego, CA.
- Ramesh Katam, Varshini Sridhar*, **Devaiah Kambrinda**, Joseph Bundy, Sydney Lyda, Kundai Chibanguza, Shelletta Tilghman, Sheikh M Basha, 2015, Analysis of Xylem Tissue and Xylem Sap Proteome Reveal Disease Tolerance Mechanisms Among Grape Species. Plant and Animal Genome conference, San Diego, CA * graduate student
- Sheikh M Basha **Devaiah Kambiranda**, Rajya Laksmi. 2014. Stilbene Profiling of muscadine grape genotypes. Plant and Animal Genome conference, San Diego, CA.
- Sheikh M Basha **Devaiah Kambiranda**, Katam R, 2013. Global Protein Profiling for Insight into Secondary Metabolite Synthesis in Muscadine Grape. Plant and Animal Genome conference, San Diego, CA.
- Katam R, Sridhar V*, Smith S, Chinthakuntla P, Badisa LV, **Kambiranda DM**, Musa M, Sluyter SV, Haynes PB, Gottschalk V, Latinwo LM, Basha SM, Cramer G. 2013. Integrative Metabolomics and Proteomics Approach to Identify Anticancer Compounds in Muscadine Grape. Poster presented at Plant and Animal Genome conference, San Diego, CA. * graduate student
- Ramesh Katam, **Devaiah Kambiranda**, Sheikh M. Basha. 2012. Analysis of muscadine berry iTRAQ data using PEAKS quantification algorithm. 2nd International conference on Proteomics and Bioinformatics, Las Vegas, NV, July 2-4.
- Devaiah Kambiranda**, Ramesh Katam, Sheikh M Basha, Caroline Odewumi , Musiliyu A Musa , Carl B Goodman, 2012. Proteome and Metabolite Analysis to Evaluate the Anticancer Activity in Muscadine Grape. Poster presented at Plant and Animal Genome conference, San Diego, CA, January
- Mehboob Sheikh, **Devaiah Kambiranda**, Hemanth KN. Vasanthaiah, 2012. Molecular Approach to Identify and Characterize Microbial Community in Muscadine Grape. Poster presented at Plant and Animal Genome conference, San Diego, CA,
- Devaiah Kambiranda**, Hemanth KN. Vasanthaiah, Sheikh M. Basha, 2011 Relationship between sucrose accumulation and Invertase activity in Muscadine Grapes. American Society for Plant Biology, Minneapolis, MN, Aug 6-10.
- Hemanth KN. Vasanthaiah, **Devaiah Kambiranda**, Sheikh M. Basha, 2011 Identification of genes associated with Peirce's Disease in grape. 16th Biennial ARD Research Symposium, Atlanta, GA, April 9-13.
- Sheikh M. Basha, **Devaiah Kambiranda**, Hemanth KN Vasanthaiah. 2011. Identification And Characterization Of Components Affecting Sugar Composition In Muscadine Grape Berry. Poster presented at Plant and Animal Genome conference, San Diego, CA
- Hemanth KN. Vasanthaiah, **Devaiah Kambiranda**, Gohar Umar, Sheikh M. Basha, Bobby R. Phills, Wayne Hunter. 2010. Identification of Molecular Markers Associated With Low Chill/Heat Tolerance In Raspberry. Poster presented at Plant and Animal Genome conference, San Diego, CA
- Devaiah, K.M**, Geetha Bali, Naik K. S. S and Basha, S. M. 2005. Identification and Characterization of Drought Induced Transcripts in Peanut. Proceedings the 2nd International Conference on Integrated Approaches to Sustain and Improve Plant Production Under Drought Stress, Rome, Italy

Other Media Publications

Muscadine grape Proteomics work

✦ Studies from Florida A&M University Have Provided New Information about Peptides and Proteins. <http://www.highbeam.com/doc/1G1-362981683.html>.

✦ 2013 Nov. 19, Study published in the "Journal of Proteome Research" <http://muscadinehealthresearch.wordpress.com/muscadine-health-research-links/>

Muscadine Grape Sugar and Invertase enzyme work

✦ New Food Chemistry Findings from Florida A&M University Described (Relationship Between Acid Invertase Activity And Sugar Content In Grape Species), Food Weekly News via Vertical News.com, 66, ISSN: 1944-1762, Pubz ID: 002772064.

✦ American Society for Plant Biologists Member Corner Article about Importance of research in muscadine grapes. <http://newsletter.aspb.org/2011/septoct11.pdf#page=35>

✦ Hemanth KN Vasanthiah, Devaiah Kambiranda, Mehboob Sheikh, Wine Quality: Supplementation of Sugar in Grape Juice vs Enhancing Endogenous Sugar Level of Grape Berry. Grape Times August 2009.

Professional Membership

American Society for Plant Biology
Florida Grape Growers Association
International Plant Proteomics Organization

Other Professional Activities

Journal peer review articles reviewed for Journal of Proteome research, Proteome Science, Plant Science, Journal of Medicinal Food, American Journal of Agriculture and Biological Sciences, American Journal of Food Science and Technology, Canadian Journal of Plant Science, E3 Journal of Biotechnology and Pharmaceutical Research, International Journal of Plant Physiology and Biochemistry, International Journal of Wine research, African Journal of Food Science, International Journal of Biotechnology and Food Science, Journal of Ayurveda

Students Trained

Graduate Students:

Shalom Siebert – Major Entomology Trained in RNA extraction from honey bees, Nucleic acid quantification, cDNA synthesis, real time PCR, data analysis for quantifying gene expression

Josie Toliver – Major Plant Science Trained in sample collection and preparation for biochemical analysis, data analysis, HPLC, quantification of phenolics and stilbenes in grapes, PCR, primer designing and electrophoresis.

Undergraduate Students Supervised under the NSF-REU Programme:

- Remy Babich, Science (Honors Program) PSU, Harrisburg.
- Kundai Chibanguza, (B.S. Student in College of Agriculture, Food Science Program).
- Sheileta Tilghman, (B.S. Student in College of Arts and Science, Biology Major)

- Kathryn Vescio, (B.S. Student in College of Agriculture) PSU, Harrisburg

High School Students Supervised under the RATLR Summer Youth Programme:

- Kier Riley
- Kiara Johnson
- Kereena Gordon

Student Presentations

- ✦ Toliver J, Sheikh MB, Kambiranda D, 2015, The Effect of Withering on Muscadine Grape Composition and Product Quality, NBGSA conference, Jacksonville, FL
- ✦ Shelletta C. Tilghman, Ramesh Katam, Devaiah Kambiranda, and Sheikh M. Basha. 2013. Characterization of Xylem Sap Components Associated with Pierce's Disease Tolerance. Emerging Research National (ERN) Conference in STEM, Washington D.C
- ✦ Chibanguza K, Kambiranda DM, Katam R, Basha SM, Lekan M Latinwo. 2013. Identification of Proteins Associated with Pierce's Disease Tolerance in Xylem Tissue of *Vitis* Species. Presented at the ARD conference, Jacksonville, Florida April 4-8.
- ✦ Vescio K, Kambiranda D, Reitzel M, Potlakayala SD. 2012. Proteome profiles of American and Chinese chestnut in response to Salicylic Acid treatment. Presented at the American Chestnut Annual Conference.
- ✦ Tilghman S, Kambiranda D, Basha SM. 2012. Characterization of Xylem Sap Components Associated with Pierce's Disease Tolerance. Presented at NSF-REU student summit, FAMU, Biology.
- ✦ Riley K, Kambiranda D, Basha SM. 2011. Extraction of Grape Berry Proteins and 2D gel Electrophoresis. Presented at RATLR symposium, FAMU-CAFS.
- ✦ Johnson K, Gordon K, Kambiranda D, Basha SM. 2012. Estimation of total Amino Acids, Sugars, Proteins and Carbohydrates in Florida Hybrid grapes/Muscadine grapes. Presented at RATLR symposium, FAMU-CAFS - Secured third Price.

JOB CLASS				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	8	5	3
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment 05/01/2022 To 04/30/2023
 Effective Date 05/01/2022

Name Terri Mayes SS# xxx-xx-4718 Sex* F Race* B
 (Last 4 digits only)

Position Title: Strategic Partnership Coordinator Department: Law Center Instructional

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

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

Years Experience _____ Southern University Experience _____
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
J.D. Southern University Law Center 2016
B.S. Middle Tennessee State University 2011

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$69,950.00 Salary Budgeted \$69,950.00

Source of Funds 311001-31710-61002-33000 (\$59,950.000) and 327582-31620-61002-36000 (\$10,000.00)

Identify Budget: State/Grant _____ Location _____
 Form Code: 1 Page 1 Item # 1

Change of: _____
 From _____ To _____
 Position _____ Louisiana Workforce Commission
 Status _____
 Salary Adjustment \$59,950.00 \$59,950.00+\$10,000.00=\$69,950.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
311001-31710-61002-33000	\$59,950.00
327582-31620-61002-36000	\$10,000.00

*See Reverse Side

Graduate School signature (if, applicable):

John K. Pierre 3/24/22 Date
 Supervisor
Dorendell Fortu 3-24-22 Date
 Vice Chancellor
 _____ Date
 Director/Personnel
 _____ Date
 President
 _____ Date
Terry Hall 3-24-22 Date
 W/C for Finance and Admin.
John K. Pierre 3-24-22 Date
 Chancellor
 _____ Date
 Vice President/Finance
 Business Affairs/Comptroller
 _____ Date
 Chairman/S.U. Board
 of Supervisors
 _____ Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

- White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.
- Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.
- Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.
- Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS: One – Year Salary Adjustment for the Louisiana Workforce Commission (LWC) Project Grant, effective May 01, 2022 through April 30, 2023.

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Chancellor, John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any) 200

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER
ENCUMBERED / FUNDS AVAILABLE
 CODE _____ EXPIRES _____
 US _____
 DOC ID # _____
 RA _____
 DATE HI 3/24/22
 JI _____
 BY FI JMG/edge
 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)

Terri Mayes

tmayes56@gmail.com

LICENSURE

- State Bar of Louisiana- *October 2016*

EDUCATION

Southern University Law Center, Baton Rouge, LA
Juris Doctor Candidate – May 2016

Middle Tennessee State University, Murfreesboro, TN
Bachelor of Science, Political Science minor in English -December 2011

EXPERIENCE

SOUTHERN UNIVERSITY LAW CENTER
STRATEGIC PARTNERSHIP COORDINATOR

JANUARY 2022-PRESENT

- Identify trends/gaps in the higher education and develop new opportunities for students and alumni.
- Assist in the coordination and implementation of memorandums of understandings
- Monitor and evaluate memorandums or understandings
- Draft pleadings and court appearances for special projects
- Monitor and evaluate partnerships and execute growth strategies
- Generate new leads, identify and contact key decision makers, screen potential partnership opportunities, select business/organizations opportunities in line with growth goals.
- Develop strategies and plans to expand students' skills and experiential opportunities

EAST BATON ROUGE PUBLIC DEFENDER OFFICE

JULY 2019-DECEMBER 2021

SUB SUPERVISOR/ FELONY ASSISTANT PUBLIC DEFENDER

JUNE 2020-DECEMBER 2021

- Represent clients charged with felony offenses
- mentor and train new attorneys
- assign cases

MID-LEVEL ASSISTANT PUBLIC DEFENDER

JULY 2019-JUNE 2020

- Represented clients charged with misdemeanor and felony offenses
- Researched legal issues and rules of law to best protect clients' interests
- Advocated zealously for my clients' rights under the constitution

- Investigate clients' cases, including gathering evidence and conducting witness interviews.

Dickerson, LeBlanc & Woods, LLC

2016-June 2019

Associate Attorney

- Represented clients charged with misdemeanor and felony offenses
- Researched legal issues and rules of law to best protect clients' interests
- Advocated zealously for my clients' rights under the constitution
- Assisted and observed armed robbery and murder trials.
- Investigate clients' cases, including gathering evidence and conducting witness interviews.
- Represent clients at arraignment and negotiate plea agreements with prosecution when appropriate.
- Assist clients in post-conviction matters such as probation and expungement hearings.
- Preparing demand packages, negotiating, petition for damages
- Conduct depositions
- Assisting with family law handling issues of contempt, prepared divorce, child custody, and judicial partition petitions.
- Successfully entrusted with vast responsibility under little direction with proven results

VOLUNTEER WORK

- Christa Martin Campaign for Vice- Mayor and City Council
- Domestic Violent Women Shelter-Murfreesboro
- Maury County Senior Citizen Center.
- Maury County Boys and Girls Club
- Victor Woods Campaign for State Representative
- NAACP Baton Rouge
- Louisiana Association of Criminal Defense Lawyers
- National Public Defender Association
- Public Defender Association of Louisiana

AWARDS/CERTIFICATES

- 10:1 Blackstone Certificate **December 2019**
- Leading during troubled times and beyond (NAPD) **February- May 2021**

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	8	6
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment 08/01/2022 To 06/30/2023
 Effective Date 08/01/2022

Name Regina Ramsey James SS# xxx-xx-6599/S00017296 Sex F Race* B
 (Last 4 digits only)

Position Title: V/C Evening Division & 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 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 _____ Replacement _____ Other (Specify) _____

Recommended Salary \$200,340.00 Salary Budgeted \$200,340.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-32020-61002-31000
 Form Code: BOR10 Page 1 Item # 1

Change of: _____

	<u>From</u>	<u>To</u>
Position	<u>V/C Evening Division & Emerging Programs</u>	<u>V/C Evening Division & Emerging Programs</u>
Status	<u>Associate Professor</u>	<u>Full Professor</u>
Salary Adjustment	<u>\$189,000.00</u>	<u>\$200,340.00</u>

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
311001-32020-61002-31000	\$200,340.00

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

<u>John K. Pierre</u> 3/24/22 Supervisor Date	<u>Gary K. Hall</u> 3-24-22 V/C For Finance and Admin. Date
<u>Donald W. Fort</u> 3-24-22 Vice Chancellor Date	<u>John K. Pierre</u> 3/24/22 Chancellor Date
_____ Director/Personnel Date	_____ Vice President/Finance Business Affairs/Comptroller Date
_____ President Date	_____ Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: On February 8, 2022, the Faculty Appointment, Retention, Promotion, and Tenure (FARPT) committee met to consider applications for promotion to the rank of full professor for Regina James. The individual hold the faculty academic rank of associate professor. The FARPT committee duly considered the applications for promotion, deliberated, voted, and recommended the promotions Regina James to the rank of full professor. I concur with their recommendations. I have attached a copy of the deliberation reports for review and consideration by the Southern University Board of Supervisors. If the board grants these promotions, I am requesting a 6% salary increase for Regina James which is the customary award to Law Center faculty when they are either promoted or granted tenure. The increase would be effective during the 2022-2023 academic year which commences in August 2022.

EMPLOYEE REGULAR WORK SCHEDULE: Daily
EMPLOYEE DIRECT SUPERVISOR: Chancellor, John Pierre
NUMBER OF EMPLOYEES SUPERVISED, (if any) 225

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

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CODE _____ EXPIRES _____
ENCUMBERED / FUNDS AVAILABLE
DOC I.D. # _____
US _____
DATE 3/24/22
RA _____
H1 _____
BY JM6009
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



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Memorandum

To: FARPT Committee
From: Sub-Committee (Oko, Jones, Alford)
Date: February 3, 2022
Re: Report – Recommendation to Promote Regina Ramsey to Full Professor status

The sub-committee has reviewed the application for promotion to Full Professor submitted by Regina Ramsey. The sub-committee ranks Ramsey as “Excellent” in at least four (4) of the six (6) categories and does not rank her as “Unsatisfactory” in any categories. Accordingly, the sub-committee recommends that she be promoted to Full Professor for the reasons discussed below.

First, the sub-committee notes that although Ramsey has not been at the rank of Associate Professor for five years, the time in rank should be waived for the following reasons. Ramsey began teaching as an adjunct professor in 2003 while she was in the position of Director of Career Services. In Fall of 2007, Ramsey joined the law faculty as an Assistant Professor of Legal Writing, and she was promoted to Associate Professor of Legal Writing in 2014. During her years as a Legal Writing Professor, Ramsey taught doctrinal courses, namely Constitutional Law I, Constitutional Law II, Torts, and other skills courses including Legal Research, Law Review Workshop, Advanced Legal Writing, Statutory Analysis I, Statutory Analysis II, and Advanced Constitutional Law. Since joining the faculty in 2007, Ramsey has served on numerous faculty committees and volunteered in various other capacities; conducted research and published scholarship; worked continuously to improve the quality of her teaching; and served as an advisor, mentor, and counselor for numerous students.

Although Ramsey has not been at her current rank for five years, she has served as a member of the SULC faculty for nearly fifteen years, during which time she has demonstrated excellence in every evaluated category and has been a valuable and valued member of this faculty. Ramsey should be given credit for the nearly fifteen years of service on this faculty. Accordingly, Ramsey’s application should be considered as timely. And, as explained more fully in the following paragraphs, Ramsey should be promoted to Full Professor.

Professional Training and Experience

In the category of professional training and experience, the sub-committee ranks Ramsey as “excellent” for the following reasons.

Prior to becoming an attorney, Ramsey obtained an excellent education, graduating Magna Cum Laude with a Bachelor of Arts degree in Business Management from Southeastern Louisiana University in 1993 and graduating Magna Cum Laude as the top graduate from SULC in 1996. While in law school, Ramsey served as a member of the Moot Court Board and was also a member of the *Southern University Law Review*, serving as Editor-in-Chief during her third year of law school.



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Ramsey's training and experience span a broad range of work including private practice, a judicial clerkship, academic administration, and faculty. After graduating from law school, Ramsey was employed as an associate at McGlinchey, Stafford, a New Orleans based law firm, until November of 1997. In November of 1997, Ramsey took advantage of an excellent opportunity to clerk for First Circuit Court of Appeal Judge John Michael Guidry. During her three (3) years as a judicial law clerk, she conducted extensive legal research on appeals and writ applications assigned to Judge Guidry's monthly docket and drafted judicial decisions and opinions for the appeals and writ applications. In the Fall of 2000, she was hired as the Director of Placement and Career Services here at SULC. Ramsey served in this position until fall of 2007 when she was hired as a full-time Legal Writing Professor. During her years as director of Career Services, Ramsey significantly improved the services provided by the office, increased the network of potential employers who recruited SULC students and alumni, and increased SULC's participation in career fairs, seminars, and other programs to help SULC students develop their careers and obtain professional employment.

Although Ramsey joined the faculty in 2007, she began teaching at SULC in Spring 2003. In addition to her many years of education and teaching, Ramsey continues to participate in conferences, workshops, seminars, and trainings, to obtain and maintain teaching excellence. In addition to participating in these events, Ramsey has also served as a panelist, speaker, and/or presenter at continuing legal education seminars and law-related educational conferences to remain abreast of changes in the law and to learn about teaching innovations and best practices to stay relevant and continue to improve her teaching.

Teaching Excellence

In the category of teaching excellence, the sub-committee ranks Ramsey as "excellent" for the following reasons.

Although Ramsey joined the faculty in 2007, she began teaching at SULC in Spring 2003. Since 2003 Ramsey has taught the following courses:

1. Legal Analysis & Writing I
2. Legal Analysis & Writing II
3. Legal Research
4. Constitutional Law I
5. Constitutional Law II
6. Torts I
7. Statutory Analysis I
8. Statutory Analysis II
9. Advanced Constitutional Law
10. Advanced Legal Writing



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11. Law Review Workshop

Ramsey's experiences teaching both skills and doctrinal courses have made her an effective professor and continue to aid in her efforts to always improve the quality of her teaching. Now, as a doctrinal professor, Ramsey employs a pedagogical method for teaching doctrine augmented by having the students apply the doctrine with each area of law covered in the course. Thus, in the Constitutional Law courses that she teaches, she requires that students draft answers to hypotheticals before their cases. In addition to discussing caselaw, students discuss how they use the cases to develop a thorough analysis of the problems presented in the hypotheticals using the reasoning presented in the cases prepared for class discussion. Accordingly, students get ample opportunity to write essay responses during the semester in addition to the formative assessment and mid-term. Furthermore, Ramsey has class sessions that incorporate as part of the doctrinal lessons, discussion of several areas that have been problematic for students in the past such as 1) issue spotting, 2) organization, 3) in-depth analysis and explanation of the answer, and 4) responding to the call of the question. More detailed explanations of these pedagogical methods were included in her application materials.

During the pandemic we were all tasked with keeping students engaged in a remote (Zoom) learning environment. To continue to improve her teaching, Ramsey participated in various in-house and other trainings to expand and develop teaching tools and aids to keep students actively engaged in learning and to measure and assess student learning throughout the semester. Ramsey also incorporated interactive in-class activities and increased the use of visual aids to support student learning, such as 1) incorporating the use of polling—both anonymously and by student name—to encourage every student to participate in class, and 2) developing PowerPoint presentations for every class meeting and review session. Although both changes are extremely labor intensive, requiring numerous hours of pre-class preparation, the students benefitted from the repetition and reinforcement of the information associated with these activities. Through these interactive methods, Ramsey can readily identify students that need more one-on-one conferences and additional review sessions. Ramsey has added additional office hours, more than twice the required ten (10) hours per week and prompts students who seem to need additional assistance and guidance to write answers to hypotheticals throughout the semester for written feedback and to meet with her to discuss their doctrinal knowledge and the quality of their written essay responses.

Professional Activities

In the category of professional activities, the sub-committee ranks Ramsey as "excellent" for the following reasons.

As previously stated in more detail under professional training and experience, Ramsey regularly attends law-related educational seminars, trainings, workshops, and conferences to remain abreast of recent developments and changes in the law. These seminars, trainings, workshops, and



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conferences also include instruction and guidance about teaching innovations and best practices to stay relevant and continue to improve teaching.

In addition, Ramsey has been active in both community service and service to the profession. Currently, Ramsey serves as a member of the Louisiana State Law Institute. In 2020, Ramsey completed SACSCOC Evaluator Training; and, now that SULC's Reaffirmation process is complete for the next ten (10) years, Ramsey has indicated that she will begin volunteering to serve on Reaffirmation Site Visit Committees.

During the 2016-17 academic year, Ramsey served on the LSBA Bar Process Reform Committee. This Committee was established by the President of the LSBA to review current Louisiana State Bar Examination administration and processes and developing recommended changes to improve the quality, validity, and reliability of the Louisiana State Bar Examination. This Committee met several times during the academic year and over the summer and produced a proposal that was to be submitted to the LSBA President and Board of Governors.

Over the years, Ramsey has volunteered in a number of areas within her community including volunteering in the EBRP public schools, working concessions and ticket sales at sporting events and fairs, reading to children, serving as a classroom volunteer aid, speaking at various middle school and high school career days on topics involving career path selection, resume preparation, and the interview process. Ramsey frequently participates in "Constitution Day" activities in EBRP schools and volunteers in the Baton Rouge Bar Foundation's Law Day activities. As a participant in the Martinet Mentorship Program, Ramsey helped students with preparing for the LEAP test, and participated with inner city youth in various cultural enrichment and services projects.

Ramsey served as a Capital Area Court Appointed Special Advocate (CASA). As a CASA, her role was to speak for the children who were "in need of care" and are living in foster homes. CASAs are required to observe and report monthly on all aspects of the child's life, such as living environment, services provided and/or needed, school environment, visits with parents and/or siblings, progress of the case with the Department of Child and Family Services, family team meetings, and court appearances. In addition, CASAs are required to earn twelve hours per year of continuing in-service education and training.

Research and publication

In the category of research and publication, the sub-committee ranks Ramsey as "satisfactory" for the following reasons.

Since August of 2018, Ramsey has served as an SULC administrator. In July of 2018, Ramsey was appointed as Associate Vice Chancellor for the Evening Division & Emerging Initiatives and, in July 2019, Ramsey was appointed as Vice Chancellor for Institutional Accountability & Accreditation. Because of the additional duties associated with these positions, particularly during



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a time period when SULC has undergone SACSCOC Reaffirmation and ABA Accreditation, Ramsey has not produced any traditional scholarship in recent years. However, she has contributed to the SULC in a number of significant ways.

Although Ramsey has been unable to research and write in her areas of scholarly interests in recent years, she co-wrote the Quality Enhancement Plan (QEP) Teaching Manuals for Legal Analysis & Writing I and Legal Analysis & Writing II. As VC for IAA, Ramsey has contributed significantly to the success and improvement of SULC by serving as the primary liaison, coordinator, and facilitator of activities associated with two different accreditation processes—SACSCOC Reaffirmation and the ABA Self Study associated with the confirmation of approval—all during a global pandemic.

Both the SACSCOC reaffirmation process and the ABA Self Study process involved two significant components: 1) a comprehensive written submission, and 2) a follow-up On-Site Visit to confirm information provided in the written submission. With respect to the SACSCOC reaffirmation process, Ramsey coordinated the preparation of the Compliance Certification Report, which consisted of a 300+ page narrative with numerous supporting documents for each narrative. The coordination process included drafting and finalizing many of the narratives. In addition, Ramsey reviewed and provided both substantive and grammatical feedback to draft narratives prepared by various units and departments of SULC. Substantive feedback focused on ensuring that narratives and supporting documents were responsive to the specific SACSCOC Standards. Of the sixty-six (66) Standards that applied to SULC, subsequent to the Off-site Committee Review, Ramsey wrote a Focused Report with respect to eight (8) areas in which the Committee required additional responses from SULC in advance of the On-site Visit, which was scheduled for March of 2020. Finally, after the Site Visit, which was postponed due to the COVID-19 pandemic, Ramsey coordinated the process of responding to two (2) recommendations from the On-Site Committee. In its Final Report, the On-Site Reaffirmation Committee made special note that Ramsey's work was "exemplary." On January 12, 2022, SULC received official written notice from SACSCOC that SULC's accreditation is reaffirmed until 2030.

With respect to the ABA accreditation process, Ramsey coordinated the preparation of the Self Study, which included the Self-Assessment narrative and the Site Evaluation Questionnaire (SEQ). With respect to the Self-Assessment, Ramsey served as the co-chair of the Self-Study Committee, which included duties such as leading the meetings to develop organizational structure and substantive content for the Self-Assessment; dividing the tasks of collecting information and data to include as well as assigning the persons responsible for writing the narratives; drafting, editing, and revising the narratives; and unifying the final 60-page document into one consistent voice. With respect to the SEQ document, Ramsey was responsible for distributing the eighty-one (81) questions to Responsible Persons, including the questions for which she was the Responsible Person; tracking the process of the completion of responses to the questions, providing preliminary information to assist Responsible Persons in drafting their responses; reviewing each response,



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providing substantive and grammatical feedback to ensure that responses adequately addressed the questions; and finalizing the entire SEQ document for submission to the ABA.

Prior to becoming an administrator in 2018, Ramsey was actively engaged in research and writing. She currently has works-in-progress that have been put on hold during the SACSCOC and ABA accreditation processes that she hopes to resume soon.

She has written and published two (2) law review articles. The first article titled "How to Mend a Broken Act: Recapturing Those Left Behind by No Child Left Behind," was published in *Gonzaga Law Review* in 2010. This article's focus was the "No Child Left Behind" Act, which purportedly was designed to allow all students, irrespective of race and/or situation of poverty, a meaningful opportunity for a high-quality education. Ramsey opined that the Act fueled a national epidemic of dropouts and sacrificed in-depth learning which is not replaced with "drill and kill" standardized test-based curricula. Ramsey proposed several revisions to the Act with a goal toward higher order teaching and learning instead of testing. The second article titled "How to Fulfill a Broken Promise: Revisiting and Reaffirming the Importance of Desegregated Equal Educational Access and Opportunity," was published in the *Arkansas Law Review* in 2015. In the second article Ramsey argued and presented supporting reasons why education should be given "fundamental rights" status under the United States Constitution. Using the principles of *Brown v. Board of Education* and its progeny, Ramsey presented reasons that explain how "education is fundamental" and how giving education "fundamental rights" status will benefit our society and nation in general.

In addition to publishing, over the years, Ramsey has served on panels and presented at CLE seminars and educational conferences.

Law School Service

In the category of law school service, the sub-committee ranks Ramsey as "excellent" for a number of reasons. Specifically, Ramsey currently serves on the following SULC Faculty committees:

Member, Administration and Finance;
Member, Admissions and Scholarship;
Member, Clinical Faculty Evaluation;
Member, Faculty Appointment, Retention, Promotion, and Tenure;
Member, Quality Enhancement Plan Committee;
Member, Graduation Certification Committee; and
Member, Strategic Planning & Institutional Effectiveness.

Two of the committees above require an extensive commitment of time and effort, namely, the 1) Admissions and Scholarship Committee which is responsible for: "(a) [e]stablishing admissions standards and policies; (b) [r]eviewing applicant files and selecting candidates to receive offers for admission; (c) [e]stablishing standards for and recommending to the Chancellor the award of financial aid in the form of scholarships; and (d) [o]verseeing student recruitment efforts."; and 2)



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the Quality Enhancement Plan (QEP) Committee. With respect to service on the Admissions and Scholarship Committee, the work commences in November and ends in June or July. The work consists of reviewing applicant files and selecting candidates for admission. The Admissions process requires almost weekly meetings of the Committee. In addition to meeting, numerous hours are spent in advance of the meetings reviewing the application files of each candidate to make informed decisions as to which applicants appear capable of satisfactorily completing law school and being admitted to the bar as required by Standard 501 of the ABA Standards.

The Quality Enhancement Plan (QEP) Committee is another Committee that requires extensive work and dedication of all its members to comply with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Standard 7.2. Ramsey has served on the Committee for several years in various capacities. For example, from 2018-2019, in addition to general membership duties, Ramsey prepared the course plan for the QEP intervention. In 2019, Ramsey served as interim-director of the QEP Committee while Shawn D. Vance (the appointed director) was on medical leave. During Spring and Summer of 2020, Ramsey co-wrote the Teaching Manual for the QEP Legal Analysis & Writing I, and in Fall of 2020, co-wrote the Teaching Manual for the QEP Legal Analysis & Writing II.

Over the years, Ramsey has served the law school in various capacities. In addition to serving on faculty committees as assigned annually, Ramsey has served on some special committees involving some historic innovations at SULC. For example, she was an advocate for and served on the committee that started the loan repayment assistance program (LRAP), which helps our graduates who work in public service to repay their student loans. In addition to committee service, Ramsey regularly serves as a brief grader for the intraschool moot court competition, presents at seminars and workshops to different student organizations and student groups on exam writing and bar preparation, and has served as a Supplemental Bar Review lecturer, and writing fellow almost every summer.

Beginning in 2002, Ramsey helped develop, organize, and present SULC's Supplemental Bar Review and Preparation program. Over the years, Ramsey has worked with students and expanded the various areas of coverage based on the unique problems each group and each individual faced. Ramsey has prepared, updated, and made available to students and graduates numerous bar review resources such as recurring issues outlines, an issue spotting outlines, and recent developments/hot topic outlines for the Constitutional Law Bar Examination.

Student counseling and advisement

In the category of student counseling and advisement, the sub-committee ranks Ramsey as "excellent" for the following reasons. During the years that she has been a member of the faculty, and even prior to joining the faculty when she served as director of Career Services, Ramsey spent countless hours counseling students on matters concerning course expectations and coverage as well as other matters that may impact a student's success and future, such as extracurricular



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activities, employment opportunities, work-life balance, study skills, time management, studying and preparing for the bar examination, etc. Students frequently meet with her when they are considering whether they should write for law review, compete for moot court, seek summer internships, and explore post-graduation career opportunities.

For all of her teaching assistants and research assistants, during her nearly 20 years of teaching, Ramsey has served as an “unofficial” faculty advisor and as a mentor. During Fall of 2020, Ramsey served as faculty advisor to Braden Darville who was writing her required law review article as a member of the Southern University Law Review. During the 2017-18 academic year, Ramsey served as advisor to both Claire Caillier and LaDeisha Woods. Both students’ articles were accepted for publication. During the 2012-13 academic year, Ramsey served as faculty advisor to Brady Holtzclaw as he completed his writing requirement for Southern University Law Review. In addition to these formal faculty advisor situations, Ramsey provided feedback and advice to a host of law review, journal, and moot court members. Finally, Ramsey served as a mentor, tutor, and informal instructor to SULC students and graduates as they prepared for the Bar Examination since Fall of 2000. Moreover, once SULC developed and implemented the formal Supplemental Bar Review Program, Ramsey served as a Bar Review fellow to numerous students and graduates until her duties as Vice Chancellor during the SACSCOC and ABA Accreditation processes caused her to re-direct focus to accreditation issues. However, Ramsey continues to provide valuable and readily accessible counseling and advice to SULC’s students.

Thus, for the foregoing reasons, the sub-committee recommends Vice Chancellor Regina Ramsey for promotion to Full Professor.



**SOUTHERN
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AND AGRICULTURAL & MECHANICAL COLLEGE

DEPARTMENT OF ATHLETICS

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To Whom This May Concern:

Please accept this memorandum as a request and formal justification to amend the salaries of the individuals noted below effective April 1, 2022. Please be advised that these individuals are receiving salary adjustments because of the ongoing commitment within the department as well as being assigned additional duties.

- Jeffery Conyers- Head Tennis Coach **\$68,000**
- Ajohnee Rodney- Chief of Staff **\$77,000**

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

Best,

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

Dr. Ray Belton
President Chancellor
Southern University and A&M College
Baton Rouge Campus

BLUE

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	8	8	4	6-01
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CAMPUS: SUS _____ SUBR X SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

TYPE OF APPOINTMENT:

_____ Academic (Fac)	<u>X</u> Non-Academic (Uncl)	_____ Civil Service
_____ Temporary	_____ Part-time (<u>100</u> % of Full Time)	_____ Restricted
_____ Tenured	_____ Undergraduate Student	_____ Detail #of mos _____
_____ Tenured Track	_____ Graduate Assistant	_____ Job Appointment
_____ Other (Specify) _____	_____ Retiree Return To Work	_____ Probationary
		_____ Permanent Status

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

Profile of Person Recommended

Length of Employment July 1, 2021 To June 30, 2022
Effective Date of Employment _____

Name Ajohne Rodney SS# U01465872 Sex F Race* B
(Last 4 digits only)

Position Title: Chief of Staff Department: Athletics

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

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

Years Experience 6 years Southern University Experience 6 years
Degree(s): Type/Discipline (BA-Science): Institution/Location Year:
B.S. in Family Consumer Science Southern University/ Baton Rouge, LA 2013
M.S in Public Administration Southern University/ Baton Rouge, LA 2016

Current Employer Southern University

Personnel Action

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

Annual Salary \$77,000 Salary Budgeted \$77,000 Hourly Rate, if applicable: _____

Pay Cycle: _____ Biweekly X Monthly _____ Faculty _____

Source of Funds: State Identify Budget: 218900-21801-61002-29000 Location: _____

Change of:

	<u>From</u>	<u>To</u>
Position:	<u>Chief of Staff</u>	<u>Chief of Staff</u>
Status:	_____	_____
Salary Adjustment:	<u>\$70,697.00</u>	<u>\$77,000.00</u>

List total funds currently paid this employee by Southern University:

Source of Funds (Current)	Amount
218900-21801-61002-29000	\$77,000

*See Reverse Side

Comments: (Use back of form) _____

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

Supervisor: Roman P. Bantz Date: 3/21/22
Dean/Unit Head: Roman P. Bantz Date: 3/21/22

Vice Chancellor: But Pugh Date: 3/23/22
Chancellor: _____ Date: _____

Director/Personnel

3/23/2022
Date

Vice President/Finance
Business Affairs/Comptroller

Jandus McCClinton/cm 3/24/2022
Date

President

Date

Bill
3/23/22
Joseph
3/23/22

Chairman/S.U. Board of Supervisors

Date

REC'D UP FIN&BUS AFFAIRS
22 MAR 23 PM 1:41

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:

Ajohne Rodney will be receiving a salary increase to \$77,000 effective April 1, 2022.

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM M-S

EMPLOYEE DIRECT SUPERVISOR: Roman Banks

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-5908

NUMBER OF EMPLOYEES SUPERVISED, (if any) None

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

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


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

CLASS OF EMPLOYMENT (VISA STATUS):

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

FUNDS AVAILABLE
OFFICE OF THE COMPTROLLER
SOUTHERN UNIVERSITY SYSTEM

MAR 23 2022


COMPTROLLER OFFICE

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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

Nelson Mandela College of Government and
Social Sciences
Office of the Dean
P.O. Box 9656 | Baton Rouge, LA 70813
225-771-3092
Email: nmc@subr.edu

Dr. Bijoy Sahoo
Executive Vice Chancellor and Provost
Third Floor J.S. Clark Administration Building
Southern University and A&M College
Baton Rouge, La. 70813

Re: Request for Approval for Salary Adjustment for Online Program Coordinator

Dear Dr. Sahoo:

I am writing for approval of a \$7000 salary adjustment for Mrs. Alberta Robertson, Online Program Coordinator for Nelson Mandela College. After Dr. Jocelyn Freeman unexpectedly resigned as the coordinator for the online Psychology program in the Spring of 2019, Mrs. Robertson was designated to provide temporary support for the program. Due to funding priorities, a new program coordinator was never hired, nor did Mrs. Robertson receive additional compensation. Since that time, Mrs. Robertson has served as the coordinator for the online BS in Psychology in addition to the Executive Master of Criminal Justice, the Executive Master of Public Administration programs, and the BS in Criminal Justice. The Psychology program has experienced steady growth annually; presently, it is the fastest growing online undergraduate program. The overall retention rate and efficiency in the online Psychology program have improve as a result of her coordination and input.

Mrs. Robertson is a tremendous asset to Southern University Online. She is talent that we should not lose. She is an effective and capable liaison between the College and the Office of E-Learning. Her duties include making admissions recommendations for new graduate students, advising new and continuing graduate students, advising continuing and undergraduate students, performing initial degree audits, and processing graduation application for graduate and undergraduate students, monitoring adjunct availability, assisting with curriculum planning, ensuring compliance with faculty teaching loads and recruiting students. She provides input into overall operational efficiencies of SU Online. As a result of her continuous efforts, the on-time graduation and retention rates in the Mandela College online degree programs exceed 70%. She is always professional and ably represents Southern University and A&M College and SU Online

I strongly commend her service and support this request for an adjustment. Respectfully, I ask that this request be approved. The source of funds will be the Distance Learning Fee fund account. Atty. Barley SUBR Online Director strongly supports this request and has made provision in the Distance Learning budget.

Sincerely,

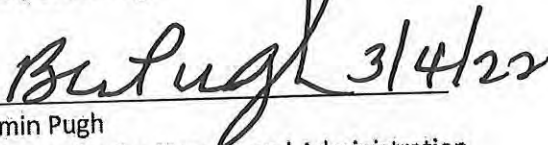


Damien D. Ejigiri
Dean

Approval:



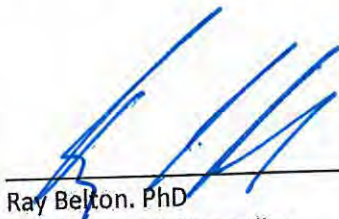
Atty. Tracy Barley
Director, eLearning



Benjamin Pugh
Vice Chancellor for Finance and Administration



Dr. Bijoy Sahoo, PhD
Executive Vice Chancellor and Provost



Ray Belton, PhD
President and Chancellor

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

REC'D EUC-ACAD AFF
2022 MAR 9 PM 4:31

CAMPUS: SUS _____ SUBR _____ SULAC _____ SUAREC _____ SUNO _____ SUSLA _____
 EMPLOYMENT CATEGORY: 9-MONTH _____ X 12-MONTH _____ OTHER _____ (Specify) _____
 TYPE OF APPOINTMENT:
 _____ Academic (Fac) _____ X Non-Academic (Uncl) _____ Civil Service
 _____ Part-time (_____ % of Full Time) _____ Restricted
 _____ Temporary (must be indicated if less than 100%) _____ Detail #of mos _____
 _____ Tenured _____ Undergraduate Student _____ Job Appointment
 _____ Tenured Track _____ Graduate Assistant _____ Probationary
 _____ Other (Specify) _____ Retiree Return To Work _____ X Permanent Status

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

Profile of Person Recommended

Length of Employment July 1, 2021 To June 30, 2022
 Effective Date of Employment March 1, 2022

Name Alberta Robertson SS# xxx-xx9352 Sex X Race* B
 (Last 4 digits only)
 Position Title: Online Coordinator Department: Nelson Mandela College

Check One X Existing Position *Visa Type (See Reverse Side):
 _____ New Position Visa Expiration Date: _____
 (Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 18 Southern University Experience 11

Degree(s)	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
BS	Sociology	SU-Baton Rouge	1996
MS	Criminal Justice	SU-Baton Rouge	2009
Ph.D.	Public Policy-ABD	SU-Baton Rouge	12/2022

Current Employer _____

Personnel Action

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

Annual Salary 68,200 Salary Budgeted 68,200 Hourly Rate, if applicable: _____
 Pay Cycle: _____ Biweekly _____ X Monthly _____ Faculty _____

Source of Funds: Criminal Justice Identify Budget: 22456 Location: Criminal Justice

Change of:

From To
 Position: Online Program Coordinator Online Program Coordinator
 Status: _____
 Salary Adjustment: 61,200 68,200

List total funds currently paid this employee by Southern University:

Source of Funds (Current)	Amount
Budget #22456	61,200
Budget# 61000	7,000

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor [Signature] Date 3/5/22 Dean/Unit Head [Signature] Date 3/9/22
 Vice Chancellor [Signature] Date 3/9/2022 Chancellor [Signature] Date _____
 Director/Personnel [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: Mrs. Robertson serves as the Online Coordinator with additional responsibilities for the Nelson Mandela College.

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8-5 P.M M- F

EMPLOYEE DIRECT SUPERVISOR: Damien Ejigiri

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-3092

NUMBER OF EMPLOYEES SUPERVISED, (if any) 0

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



 EXPERIENCED IN...

- | | | |
|------------------------------|-----------------------------|--------------------------|
| ■ Online Coordinator | ■ Study Abroad Instructor | ■ Regulatory Compliance |
| ■ Adjunct Instructor | ■ Training & Development | ■ PeopleSoft & MS Office |
| ■ Academic Advisor & Trainer | ■ Recordkeeping & Reporting | ■ Performance Management |

 EXPERIENCE & CONTRIBUTIONS

Southern University - Baton Rouge , Louisiana
Online Programs Coordinator/ Online Advisor
Online Adjunct Instructor
 Department of Criminal Justice

2016-Present

Responsible for the daily activities in the Online Criminal Justice programs, enrollment of students, scheduling faculty training on current technology, work closely with SUBR Distance Learning Director, advise undergraduates and grad students in the Nelson Mandela College of Government and Social Sciences online programs, generate data regarding the overall production perform of the online programs. Recruit student for the Executive Masters in Criminal Justice, Executive Master in Public Administrations, and undergraduate Criminal Justice program.

Student Services

- Advise all online undergraduate students in Criminal Justice, Psychology beginning the second term of enrollment and graduate student upon enrollment.
- Work closely with Online Advising Coordinator/First Semester Advisor to ensure first-time, transfer and re-admit student have smooth transition returning
- Monitor academic achievement for performance for retention
- Secure and process undergraduate and graduate applications
- Review graduate students application and make recommendation for admission
- Liaison between online students and the Online Financial Aid Coordinator

Faculty Services

- Monitor online faculty teaching load according to the university policy
- Ensure all online courses has faculty assigned by the deadline given by the faculty li
- Ensure full-time, new faculty and adjunct faculty has the required and optional training
- Work closely with the online faculty liaison to ensure faculty appropriate pay is approved

Programs & Compliance

- Record faculty credentials for SACs COC compliance
- Review and monitor the curriculum and plan of study for all programs, make recommendation for changes that support graduation rates and retention
- Monitor courses for low enrollment and ensure that courses are offered according to the undergraduate curriculum and the graduate plan of study
- Liaison between SUBR Associate VP/ Director, Dean and Chairs to develop new programs
- Provide general assistance for on boarding new degree programs within Nelson Mandela College

Southern University – Baton Rouge, Louisiana
Academic Advisor / Freshman Seminar Instructor

2011-2016

Conduct needs assessments to identify students' academic and career interests, communicate program options and requirements, and facilitate the self-reflection and decision-making process. Refer students to diverse institutional resources for additional guidance and support, forging collaboration in achieving shared objectives.

- **Facilitate instruction, coaching, and advising for 300+ adult learners**, monitor student performance to identify opportunities for engagement, and play a key role in achieving the university's 100% retention goal.
- **Cultivate relationships across the institution** with students, professors, and administrators, serving as an integral point of communication and engagement as students navigate their initial college journey.
- **Deliver instruction to Freshman Seminar students** in addition to advising role, working within the College Of Sciences to serve as a 'go-to' resource for students seeking personal and professional fulfillment.

The Home Depot, Inc. – Lafayette & Baton Rouge, Louisiana
Human Resources Manager

2002-2011

Served as the HR contact for up to 550 associates in 2 locations—HR budgets of \$15M+—rotating throughout the region to address concerns including staffing, onboarding, training, performance, and compliance. Oversaw talent acquisition for associates and management, conducted onboarding and orientations, and facilitated the associate training program. Handled all personnel administration functions, maintained accurate records, and processed payroll and reports in a timely manner. Held EEO/AA Officer and Community Chairperson roles.

The Home Depot, Inc. – Continued

- **Appointed to corporate Human Resources as Rotating District Peer for HR Managers**, training newly hired HR personnel in the company's proprietary processes and best practices-based systems.
- **Coached management on Human resources policies and procedures**, achieving compliance with regulatory guidelines, cultivating a high-morale culture, and managing performance through constructive feedback.
- **Assisted in launching 3 new Home Depot stores in 12 months**, playing a key role in deploying the HR systems and processes related to recruitment, benefits administration, training, reviews, and compliance.
- **Ensured achievement of training goals—only store in region to complete all training on time—directly contributing to employee engagement, promotion, and retention rates (85%+) far exceeding benchmarks.**
- **Captained the Regional Community Services Team**, organizing community initiatives including building a playground for a special needs school, planting trees in low-income housing areas, and organizing more than 300 Home Depot employees from 10+ states in a coordinated response following Hurricane Katrina.

EDUCATION

Southern University – Baton Rouge, Louisiana
PhD in Public Policy Candidate, **(2022)**

Proposed Dissertation Focus: Investigating the Determinants of Online Graduate Program Enrollments: The Case of an Historically Black University and College (HBCU) in the South

Master of Science, Criminal Justice, 2009 ☒☒ **Bachelor of Science, Sociology, (2007)**

Associate of Science Degree, Law Enforcement, (1998)

— Current Professional Development —

Academic and Career Excellence System | Blackboard

Moodle | Quality Matters Certification | Ruffalo Noel-Levitz Mid-Year Student Assessment(MYSA) Training

Louisiana State University – Human Resources Certification & SPHR Preparation Course, 2013

Practical & Legal Aspects of Staffing ☒☒ *Managing Benefits & Employee Relations* ☒☒ *Fundamentals of Supervision*

AFFILIATIONS, HONORS & ACHIEVEMENTS

Selected Faculty of the Year **(2019)**

Publication: Homicides and Open Usage of Guns: A Case of Louisiana, USA **(2019)**

Implemented the “Meet & Greet” program for Online & Traditional Students **(2017)**

Member of the National Black Organization of Law Enforcement **(2018)**

Member of the Committee: Implementation of Executive Master of Criminal Justice
Online Program **(2016)**

Member of NACADA – The Global Community for Academic Advising **(2011)**

Member of Delta Sigma Theta Sorority **(1997)**

Kmart – Baton Rouge, Louisiana
District Human Resources Manager

1996-2002

Held accountability for managing and allocating a \$65M recruitment and staffing budget, ensuring cost-effective decisions in adherence to company policies and store needs. Managed HR functions within a top-ranked store with 60+ associates, orchestrating recruitment and selection, new-hire orientation, training, performance management, and succession planning processes. Oversaw key operating departments including Loss Prevention, training associates to increase awareness, mitigate risks, and support gross margins. Stepped into a store management role as needed.

- **Oversaw talent acquisition for a district of 15 stores**, ensuring compliance with all applicable policies and regulatory requirements, and advising store-level leadership on creating a diverse and inclusive workplace.
- **Facilitated team member and management training programs**, not only orienting them to company-specific policies and programs, but also serving as a resource for employment-related questions and concerns.

— Interim Experience —

Warehouse Inventory Management – Consultant (2008-2010)

Assisted in developing a solid office and human resources infrastructure for an Exxon Mobil contractor with employees located around the country. Created organization tools, efficient recordkeeping processes, and trained personnel on regulatory requirements. Coordinated employee and workplace initiatives in support of organizational effectiveness.

— Foundational Experience —

L&L Industries – Human Resources Manager / Office Manager

Managed corporate office generalist functions including talent acquisition, policy and procedure administration, regulatory compliance, training and development, payroll, diversity, and employee relations.

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

/SOUTHERN UNIVERSITY SYSTEM/

Personnel Action Form

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

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

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

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

Profile of Person Recommended

Length of Employment 07/01/2022 To 06/30/2023
 Effective Date 07/01/2022

Name Terry Steward SS# XXX-XX-2137 Sex F Race* B
 (Last 4 digits only)

Position Title: Director of Purchasing Department: Law Center - Finance

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

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

Years Experience 28 Southern University Experience 26
 Degree(s): Type/Discipline (BA-Education): _____ Institution/Location (SU-Baton Rouge): _____ Year: _____

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$92,360.00 Salary Budgeted \$ 92,360.00

Source of Funds 311001-36110-61002-36000 (\$87,360.00) and 327575-31120-61002-36000 (\$5,000.00)

Identify Budget: State/Grant Location _____
 Form Code: BOR10 Page 1 Item # 1

Change of: _____
 Position Director of Purchasing From _____ To _____
 Status _____ Director of Purchasing
 (Additional Duties Funded under the MBDA Grant Program)
 Salary Adjustment \$87,360.00 \$87,360.00 + 5,000.00 = \$92,360.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
311001-36110-61002-36000	\$87,360.00
327575-31120-61002-36000	\$5,000.00

*See Reverse Side

Graduate School signature (if, applicable):

<u>John K. Pierre</u> <u>3/24/22</u> Super Visor Date	<u>Garry H. Hall</u> <u>3-24-22</u> Dean/Unit Head Date
<u>Donald W. Hall</u> <u>3-24-22</u> Vice Chancellor Date	<u>John K. Pierre</u> <u>3/24/22</u> V/C for Finance & Admin Date
_____ Director/Personnel Date	_____ Vice President/Finance Date
_____ President Date	_____ Business Affairs/Comptroller Date
_____	_____ Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Pay adjustment for additional duties under the Minority Business Development Agency (MBDA). The period of extra compensation commences July 01, 2022 and ends June 30, 2023.

EMPLOYEE REGULAR WORK SCHEDULE: Daily
EMPLOYEE DIRECT SUPERVISOR: V/C Terry Hall
NUMBER OF EMPLOYEES SUPERVISED, (if any) 16

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")

SOLO/DBN/UNDEF/ST/EXPIRES/ENTER
ENCUMBERED / FUNDS AVAILABLE
 US RA # _____
 DATE H1 3/24/22
 J1 _____
 BY F1 DMC/way
 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

TERRY C. STEWARD

Dedicated procurement professional offering over 25 years of extensive experience in procurement, contract administration and subcontract administration. Successfully completed numerous procurement, contract and subcontract actions while working closely with executives, managers, administrators, engineers and cross company departments.

Professional Experience

Purchasing Director
Southern University Law Center
February 2021 - Present

Report to the Vice Chancellor of Finance and Administration. Provide effective and efficient response to the needs of Law Center faculty, staff and students. Purchase direct and indirect goods and services. Oversee the operations for Personal Services Contracts, Annual Maintenance Services Agreements for facilities, all other Annual Services Agreements, Annual Contractual Agreements for materials and goods, and all Advertisements at the SU Law Center and direct supervisor of the Procurement Coordinator.

Procurement Services Manager
Southern University Law Center
February 2019 – January 2021

Report to the Vice Chancellor of Finance and Administration. Oversee the operations for Personal Services Contracts, Annual Maintenance Services Agreements for facilities, all other Annual Services Agreements, Annual Contractual Agreements for materials and goods, Purchases not requiring Purchase Orders, and all Advertisements at the SU Law Center. Implement and monitor sound purchasing procedures in conjunction with the policies and procedures of SULC, SUBR purchasing office, and the State of Louisiana. Evaluate existing policies and procedures, and where necessary, formulate and submit revisions or new policies and procedures for further review and approval. Work closely with the SU Law Center with vendors, contractors and others regarding relevant purchases. Utilize purchasing experience,

knowledge of university purchasing procedures and policies to seek opportunities to leverage savings and recommend ways to improve operations.

Senior Procurement Specialist

Peer Technical Group

U.S. Department of Energy | Waste Isolation Pilot Plant | Carlsbad, New Mexico
April 2016 – August 2018 (**FAR Acquisitions Process**)

Performing procurement functions for all requirements of the U.S. Department of Energy's Nuclear Waste Isolation Pilot Plant, which includes the prompt and professional procurement of critical materials, mechanical parts, electrical parts, engineered equipment, mining equipment, safety equipment, chemicals, tools, consumables, indirect's and services.

Assignment includes; contract and subcontract administration, blanket agreements, strategic sourcing, bid evaluations, price negotiations, procedure implementation, requests for quotation and purchase orders, while adhering to all required federal regulations.

Procurement Management Analyst

Southern University System

Southern University Law Center | Procurement Operations | Baton Rouge, Louisiana
August 2015 – March 2016

Served as the primary purchasing liaison for the Southern University Law Center, which included the following duties and tasks:

Requests for quotation, purchase order preparation for goods and services, contract and subcontract administration, specification reviews, bid evaluations, price negotiations, analyze proposals, strategic sourcing, technical evaluations, issued change orders, maintained purchasing database and managed budgets, while adhering to all required state & federal regulations.

Purchasing Administrative Coordinator

Southern University System

Southern University Main Campus | Procurement Operations | Baton Rouge, Louisiana
March 1993 – August 2015

Coordinated procurement actions for the Southern University Main Campus, which included the following duties and tasks:

Requests for quotation, purchase order preparation for goods and services, contract and subcontract administration, specification reviews, bid evaluations, price negotiations, analyze proposals, strategic sourcing, technical evaluations, issued change orders, maintained purchasing database and managed budgets, while adhering to all required state & federal regulations.

Knowledge & Skills Summary

- Procedure implementation
- Procurement policies
- Federal acquisitions (FAR)
- Strategic global sourcing
- Low cost sourcing strategies
- Supplier evaluations
- Internal and external audits
- Boilerplate provisions
- Solicitation process
- Contract development
- Complex assignments
- Purchase orders
- Purchasing agreements
- Outline agreements
- Complex acquisitions
- Bid Summary analysis
- Best value determination
- Proposal preparation
- Complex material planning
- Subcontract issuance
- Subcontract management
- Price and cost analysis
- Fair and reasonable pricing
- Competitive procurement
- Sole source justification
- Award justification
- Logistics management process | Incoterms
- Material plans, inspection and management
- Manage and maintain qualified supplier base
- Warehouse Inventory Management
- Project Management | Work prioritization
- Purchasing Ethics and Standards
- Maintain accurate records | Data integrity
- Accounting and Budget controls
- Request for quotation and proposal
- Scope of Work | Statement of Work
- Business metrics | Key performance indicators
- Negotiation strategies | Contract negotiation
- Market analysis | Discount conditions
- Government Fiscal Management
- Process, Change & Supervisory management
- Basic Ordering
- Effective scheduling | Execution plans
- Report preparation and submission
- Field purchasing functions
- Expediting
- Customer support
- End user support
- Dispute, claims and discrepancy resolution
- Cost Reimbursable | Labor Hour
- Firm Fixed Price | Time & Material
- Commodity assignment management

- Objective awards
- Strategic procurement
- Cost Optimization
- Bilateral agreements
- Terms and Conditions
- Change Order process
- Task Order process
- Purchase requisition evaluation
- Technical Specifications | Quality Standards
- Project execution | Project close out
- Pre-Bid, Post Award and Close Out meetings
- Payment terms | Invoice verification
- Exceptional oral and written communication
- Proven Interpersonal | Instructional skills

Computer & Data Management Skills

- Microsoft Office
- SAP Purchasing
- Oracle Purchasing
- Viewpoint Purchasing
- People Soft Purchasing
- SharePoint electronic document management
- Federal Government document management
- Audit file data integrity management
- Shared drive data management
- Data archive file management

Education & Training

High School Diploma
 Sunshine High School
 Sunshine, Louisiana

JOB CLASS 3	2	0	1	0
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	7	5
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment 08/01/2022 To 06/30/23
 Effective Date 08/01/2022

Name Shawn Vance XXX-XX-9930 Sex M Race* B
 (Last 4 digits only)

Position Title: V/C for Academic Affairs Department: Law Center - Instruction

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

--	--	--

 _____ New Position Expiration Date: _____

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

Years Experience 22 Southern University Experience 22

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>J.D.</u>	<u>Southern University Law Center</u>	<u>1996</u>
	<u>L.L.M.</u>	<u>George Town University Law Center</u>	<u>1999</u>
	<u>BS</u>	<u>Southern University</u>	<u>1993</u>

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$200,340.00 Salary Budgeted \$200,340.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-32030-61002-34100
 Form Code: BOR10 Page 1 Item # 1

Change of: _____
 Position V/C For Academic Affairs To V/C for Academic Affairs
 Status Associate Professor Full Professor
 Salary Adjustment \$189,000.00 \$200,340.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
311001-32030-61002-34100	\$200,340.00

*See Reverse Side

Graduate School signature (if, applicable):

John K. Pierre 3/24/22
 Supervisor Date
Donald W. Fort 3/24/22
 Vice Chancellor Date

Garry K. Hall 3-24-22
 Dean/Unit Head Date
John K. Pierre 3/24/22
 V/C for Finance & Admin Date
 Chancellor Date

Director/Personnel Date

Vice President/Finance Date
 Business Affairs/Comptroller

President Date

Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: On February 8, 2022, the Faculty Appointment, Retention, Promotion, and Tenure (FARPT) committee met to consider applications for promotion to the rank of full professor for Shawn Vance. The individual hold the faculty academic rank of associate professor. The FARPT committee duly considered the applications for promotion, deliberated, voted, and recommended the promotions Shawn Vance to the rank of full professor. I concur with their recommendations. I have attached a copy of the deliberation reports for review and consideration by the Southern University Board of Supervisors.
If the board grants these promotions, I am requesting a 6% salary increase for Shawn Vance which is the customary award to Law Center faculty when they are either promoted or granted tenure. The increase would be effective during the 2022-2023 academic year which commences in August 2022.

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

EMPLOYEE DIRECT SUPERVISOR: Chancellor, John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any) 225

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER
ENCUMBERED / FUNDS AVAILABLE
 CODE _____ EXPIRES _____
 DOC # _____
 DATE RA 3/24/22
 HI _____
 BY J1 D.McCorey
 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

SHAWN D. VANCE

SUMMARY OF QUALIFICATIONS

- Member of the Louisiana State Law Institute;
- Member of the Louisiana State Bar Association since 1996;
- Member of the Louisiana Board of Legal Specialization since 2021;
- Appointed Faculty Representative of the Louisiana Supreme Court's Bar Admission Advisory Committee;
- Member of the Board of Directors for the Louisiana Resource Center for Educators;
- Published scholarly articles in the *Hofstra Labor and Employment Law Journal* titled Trying To Give A Private Sector Employee A Break: Congress's Efforts to Amend the Fair Labor Standards Act; and in the *Cal-Berkeley Journal of Employment and Labor Law* titled How the Supreme Court's Toyota Decision Impacted the View of EEOC's Regulatory Authority; and in the *Legislation & Policy Brief* titled How Reforming the Tort of Negligent Hiring Can Enhance the Economic Activity of a State, Be Good for Business and Protect the Victims of Certain Crimes;
- Conducted Sexual Harassment Training for Southern University System Employees;
- Conducted employment law training seminars for private sector employers and conferences;
- Experienced in teaching analysis, reasoning, and writing skills to law students;
- Experienced in teaching doctrinal subject matter to law students, to include Civil Law Property, Basic Civil Procedure, Sales and Lease, as well as Labor and Employment Law;
- Possess a keen interest in Civil Law and Employment Discrimination;
- Outstanding educational training in the Louisiana Civil Code; extensive training in the fields of Civil Rights, Employment and Labor Laws; including experience in the practicable application of the laws of these fields in the federal government and private industry;
- Excellent writing, research, leadership, and organizational skills;
- Comprehensive knowledge and experience in drafting federal civil rights claims;
- Experienced in conducting civil rights training of federal employees across the nation;
- Capable of managing and organizing the operation of professional legal staff;
- Experienced in providing guidance to private-sector employees and employers regarding employment law, payroll procedures, personnel decisions, HIPPA compliance, leave procedures, disability rights of employees and obligations of employers, and application of Louisiana's At-Will Doctrine in light of federal and state law;
- Excellent communication skills, both oral and written, for briefing all levels of senior management (to include briefing the: Chancellor of the Southern University Law Center, Director of the Office of Civil Rights, United States Department of Agriculture (USDA), Assistant Secretary of Administration, USDA, and Special Assistant to the Secretary, USDA); and
- Outstanding ability to organize and establish operational manuals, procedures, and policies for the operation of governmental agencies and private employers to comply with various legal standards.

PUBLICATIONS

Trying To Give A Private Sector Employee A Break: Congress's Efforts to Amend the Fair Labor Standards Act, 19 *HOFSTRA LAB. & EMP. L.J.* 311 (2002).

How the Supreme Court's *Toyota* Decision Impacted the View of EEOC's Regulatory Authority, 26 *BERKELEY JOURNAL OF EMP. & LAB. LAW* 475 (2005).

What Happened to the Louisiana Bar Exam, Around the Bar 12 (Feb. 2014).

How Reforming the Tort of Negligent Hiring Can Enhance the Economic Activity of a State, Be Good for Business and Protect the Victims of Certain Crimes, Legis. & Pol. Brief: Vol. 6, Iss. 1, Article 4 (2014).

EDUCATION

Georgetown University Law Center, Washington, D.C. **Master of Laws (Labor and Employment Law)**, May 1999.

Southern University Law Center, Baton Rouge, LA. **Juris Doctor**, May 1996.
Graduated *Cum Laude*. Served as Associate Editor of the *Southern University Law Review*, member of Moot Court Board 1995-96 (Outstanding Oral Advocate, Best Brief, Best Team awards 1995), and President of the Student Bar Association 1995-96.

Southern University A & M College, Baton Rouge, LA. **Bachelor of Science (Chemistry)**, July 1993.

PROFESSIONAL EXPERIENCE

Southern University Law Center, Baton Rouge, LA. **Vice Chancellor for Academic Affairs**, from 8/19 to present.

- Supervise all matters relating to curriculum and instruction in the Law Center, including outreach, summer courses, scheduling overloads, and bar preparation and supplemental bar preparation activities.
- Oversee faculty and academic staff recruitment and development activities.
- Provide advisory recommendations to the Chancellor on all academic appointments, tenure, and promotion matters and ensure that such processes comply with the terms of faculty bargaining agreements.
- Oversee development and implementation of academic strategic planning.
- Establish priorities and plans for program development, faculty recruitment and

- development.
- Provide academic input to institutional enrollment management efforts.
- Perform other duties as assigned by the Chancellor.

Southern University Law Center, Baton Rouge, LA. **Associate Vice Chancellor of Academic Support, Counseling and Bar Preparation**, from 10/17 to 8/19.

- Administers the academic support, academic counseling, and bar preparation activities of the Law Center.
- Works closely with the law faculty to develop, enhance, and implement academic support, academic counseling, and bar preparatory courses and/or programs to assist students in the transition to law school, improve students' academic performance within the law school's program of legal education, and aid students in the development of successful strategies for passing the bar exam.
- Responsible for proposing programs that establish an integrated approach to assisting students in their academic efforts in law school while simultaneously preparing students to gain admission to the practice of law.

Southern University Law Center, Baton Rouge, LA. **Associate Professor of Law**, from 8/14 to present.

- Provide instruction to law students in the areas of civil law property, sales and lease, and statutory analysis;
- Provide lectures and issue writing assignments in the area of Louisiana Civil Law Property, Sales and Leases, as well as in Statutory Analysis and Statutory Analysis II;
- Evaluate individual students and provide specific instruction and counseling regarding aspects of their mastery of the subject matter; and
- Coordinate and provide advice and counseling to students with respect to their preparation for the Louisiana Bar Examination, to include study methods, a critique of the questions previously tested, the development of sound analytical arguments, and a discussion regarding substantive laws and legal concepts tested.

Southern University Law Center, Baton Rouge, LA. **Assistant Professor of Law**, from 8/08 to 7/14.

- Provide instruction to law students in the areas of civil law property, sales and lease, labor and employment law and statutory analysis;
- Provide lectures and issue writing assignments in the area of Louisiana Civil Law Property;
- Evaluate individual students and provide specific instruction and counseling

- regarding aspects of their mastery of the subject matter; and
- Coordinate and provide advice and counseling to students with respect to their preparation for the Louisiana Bar Examination, to include study methods, a critique of the questions previously tested, the development of sound analytical arguments, and a discussion regarding substantive laws and legal concepts tested.

Southern University Law Center, Baton Rouge, LA. **Visiting Assistant Professor**, from 01/07 to 8/08.

- Provided instruction to law students in the areas of property and statutory analysis;
- Provided lectures and issued writing assignments in the area of Louisiana Civil Law Property;
- Evaluated individual students and provided specific instruction and counseling regarding aspects of the student's mastery of the subject matter; and
- Provided advice and counseling to students with respect to their preparation for the Louisiana Bar Examination, to include study methods, a critique of the questions previously tested, the development of sound analytical arguments, and a discussion regarding substantive laws and legal concepts tested.

Southern University Law Center, Baton Rouge, LA. **Instructor**, from 01/01 to 01/07.

- Provided instruction to law students in the areas of writing, analysis, basic civil procedure, and civil law property;
- Issued writing assignments which allowed for an assessment of students' ability to master basic components of legal writing, analysis, federal civil procedure, Louisiana property law;
- Evaluated individual students and provided specific instruction and counseling regarding aspects of the students' writing style which may have required modification; and
- Provided advice and counseling to improve student's analytical skills and substantive understanding of various legal concepts.

Private Practice of Law, Baton Rouge, LA **Attorney/Consultant**, from 10/96 to present.

- Provide legal representation in the areas of labor and employment law;
- Served as Of Counsel with the law firm of Jackson Bell, Attorneys at Law, LLC from 2002 to 2010;
- Provide consultation to clients and other attorneys in the area of labor and employment law;
- Represent clients before the Equal Employment Opportunity Commission, the Merit System Protection Board, both state and federal courts, as well as administrative bodies;

- Provide advice to clients on issues concerning employment related matters, to include: compliance with the Fair Labor Standards Act, Title VII of the Civil Rights Act of 1964, Americans with Disabilities Act, Pregnancy Discrimination Act, Age in Employment Discrimination Act, and Family Medical Leave Act; application of personnel policies, time and attendance practices, disciplinary standards, and training practices;
- Develop training modules to be used by employers with respect to the training of managerial and non-managerial employees in various areas of employment law;
- Conduct training sessions of managerial and non-managerial employees in various areas of employment law; and
- Provide advice and consultation with respect to HIPPA compliance.

USDA, Office of Civil Rights, Program Adjudication Division, Washington, D.C. **Adjudicator**, from 03/00 to 12/00.

- Performed legal analysis in civil rights complaints consistent with rulings issued by courts of law interpreting various civil rights laws (i.e., Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act, and the Equal Credit Opportunity Act);
- Reviewed and analyzed investigative reports to determine whether they contained sufficient information to prepare final agency decisions;
- Drafted final agency decisions on discrimination complaints filed with the USDA;
- Drafted legal documents for submission to Administrative Law Judges concerning claims of discrimination filed with USDA;
- Prepared recommendations to the Director, Office of Civil Rights, USDA regarding settlement of certain discrimination complaints;
- Composed sensitive correspondence to members of Congress;
- Managed, as Acting Chief of Division from 09/99 to 02/00, four (4) Adjudicators (Investigator/Examiner) and one (1) Support Staff Employee (Equal Opportunity Assistant);
- Developed procedures for adjudicating program discrimination complaints; and
- Compiled procedural manuals and resource materials for the adjudication of claims.

USDA, Office of Civil Rights, Program Investigation Division, Washington, D.C. **Intake Manager**, from 04/99 to 08/99.

- Managed the daily operations and activities of six (6) employees (GS-5 – GS-13);
- Developed standard operating procedure for determining USDA's jurisdiction with respect to complaints of discrimination filed with the Office of Civil Rights;
- Created automated procedure for processing program complaints of discrimination;
- Drafted final agency decisions based on procedural matters for the signature of the

- Director, Office of Civil Rights, USDA; and
- Conducted training of USDA employees/contractors on various civil rights laws.

USDA, Office of Civil Rights, Washington, D.C. **Equal Opportunity Specialist**, from 01/97 to 03/99.

- Conducted inquiries into claims of discrimination filed by USDA program participants;
- Drafted Administrative Opinions regarding discrimination claims;
- Developed administrative procedures and guidelines;
- Served on Special Task Force teams at the request of the Secretary of Agriculture;
- Supervised law interns from law schools in the Washington, D.C. area; and,
- Developed staffing plans for various units within the Office of Civil Rights.

ACADEMIC ENHANCEMENT ENDEAVORS

- Reorganized SULC's Office of Academic Support
In conjunction with Chancellor John K. Pierre, the Office of Academic Support was reorganized to augment the delivery of critical thinking, analytical assessment, and writing skills, as well as to commence preparation for the bar exam upon a student's enrollment at SULC.
- Developed the SULC Supplemental Bar Review Program
Along with Professor Regina Ramsey James and Cynthia Reed developed a comprehensive supplemental bar review program that addresses student deficiencies in performing on the Louisiana Bar Examination.
- Developed and Presented an Examination Writing Workshop
In conjunction with other members of the SULC faculty, a comprehensive workshop was developed and conducted to enhance a law student's ability to answer essay examinations in such a manner that would allow the student to maximize the points he or she would earn on the exam.
- Served as a member of Ad Hoc Legal Writing Committee
The committee researched alternative means of enhancing the Legal Writing program at the Law Center and submitted suggested changes to the Chancellor that were subsequently implemented;
- Assisted in the drafting of two federal grants awarded to SULC
The first grant (\$309,000) allows the Law Center, in conjunction with the Southern University Agricultural Research and Extension Center (SUAREC), to provide mediation services to Small and Limited-Resource Farmers who participate in programs offered by the USDA; and (2) The second grant (\$64,900) allows the Law Center, in conjunction with SUAREC, provide Risk Management

- Education to minority farmers in a five-state area.
- Provided guidance and counseling to SULC graduates
This service is rendered, free of charge, in an effort to mentor graduates as they prepare for the Louisiana State Bar Examination. The focus of this work is on the development of a detailed study plan. In addition, the service involves administering practice examinations under bar-like conditions and critiquing the answers prepared by the participants.
- Served on Hiring Committees
For the following: Louisiana Agriculture Mediation Program staff members and Career Counselor for the SULC Career Service Office.

AFFILIATIONS

- Member of the Louisiana State Law Institute;
- Member of Louisiana State Bar Association;
- Faculty Representative to the Louisiana Bar Admissions Advisory Committee;
- Member of the Louisiana Board of Legal Specialization;
- Member of Board of Directors for the Louisiana Resource Center for Educators;
- QEP Director, SULC SACSCOC 2020 Reaffirmation Review;
- Faculty Representative to the Louisiana Bar Association Committee that developed proposals for changes to the Louisiana Bar Exam;
- Member of American Bar Association, Labor & Employment Law Section;
- Member of Baton Rouge Bar Association;
- Member of the Southern University Law Center Alumni Association;
- Member (Lifetime) of the Southern University Alumni Association; and
- Member (Lifetime) of the Capitol High Alumni Association.

PROFESSIONAL PRESENTATIONS AND/OR DEVELOPMENT

- Southern University Law Center's End of the Year Recent Developments – Virtual Continuing Legal Education Seminar – Baton Rouge, Louisiana, December 10, 2021;
- Louisiana Ethics Administration, 2021 Code of Governmental Ethics Training for Public Servants – Online – October 30, 2021;
- Louisiana State Law Institute, Council Meeting – Zoom Meeting – October 30, 2021;
- Louisiana State Law Institute, Council Meeting – Zoom Meeting – September 17, 2021;
- Louisiana State Law Institute, Council Meeting – Zoom Meeting – May 7, 2021;
- Louisiana State Law Institute, Council Meeting – Zoom Meeting – March 5, 2021;
- Louisiana State Law Institute, Council Meeting – Zoom Meeting – February 26, 2021;

- Louisiana State Law Institute, Council Meeting – Zoom Meeting – February 5, 2021;
- Louisiana Ethics Administration, 2020 Code of Governmental Ethics Training for Public Servants – Baton Rouge, Louisiana, December 31, 2020;
- An HBCU Blueprint for the Digital Future – Virtual Conference – Presenter: HBCU Faculty as Opportunity Equalizers: Brick & Mortar to Virtual – Hosted by North Carolina Central Law School, June 10, 2020;
- Louisiana State Law Institute, Council Meeting – Baton Rouge, Louisiana, March 6, 2020;
- Louisiana State Law Institute, Council Meeting – Baton Rouge, Louisiana, February 7-8, 2020;
- Southern University Law Center’s Cannabis and Hemp – Continuing Legal Education Seminar – Baton Rouge, Louisiana, December 12, 2019;
- US Supreme Court and Fifth Circuit Updates – Presenter – at Eastern District of Louisiana Bench Bar Conference – October 25, 2019;
- Southern University Law Center’s End of the Year Recent Developments – Continuing Legal Education Seminar – Baton Rouge, Louisiana, December 7, 2018;
- Louisiana State Law Institute, Council Meeting – Baton Rouge, Louisiana, November 9-10, 2018;
- Louisiana State Law Institute, Council Meeting – Baton Rouge, Louisiana, September 14, 2018;
- Southern University Law Center’s The Over-Criminalization of Minorities – Continuing Legal Education Seminar – Baton Rouge, Louisiana, April 5, 2018;
- Eastern District of Louisiana’s First Biennial Federal Bench and Bar Conference, New Orleans, Louisiana, September 28, 2017;
- Louisiana State Law Institute, Council Meeting – Baton Rouge, Louisiana, September 16, 2017;
- Louisiana State Bar Association Annual Meeting & LSBA/LJC Summer School’s Strengthening Our Profession Continuing Legal Education Seminar – Sandestin, Florida, June 4, 2017;
- Southern University Law Center’s Take a Knee or Take a Stand: Exploration of Legal Issues Related to the First Amendment – Continuing Legal Education Seminar – Baton Rouge, Louisiana, April 5, 2017;
- Louisiana State Law Institute, Council Meeting – Baton Rouge, Louisiana, March 17, 2017;
- Louisiana State Law Institute, Lesion Beyond Moiety Committee Meeting – Baton Rouge, Louisiana, February 24, 2017;
- Louisiana State Law Institute, Private Use of Levee Roads Committee Meeting – Baton Rouge, Louisiana, July 15, 2016;
- Louisiana State Bar Association Annual Meeting & LSBA/LJC Summer School’s Strengthening Our Profession Continuing Legal Education Seminar – Sandestin,

- Florida, June 5, 2016;
- Louisiana State Law Institute, Council Meeting – New Orleans, Louisiana, March 11, 2016;
- Louisiana State Law Institute, Council Meeting – New Orleans, Louisiana, February 12-13, 2016;
- Louisiana State Law Institute, Council Meeting – New Orleans, Louisiana, January 8-9, 2016;
- Southern University Law Center’s End of the Year Recent Developments – Continuing Legal Education Seminar – Baton Rouge, Louisiana, December 11-12, 2015;
- Southern University Law Center’s End of the Year Recent Developments – Continuing Legal Education Seminar (Taught – Ethics) – Baton Rouge, Louisiana, December 12, 2015;
- Louisiana State Law Institute, Council Meeting – New Orleans, Louisiana, November 6-7, 2015;
- Southern University System Training on new Sexual Harassment Policy for Southern University System, Baton Rouge, Louisiana, October 30, 2015, November 5, 2015, November 13, 2015, November 19, 2015, and November 20, 2015;
- Louisiana State Law Institute, Council Meeting – New Orleans, Louisiana, October 9-10, 2015;
- Louisiana State Law Institute, Lesion Beyond Moiety Committee Session – Baton Rouge, Louisiana, October 2, 2015;
- Louisiana State Bar Association Annual Meeting & LSBA/LJC Summer School’s Strengthening Our Profession Continuing Legal Education Seminar – Sandestin, Florida, June 7, 2015;
- Southern University Law Center’s End of the Year Recent Developments – Continuing Legal Education Seminar – Baton Rouge, Louisiana, December 12, 2014;
- Southern University Law Center’s End of the Year Recent Developments – Continuing Legal Education Seminar (Taught – Professionalism and Ethics) – Baton Rouge, Louisiana, December 12, 2014;
- Review of Recent Louisiana Tort and Admiralty Law Developments Continuing Legal Education Seminar – Sandestin, Florida, June 4, 2015;
- Louisiana State Bar Association Annual Meeting & LSBA/LJC Summer School’s Strengthening Our Profession Continuing Legal Education Seminar – Sandestin, Florida, June 1, 2014;
- National Conference of Bar Examiners’ Invitational Conference – Preparing for the Bar Exam: How Law Schools Can Help – Madison, Wisconsin, October 3-5, 2013;
- Louisiana’s Committee on Bar Admission – Exam Writing Workshop for the Louisiana Bar Examination – New Orleans, Louisiana, June 15, 2013;

- Louisiana State Bar Association Annual Meeting & LSBA/LJC Summer School's Strengthening Our Profession Continuing Legal Education Seminar – Sandestin, Florida, June 2, 2013;
- Southern University Law Center's Recent Developments Continuing Legal Education Seminar – Baton Rouge, Louisiana, December 14, 2012;
- Southern University Law Center's Recent Developments Continuing Legal Education Seminar (Taught – Employment Law Updates) – Baton Rouge, Louisiana, December 9, 2011;
- Southern University Law Center's Recent Developments Continuing Legal Education Seminar – Baton Rouge, Louisiana, December 9, 2011;
- National Conference of Bar Examiners' Invitational Conference – Anatomy of the Bar Examination: Helping Students Prepare – Madison, Wisconsin, October 2-4, 2011;
- Annual Bayou Classic Continuing Legal Education Seminar – New Orleans, Louisiana, November 25, 2010;
- Southern University Law Center's Recent Developments Continuing Legal Education Seminar – Baton Rouge, Louisiana, December 12, 2010;
- Louisiana State Bar Association's Gulf Coast Oil Spill Litigation Continuing Legal Education Seminar – Sandestin, Florida, June 11, 2010;
- Southern University Law Center's Addressing Louisiana's Health Care Crisis Continuing Legal Education Seminar – Baton Rouge, Louisiana, April 8, 2010;
- Southern University Law Center's Recent Development Continuing Legal Education Seminar (Taught – Professionalism and Ethics with Professor Regina Ramsey James) – Baton Rouge, Louisiana, December 12, 2009;
- Annual Bayou Classic Continuing Legal Education Seminar (Taught – Perils of Metadata) – New Orleans, Louisiana, November 27-28, 2009;
- Equal Employment Opportunity Training for Management Team at Blue Cross Blue Shield of Louisiana – Recent Amendments to ADA and FMLA – Baton Rouge, Louisiana, April 1, 2009;
- National Bar Association – Labor and Employment Law – Continuing Legal Education Seminar (Panelist: Evolving Theories of Discrimination) – New Orleans, Louisiana, March 26-27, 2009;
- Southern University Law Center's Annual Recent Development Seminar – Recent Changes to the Americans with Disabilities Act (Taught) – Baton Rouge, Louisiana, December 12, 2008;
- AICPA Controllers Workshop East – Challenges of Managing Today's Workforce in the Face of Discrimination Charges (Taught) – Orlando, Florida, November 13-14, 2008;
- Health of a Nation: Is Health Care a Right or a Privilege? – Continuing Legal Education Seminar – Baton Rouge, Louisiana, September 24, 2008;
- AICPA Controllers Workshop West – Challenges of Managing Today's Workforce in the Face of Discrimination Charges (Taught) – Las Vegas, Nevada, July 17-18,

2008;

- Southern University Law Center's Annual Recent Development Seminar – Continuing Legal Education (Taught – Professionalism and Ethics) – Baton Rouge, Louisiana, December 8, 2007;
- Equal Employment Opportunity Training for Management Team at Blue Cross Blue Shield of Louisiana – Reasonable Accommodations, Family Medical Leave Act, and Title VII Claims – Baton Rouge, Louisiana, November 2007;
- Annual Bayou Classic Recent Development Seminar – Continuing Legal Education (Taught – Professionalism and Ethics) – New Orleans, Louisiana, November 23, 2007;
- Equal Employment Opportunity Training for Management Team at Blue Cross Blue Shield of Louisiana – Harassment Claims – Baton Rouge, LA, July 2007;
- Southern University Law Center's Annual Recent Development Seminar – Continuing Legal Education – Baton Rouge, Louisiana, December 8, 2006;
- Annual Bayou Classic Recent Development Seminar – Continuing Legal Education (Taught – Professionalism and Ethics) – New Orleans, Louisiana, November 25, 2006;
- Tips & Tools to Stay in the Game – Continuing Legal Education (Taught – Nuts and Bolts of an Employment Discrimination Claim) – Baton Rouge, Louisiana, October 16, 2004;
- Tips & Tools to Stay in the Game – Continuing Legal Education – Baton Rouge, Louisiana, October 16, 2004;
- Ethics and Professionalism Seminar – Continuing Legal Education – Baton Rouge, Louisiana, May 6, 2003;
- Annual Bayou Classic Seminar – Continuing Legal Education – New Orleans, Louisiana, November 28-29, 2003;
- Recent Developments in Employment Law – Continuing Legal Education (Taught) – New Orleans, Louisiana, November 28, 2003;
- Recent Developments in Legislation and Jurisprudence – Continuing Legal Education – Baton Rouge, Louisiana, December 6, 2002;
- Basic Mediation and Conflict Resolution Training - completed forty-hour certification training - July 2002;
- Assoc. of American Law Schools, New Teacher Seminar - June of 2001 and 2002;
- The American Bar Association (ABA) Regional Institute - Employment Litigation Skills Training - Hamden, Connecticut, April 26, 2002;
- The 16th Annual Julia M. Martin College of Sciences Symposium - Presenter; topic: Chemistry as a Background for a Career in Law, March 21, 2002;
- The American Bar Association (ABA) Section of Labor and Employment Law Annual Seminar - Washington, D.C., February 14-15, 2002;
- The Annual Meeting of the Association of American Law Schools - New Orleans, Louisiana, January 2-6, 2002;
- The Health Law Seminar - Continuing Legal Education - hosted by Southern

- University Law Center, November 16, 2001;
- The Family Law Seminar - Continuing Legal Education - hosted by Southern University Law Center, October 19, 2001; and
- Institute for Law School Teaching, Gonzaga University School of Law, Conference on Assessment, Feedback, and Evaluation - July of 2001.



Vladimir A. Appeaning, Ph.D.
Interim Chancellor



March 23, 2022

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

Re: Approval to Offer Retirement Incentive Plans to Eligible Faculty and Unclassified Employees at Southern University at Shreveport

Dear Dr. Belton:

This correspondence comes seeking your endorsement and approval of the Southern University System Board of Supervisors to offer retirement incentive plans (Plans) to eligible faculty and unclassified employees at the Southern University at Shreveport (SUSLA) campus.

This is a measure to reduce operating costs in the FY 2022-23 budget year. By offering the plans, some faculty and unclassified employees who are considering retirement in the near future may choose to retire now.

Respectfully submitted,

Vladimir Alexander Appeaning, Ph.D.
Interim-Chancellor, SUSLA

APPROVED: _____
Ray L. Belton, Ph.D.
President-Chancellor, Southern University System

APPROVED: _____
The Honorable Attorney Edwin M. Shorty, Jr.
Chairman, Southern University System Board of Supervisors

3050 MARTIN LUTHER KING, JR. DRIVE, * SHREVEPORT, LOUISIANA 71107
PHONE: (318) 670-9312 * FAX (318) 670-6374
TOLL FREE: 1-800-458-1472, EXT 6312
www.SUSLA.edu

Southern University at Shreveport does not discriminate on the basis of race, color, national origin, gender, age, disability or any other protected class. Title IX Coordinator: Dr. Tuesday W. Mahoney, Fine Arts Building, Room C14, (318) 670-9201. Section 504 Coordinator: Dr. Anjelica Hart, NCR Building, Room 125, (318) 670-9367.

SOUTHERN UNIVERSITY AT SHREVEPORT
PROPOSED
FACULTY RETIREMENT INCENTIVE PLAN

Southern University at Shreveport (SUSLA) will offer a 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 SUSLA.

1. To participate in the retirement incentive plan, Faculty members must be current, full-time, 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 must meet all Plan eligibility requirements as of the application date.
2. A faculty member **is not** eligible to participate in this Plan if he/she has applied for retirement or received a 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). Employees who are classified as Retiree Return to Work **are not** eligible to participate.
3. The retirement incentive amount is a fixed \$25,000. The retirement incentive payment will begin after separation from Southern University at Shreveport.
4. **All separations are to be completed by June 30, 2022 with distributions completed by September 30, 2022.**
5. If the Faculty Member is approved by the Human Resources Department to participate in the retirement incentive plan, the Faculty Member's position will not be filled prior to the Fall semester 2023. This provision will ensure costs savings through the 2022-23 budget year.
6. If the faculty position is deemed critical for the effective and efficient operation of the academic unit, the Office of Academic Affairs must be prepared to develop an alternative arrangement(s), such as the use of adjuncts.
7. Faculty members must submit applications in writing to the Human Resources Department by electronic mail, facsimile, or hand delivery. Applications submitted by U.S. Postal Service will be considered received on the post mark date.
8. **Upon official notification of application approval by the Human Resource Department, the Faculty Member must initiate the retirement process by contacting Human Resources to receive the required retirement documentation. In addition, the Faculty Member must submit a letter to the Human Resource Department stating their intent to retire. The Plan is not applicable to resignations not accompanied by retirements.**
9. Upon official notification of application approval by the Human Resource Department, the Faculty Member will have a grace period of seven (7) calendar days to revoke their election to participate in the Plan. A Faculty Member's revocation of election to participate in the Plan must be in writing and must be received by the Human Resource Director at Southern University at Shreveport within the seven (7) calendar days. A Faculty Member, who submits the required documents and has been approved to participate in the Plan and then revokes their election to participate in the Plan, may not again participate in the Plan.

10. Any Faculty Member who participates in this Plan cannot be rehired by the University as a full-time employee for a period of four (4) years.
11. All retirement incentive payments are subject to all applicable federal and state taxes and regulations.
12. Timeline:
 - Retirement Incentive Application submission period – April 15, 2022 through May 13, 2022
 - Human Resource Application review period - May 16, 2022 through May 20, 2022
 - Human Resource official notification of approval or denial to employee – May 23, 2022
 - Employee has seven (7) days to rescind their retirement incentive application (See #9 for details) – May 24, 2022 through May 31, 2022
 - Eligible Human Resource approved employees must contact Human Resources for guidance on completing the retirement process (See #8 for details) – June 1, 2022 through June 30, 2022
 - Retirement deadline and effective date – June 30, 2022
 - Retirement incentive payouts – completed by September 30, 2022
13. **Any employee who fails to meet all prescribed deadlines of the Plan will be deemed ineligible to participate in the Plan.**

SOUTHERN UNIVERSITY AT SHREVEPORT
Retirement Incentive Plan Application

Name: _____ Employee ID# (S or U) _____

Department: _____ Circle One: Faculty Staff

I hereby elect to participate in the Southern University at Shreveport (SUSLA) Retirement-Incentive Plan (Plan). I certify that I have reviewed the Plan and that I understand the guidelines. I further certify that I meet all eligibility requirements as stated by the Human Resource Department.

If the Human Resource Department determines I am ineligible for retirement, I understand that I will not receive the retirement incentive payment but may remain employed with SUSLA with no break in service.

Upon official notification from the Human Resource Department, I will voluntarily retire from SUSLA on the appropriate effective date.¹ I understand that this decision is irreversible once the seven (7) day grace period ends on May 31, 2022. I will not receive the retirement incentive payment if:

- I elect not to separate by retirement,
- I fail to comply with applicable retirement system plan application procedures or rules (e.g., completion of supporting forms)
- I fail to become a retiree from SUSLA without a 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 personal consideration. I acknowledge that the Human Resource Department at SUSLA 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 incentive being offered by SUSLA is in addition to any and 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 Optional Retirement Plan ("ORP") or other applicable federal or 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 _____ of 2022.

Signature _____

Date: _____

Witness _____

Date: _____

¹ Applicant shall submit an intent to retire letter by June 1, 2022.

SOUTHERN UNIVERSITY AT SHREVEPORT
PROPOSED
UNCLASSIFIED STAFF RETIREMENT INCENTIVE PLAN

Southern University at Shreveport (SUSLA) will offer a 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 Unclassified Staff retirement incentive plan (Plan) will be based on the Board's policy and the following guidelines specific to SUSLA.

1. To participate in the retirement incentive plan, Unclassified Staff must be current, full-time, 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 must meet all plan eligibility requirements as of the application date.
2. An Unclassified Staff employee **is not** eligible to participate in this Plan if he/she has applied for retirement or received a 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). Employees who are classified as Retiree Return to Work **are not** eligible to participate.
3. The retirement incentive amount is a fixed \$25,000. The retirement incentive payment will begin after separation from Southern University at Shreveport.
4. **All separations are to be completed by June 30, 2022 with distributions completed by September 30, 2022.**
5. If the Unclassified Staff employee is approved by the Human Resource Department to participate in the retirement incentive plan, the employee's position will not be filled prior to the Fall semester 2023. This provision will ensure costs savings through the 2022-23 budget year.
6. If the position is deemed critical for the effective and efficient operation of the department, the applicable Vice Chancellor must be prepared to develop an alternative arrangement(s), such as temporary staff.
7. Unclassified Staff must submit applications in writing to the Human Resources Department by electronic mail, facsimile, or hand delivery. Applications submitted by U.S. Postal Service will be considered received on the post mark date.
8. **Upon official notification of application approval by the Human Resource Department, the Unclassified Staff member must initiate the retirement process by contacting Human Resources to receive the required retirement documentation. In addition, the Unclassified Staff must submit a letter to the Human Resource Department stating their intent to retire. The Plan is not applicable to resignations not accompanied by retirements.**
9. Upon official notification of application approval by the Human Resource Department, the Unclassified Staff Member will have a grace period of seven (7) calendar days to revoke their election to participate in the Plan. An employee's revocation of election to participate in the Plan must be in writing and must be received by the Human Resource Director at Southern University at Shreveport within the seven (7) calendar days. An Unclassified Staff Member, who submits the required documents and has been approved to participate in the Plan and then revokes their election to participate in the Plan, may not again participate in the Plan.

10. Any Unclassified Staff who participates in this plan cannot be rehired by the University as a full-time employee for a period of two (2) years.
11. All retirement incentive payments are subject to all applicable federal and state taxes and regulations.
12. Timeline:
 - Retirement Incentive Application submission period – April 15, 2022 through May 13, 2022
 - Human Resource Application review period - May 16, 2022 through May 20, 2022
 - Human Resource official notification of approval or denial to employee – May 23, 2022
 - Employee has seven (7) days to rescind their retirement incentive application (See #9 for details) – May 24, 2022 through May 31, 2022
 - Eligible Human Resource approved employees must contact Human Resources for guidance on completing the retirement process (See #8 for details) – June 1, 2022 through June 30, 2022
 - Retirement deadline and effective date – June 30, 2022
 - Retirement incentive payouts – completed by September 30, 2022
13. **Any employee who fails to meet all prescribed deadlines of the plan will be deemed ineligible to participate.**

SOUTHERN UNIVERSITY AT SHREVEPORT
Retirement Incentive Plan Application

Name: _____ Employee ID# (S or U) _____

Department: _____ Circle One: Faculty Staff

I hereby elect to participate in the Southern University at Shreveport (SUSLA) Retirement-Incentive Plan (Plan). I certify that I have reviewed the Plan and that I understand the guidelines. I further certify that I meet all eligibility requirements as stated by the Human Resource Department.

If the Human Resource Department determines I am ineligible for retirement, I understand that I will not receive the retirement incentive payment but may remain employed with SUSLA with no break in service.

Upon official notification from the Human Resource Department, I will voluntarily retire from SUSLA on the appropriate effective date.¹ I understand that this decision is irreversible once the seven (7) day grace period ends on May 31, 2022. I will not receive the retirement incentive payment if:

- I elect not to separate by retirement,
- I fail to comply with applicable retirement system plan application procedures or rules (e.g., completion of supporting forms)
- I fail to become a retiree from SUSLA without a 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 personal consideration. I acknowledge that the Human Resource Department at SUSLA 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 incentive being offered by SUSLA is in addition to any and 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 Optional Retirement Plan ("ORP") or other applicable federal or 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 _____ of 2022.

Signature _____

Date: _____

Witness _____

Date: _____

¹ Applicant shall submit an intent to retire letter by June 1, 2022.

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following Personnel Affairs Committee)

Friday, April 8, 2022

Southern University at New Orleans

Millie Charles School of Social Work

6801 Press Drive, New Orleans, LA 70128

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Special Presentation
 - A. Above and Beyond Award
6. Action Items
 - A. Request Approval of Minutes of the March 18, 2022 SUS Board of Supervisors Meeting
 - B. Request Approval of Committee Reports and Recommendations
 - C. Request Approval of Articulation Agreement Between Tougaloo College and the Southern University Law Center (SULC)
Approval of this articulation agreement established a collaborative working relationship to offer accelerated academic programs to highly qualified and motivated students so that they are able to achieve a Bachelor's Degree and a Juris Doctorate.
 - D. Recommendation Letter of Approval for Memorandum of Understanding between Southern University at New Orleans and Danubius University of Galati and Memorandum of Understanding document (SUNO)
This MOU establishes a partnership to enhance academic partnership in the framework of higher education in Europe.

- E. Request Approval of Memorandum of Understanding between Southern University of New Orleans, New Orleans Police Dept., and New Orleans Family Justice Center (SUNO)

This MOU seeks to establish a collaboration in order to complete and submit an application for the Office on Violence Against Women (OVW) Grant to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program.

- F. Request Approval of Articulation Agreement between Southern University at New Orleans and Xavier University College of Pharmacy (SUNO)

This articulation agreement is to provide the necessary requirements for a student to complete the dual degree program established between Xavier and SUNO (BS Biology).

7. Resolutions

8. Informational Items

- a. Consideration of Possible Merger/Dissolution of SUNO Foundation (SUNO)
This item is to consider the possible merger/dissolution of the SUNO Foundation and Direct System and/or SUNO Personnel to Provide Options Regarding the Future of SUNO's Relationship with its Foundation.

- b. Medical Marijuana Update

- c. Legislative Update

9. Other Business

10. Adjournment

- **Workforce Development Center** (\$19,200,000) - \$18.5M in supplemental funding included in the Capital Outlay bill, Original HB2
- **Restoration of Atrium Glass Dome and Associated Roof Repairs and Waterproofing, Metro Building** (\$635,000) – In design phase

6. Other Business

7. Adjournment

MEMBERS

Mr. Sam Gilliam- Chairman, Dr. Rani Whitfield–Vice-Chair,
Mr. Richard Hilliard, Mr. John Barthelemy, Dr. Leon Tarver, Mr. Myron Lawson
Atty. Edwin Shorty - Ex Officio

ACADEMIC AFFAIRS COMMITTEE

Friday, March 18, 2022

Southern University System Board Meeting Room

J. S. Clark Administration Building 2nd Floor

Baton Rouge, LA 70813

9:00 AM

MINUTES

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

The invocation was given by Pastor Mark Ellis, Senior Pastor, United Christian Faith Ministries.

Donovan Davis led the Pledge of Allegiance a senior from Southern University Laboratory.

School. He is the son of Allen and Kashonda Davis.

Board Chairman Atty Edwin Shorty recognized Mr. JaVonte Barber, who is the student that was killed on last week. He paused for a moment of prayer. He asked Chief Johnson to give a brief statement. She came and acknowledged the loss of a fellow jaguar. She mentions they continue to provide a safe campus. This incident happens off campus, but they continue to assist the police. She said it was an ongoing investigation.

Board Chairman Atty Edwin Shorty announced the convening of the Academic Affairs Committee. Chair

Mr. Sam Gilliam called the committee meeting to order.

Roll Call by Dr. Ray Belton.

Present: Mr. Sam Gilliam- Chairman, Dr. Leon Tarver–Vice-Chair, Ms. Arlanda Williams, Mrs. Ann Smith, Mr. Myron Lawson, Mrs. Christy Reeves
Atty. Edwin Shorty - Ex Officio

Absent: None

AGENDA ITEM 4: ADOPTION OF THE AGENDA

There was a motion by Ms. Arlanda Williams and second by Ms. Christy Reeves the agenda was recommended for adoption.

Motion Approved.

AGENDA ITEM 5: PUBLIC COMMENTS

None

AGENDA ITEM 6: SPECIAL PRESENTATION

- A. Recognition of Southern University Lab School Basketball State Champions.

Dr. Whitfield introduced Coach Harold Boudreaux who introduced the Girls and Basketball teams who are State Champions. The SULS teams were recognized by the Board of Supervisors and photos were taken.

AGENDA ITEM 7: ACTION ITEM(S):

Motion was made by Dr. Leon Tarver and second by Mr. Myron Lawson to approve Action Item A.

Motion Approved

- A. Request Approval of Spring Commencement participation for Students who are within Eight Semester Hours of Completion (SULC)

This request seeks to allow students who are within eight semester hours of completing their Juris Doctor degree to participate in May 2022 commencement exercises.

Motion was made by Ms. Arlanda Williams and second by Ms. Christy Reeves to approve Action Item B.

Motion Approved

- B. Request Approval to Name the Department of Business at Southern University at Shreveport as the Roy Griggs School of Business (SUSLA)

- C. Request Approval of Faculty Tenure and Promotion – Academic Year 2021-2022 (SUNO)

**SOUTHERN UNIVERSITY
RECOMMENDATIONS FOR FACULTY PROMOTION IN RANK**

*Effective Date: Fall Semester of 20_22 Campus: Southern University at New Orleans

*Provided all approvals are secured prior to this date.

Name of Faculty Member: Attach Listing of Publications or Other Scholarly Works for Each	Department	Promotion from Present Rank to	Next Rank	Years of Experience at SU as a Full-Time Faculty Member	Number of Years in Present Rank	Is Automatic Tenure Granted if This Promotion is Approved? (indicate Yes or No)	Temporary Track (non-Probationary) Probationary (tenure track) Tenured
Dr. Franklin Scott	Social Sciences	Assistant Professor	Associate Professor	5	5	Yes	
Dr. Raymond Delaney	Social Sciences	Assistant Professor	Associate Professor	5	5	Yes	
Dr. Yun Doo Lee	Business Administration	Assistant Professor	Associate Professor	6	4	Yes	
Dr. Haitham Eid	Museum Studies	Associate Professor	Professor	7	4		Tenured

Motion was made by Dr. Leon Tarver and second by Ms. Arlanda Williams to approve Action Item C.

Motion Approved

AGENDA ITEM I: OTHER BUSINESS

None

AGENDA ITEM F: ADJOURNMENT

Ms. Arlanda Williams made motion to adjourn the meeting.

FACILITIES AND PROPERTY COMMITTEE

(Following Academic Affairs Committee)

Friday, March 18, 2022

Southern University System Board Meeting Room

J. S. Clark Administration Building 2nd Floor

Baton Rouge, LA 70813

MINUTES

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

Roll Call by Dr. Belton

Present: Mr. Sam Gilliam- Chairman, Dr. Rani Whitfield–Vice-Chair, Mr. Richard Hilliard, Dr. Leon Tarver, Mr. Myron Lawson, Atty. Edwin Shorty - Ex Officio

Absent: Mr. John Barthelemy

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Mr. Myron Lawson and second by Dr. Leon Tarver the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

NONE

Mr. Sam Gilliam introduced Mr. Kenneth Dawson.

AGENDA ITEM 5: INFORMATIONAL ITEM:

A. Facilities Planning Project Updates (SUS)

Summary

Ravine:

Accomplishments

Catch Basins

One catch basin has been set on health services side

Embankment Material placement

Embankment material placed on health services side

HDPE

Pipe placed on site 1

Form work

Concrete collars and form work ready to be poured

2 Week Look Ahead

Embankment

Backfill health services ravine and continue 12in lift compaction tests and Type B fill around pipes

Rip Rap Placement

Rip rap is placed on health services side on top of pipe

Catch Basins

Set on health services side Piping attached and buried

HDPE

Attached to all catch basins

Road/Bridge:

75% complete with BA Little

- *Cross drain head-wall and wing-walls completed.*
- *Additional revetment installed*
- *Soils nail stabilization began*
- *Expected completion May 22'*

Capital Outlay Project Update:

Shreveport

- *Louis Collier Science Building – Architect Selected- In design*
- *Waterproofing Metro Building – Architect Selected- Investigating leaks*
- *Gymnasium Demolition – August 22' target date for demolition- direct appointment*
- *Drainage Project – Direct Appointment*
- *Workforce Development Building – eCORTS submission complete to BOR*
- *Construction of Health & Physical Education Facility (Gym) – Capital Outlay Request Submitted*

SUNO

- *Architect Selected and contract execution ongoing*

Baton Rouge

- *Administration Building Waterproofing Project – In design*
- *Information Center (DOTD) – Construction in progress*
- *Lift Station #2 Replacement and Modification – In Design Development*
- *Reroof of JB Moore and Ronald McNair Bldgs – Contract Execution*

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEM 7: ADJOURNMENT

Mr. Myron Lawson made motion to adjourn the meeting.

FINANCE COMMITTEE
(Following Facilities and Property Committee)
Friday, March 18, 2022
Southern University System Board Room
J. S. Clark Administration Building 2nd Floor
Baton Rouge, LA 70813

MINUTES

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

Roll Call by Dr. Belton

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

Absent: None

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Mr. Sam Gilliam and seconded by Mr. Myron Lawson the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

NONE

AGENDA ITEM 5: INFORMATIONAL ITEM(s):

A. Interim Financial Reports - Details Included in Packet

AGENDA ITEM 6: OTHER BUSINESS:

None

AGENDA ITEM 7: ADJOURNMENT

Mr. Myron Lawson made motion to adjourn the meeting.

GOVERNANCE COMMITTEE

(Following Finance Committee)

Friday, March 18, 2022

Southern University System Board Room
J. S. Clark Administration Building 2nd Floor
Baton Rouge, LA 70813

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

Roll Call by Dr. Belton

Present: Mr. Myron Lawson, Dr. Leon Tarver, II, Dr. Leroy Davis, Ms. Christy O. Reeves, Mr. Kevin Taylor-Jarrell, II, Atty. Edwin Shorty

Absent: None

AGENDA ITEM 3: ADOPTION OF THE AGENDA

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

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

NONE

AGENDA ITEM 5: ACTION ITEM(S):

Motion was made by Dr. Leon Tarver and second by Mr. Kevin Taylor-Jarrell to approve Action Item C.

Motion Approved

- A. Request Approval for Uniformed Policy on Campus Free Speech (SUS)
This policy recommendation is a requirement of Act 666 of the 2018 Regular Session of the Louisiana Legislature governing postsecondary institutions' policies on free speech. The policy allows and protects expressive activities by students, administrators, faculty members, staff members, and invited guests in accordance with all applicable laws and is subject to reasonable time, place, and manner restrictions on SU System campuses.

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEM 7: ADJOURNMENT

Dr. Leroy Davis made motion to adjourn the meeting.

PERSONNEL AFFAIRS COMMITTEE

(Following Finance Committee)

Friday, March 18, 2022

Southern University System Board Room
J. S. Clark Administration Building 2nd Floor
Baton Rouge, LA 70813

MINUTES

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

Roll Call by Dr. Belton

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

Absent: Atty Jody Amedee

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Mr. Raymond Fondel and seconded by Ms. Arlanda Williams the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: ACTION ITEM(S)

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

Name	Position/Campus	Salary	Funding Source
1. Kimberly Andrews	Associate Vice Chancellor for Institutional Effectiveness and Student Success / Assistant Prof of Public Administration Tenure Track (SUNO)	No Change	N/A
2. Christopher Rogers	Associate Vice Chancellor of Communications and IT Salary Adjustment and Title Change (SUAREC)	\$100,000.00	State

There was a motion by Rev. Samuel Tolbert and second by Mr. Raymond Fondel to approve action item 5 (A1 - A2) in global.

There was a motion by Ms. Williams and second by Mr. Raymond Fondel to approve action item 5 (B-C) in global.

- B. Request Approval to Award Four Percent (4%) Salary and Wage Increases to Permanent Fulltime Employees Where Applicable in Accordance with Louisiana Civil Service rules (SULC)
- C. Request Approval for Paid Sabbatical Leave for Professor Marc Roark for the 2022-2023 Academic Year (SULC)

There was a motion by Ms. Reeves and second by Mr. Raymond Fondel to approve action item 5 (D-E) in global.

- D. Request for Leave of Absence for Dr. John Alak from 1/01/2022-5/31/2022 (SUSLA)
- E. Request Approval of Medical Leave of Absence for George Lewis, III (SUSLA)

AGENDA ITEM 6: INFORMATIONAL ITEM

NONE

AGENDA ITEM 7: OTHER BUSINESS

NONE

AGENDA ITEM 7: ADJOURNMENT

Mr. Fondel made motion to adjourn the meeting.

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following Personnel Committee)

Friday, March 18, 2022

**Southern University System Board Room
J. S. Clark Administration Building 2nd Floor
Baton Rouge, LA 70813**

MINUTES

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

PRESENT

Dr. Leroy Davis, Mr. Raymond Fondel, Mr. Sam Gilliam, Mr. Richard Hilliard, Mr. Myron Lawson, Ms. Christy Reeves, Atty Domoine Rutledge, Atty Edwin Shorty, Mrs. Ann A. Smith, Dr. Leon R. Tarver II, Mr. Kevin Taylor-Jarrell II, Rev. Samuel Tolbert, Dr. Rani Whitfield, and Ms. Arlanda Williams

ABSENT

Atty. Jody Amedee and Mr. John Barthelemy

AGENDA ITEM 3: ADOPTION OF THE AGENDA

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

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: SPECIAL PRESENTATION

A. Above and Beyond Award - Ms. Linda Antoine presented the award to Ms. Mary Jane Spruel Assistant Director SUBR Purchasing

AGENDA ITEM 6: ACTION ITEM(s):

There was a motion by Dr. Rani Whitfield and second by Ms. Christy Reeves to approve action item 6 (A – B) in global.

Motion passed.

A. Request Approval of Minutes of the February 18, 2022, SUS Board of Supervisors Meeting

B. Request Approval of Committee Reports and Recommendations

Motion was made by Atty Domoine Rutledge and second by Dr. Leon Tarver to approve Action Item C with recommended updates submitted to General Counsel.

Motion Approved

C. Request Approval of Employment Contract for Mr. Dennis Shields- President Chancellor Elect

Motion was made by Dr. Rani Whitfield and second by Atty Domoine Rutledge to approve Action Item D.

Motion Approved

D. Request Approval of Memorandum of Understanding between the Southern University and A&M College and Education Farm (SUBR)

This MOU is to design, develop and implement Ed Farm's Propel Program which seeks to inspire students to explore technology and pursue STEM careers.

Motion was made by Atty Domoine Rutledge and second by Mr. Sam Gilliam to approve Action Item E.

Motion Approved

E. Request Approval to Establish a Memorandum of Understanding between the St. Tammany Parish School District and Southern University at New Orleans College of Education and Human Development (SUNO)

This MOU creates the opportunity to expand the relationship between SUNO's College of Education and Human Development to implement a Residency Teacher Education Program.

Motion was made by Atty Domoine Rutledge and second by Ms. Ann Smith to approve Action Item F.

Motion Approved

F. Request Approval of Memorandum of Understanding between Southern University Law Center and White and Case, LLP (W&C) (SULC)

This MOU will allow for an externship program focused on fighting racism and social injustice related to criminal justice reform, education, and economic development.

Motion was made by Rev. Samuel Tolbert and second by Ms. Ann Smith to approve Action Item G.

Motion Approved

G. Request Approval to Establish a Memorandum of Understanding Between Jefferson Parish Schools and Southern University at New Orleans (SUNO) *The purpose of this MOU is to implement a tuition reimbursement partnership for teachers.*

Motion was made by Rev. Samuel Tolbert and second by Ms. Ann Smith to approve Action Item H.

Motion Approved

H. Request Approval of Service Agreement between Trusted Provider Network, LLC, and Southern University at New Orleans (SUNO)

This service agreement seeks to establish professional development activities for students in the Mille Charles School of Social Work.

AGENDA ITEM 7: RESOLUTIONS

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

Resolutions

- Mr. Milton Leon Beard
- Mr. Adrian D. Davis
- Mr. Abdulhakeem Yusef Salaam
- Mr. Steven (Stevie) Cornell Lawson
- Dr. Mary L. Wilson
- Mr. Earl Wright, Sr.
- Mr. Donovan Jones Jr.
- Mr. JaVonte Barber

There was a motion by Dr. Leroy Davis to approve the read resolutions and Mr. Richard Hilliard second the motion.

Motion approved.

AGENDA ITEM 8: INFORMATIONAL ITEMS

The Board of Supervisors members entertained a motion to go into executive session. There was a motion and second. Motion approved. There was a roll call, all board members were in attendance.

- a. MOU Status Updates - Atty Cori Blache gave a brief update. The complete list is in the BOS Office.

- b. Legislative Updates - Dr. Merrick gave a brief summary of the bills being discussed. She also gave a update on the SU Day at the capitol (4/6) and HBCU Day @ the Capitol
- c. Medical Marijuana Update - Dr. Jana Snowden gave a brief update on the new products, etc.
- d. President's Report - Dr. Belton gave a report on Founder's Day Week schedule of events. He mentioned academic signing day. He and the board members discussed safety/security for students.
- e. Chancellor's Report - All chancellors gave a brief statement and referenced the detailed report in the packet.

AGENDA ITEM 9: OTHER BUSINESS

None

AGENDA ITEM 10: ADJOURNMENT

Dr. Rani Whitfield made motion to adjourn the meeting.



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

March 17, 2022

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

RE: Articulation Agreement Between Tougaloo College and Southern University Law Center

Dear Dr. Belton:

Tougaloo College and the Southern University Law Center (SULC) wish to engage in a collaborative working relationship to offer accelerated academic programs to highly qualified and motivated students.

SULC and the FBI are entering into this strategic alliance to provide highly qualified and motivated students the opportunity to achieve a Bachelor's Degree and a Juris Doctorate (JD) in five or six years, allowing them to save time and money.

I hereby request that this proposed Agreement is presented for approval to the Southern University System Board of Supervisors at its April 2022, board meeting. If you have any questions, please feel free to contact me.

Sincerely,

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

**ARTICULATION AGREEMENT
BETWEEN
TOUGALOO COLLEGE
AND
SOUTHERN UNIVERSITY LAW CENTER**

Tougaloo College and Southern University Law Center (SULC) enter into this Articulation Agreement to cooperate in offering accelerated academic programs to highly qualified and motivated students. Both Tougaloo College and SULC acknowledge that the successful implementation of this Agreement depends on dedicated endeavors by both parties to communicate the contents of this Agreement to all parties affected by it as both institutions, to communicate with each other on a regular basis, and to review this Agreement periodically.

PURPOSE

The purposes of this Agreement are as follows:

1. This Agreement is designed for highly qualified and motivated students who are interested in combining their undergraduate education with a professional program of study in law and a seamless transition from their undergraduate program to the professional study in law.
2. This Agreement is designed to provide highly qualified and motivated students an undergraduate program that is specifically designed to prepare them for a professional program of study in law.
3. This Agreement is designed to provide highly qualified and motivated students the opportunity to achieve a Bachelor's Degree and a Juris Doctor (JD) Degree in five or six years, allowing them to save time and money.
4. This Agreement is also designed to enhance the relationship between Tougaloo College and SULC and facilitate the development of other academic synergies as well as opportunities for all Tougaloo College students to consider a professional program of study in law.

GENERAL PROVISIONS

1. The dual degree programs governed by this Agreement are:
a Bachelor's Degree plus a traditional JD (referred to as the 3+ 3 program) and
a Bachelor's Degree plus an Accelerated JD (referred to as a 3+2 program).
2. These dual degree programs are available to any qualified Tougaloo College student pursuing a Bachelor's degree. But Tougaloo College Students interested in pursuing a dual degree with SULC will be required to complete the pre-law minor at Tougaloo College and are encouraged to pursue an undergraduate course of study for their major that emphasizes critical reading, analytic, and expository writing skills.

3. Tougaloo College students must apply for a dual degree program at Tougaloo College no later than the end of their freshman year and may not apply until the end of one semester of college. Early enrollment is encouraged to ensure that the student has completed all degree requirements (other than the total number of credits required for graduation) at Tougaloo College before matriculating at SULC. Tougaloo College students may declare their intention to apply to a dual degree program when they enter Tougaloo College.
4. Tougaloo College students must submit a complete application to the Program Director/Pre-Law Advisor at Tougaloo College no later than the end of their freshman year. A Tougaloo College student must maintain a cumulative grade point average (GPA) of at least a 3.4 at all times after acceptance into the program by the Program Director/Pre-Law Advisor at Tougaloo College; submit a plan demonstrating how the student will complete all general education and major requirements by the completion of their junior year, except for those requirements that can be fulfilled by a course at SULC; and submit a Statement of Interest to the Program Director/Pre-Law Advisor at Tougaloo College by the end of their freshman year.
5. Tougaloo College students who meet the requirements in paragraph 4 above are not guaranteed admission to SULC for the JD program. Tougaloo College students must complete the application process required by SULC no later than March 31 of their junior year. This includes taking the Law School Admission Test (LSAT) no later than February of their junior year; dual degree students are encouraged to take the LSAT by October of their junior year. SULC will waive the application fee for students in the dual degree program.
6. Tougaloo College and SULC have a separate Admissions SULC Agreement to which Tougaloo College students recommended by the Program Director/Pre-Law Advisor at Tougaloo College have achieved a GPA and LSAT score above the median acceptance scores at SULC for the prior year are guaranteed admission to SULC. If a dual degree program candidate fails to meet the academic requirements of the dual degree program, that student will still be eligible for admission to SULC pursuant to this agreement but as a regular SULC student and not as a dual degree student. This means that the student must complete all the requirements of the Bachelor's degree at Tougaloo College.
7. Tougaloo College students who apply for the 3+2 (accelerated JD) program must meet the LSAT and GPA requirements for admission to, and continuation in, this program.
8. Dual degree candidates must complete the 94 credit hours (i.e. three-fourths of the course work required for a bachelor's degree from Tougaloo College), all their major and thesis requirements by the end of their junior year. After the student declares their interest in enrolling in the Dual Program at SULC, the Program Director/Pre-Law Advisor will work with the student's other academic advisors to develop a work plan tailored to the student in order to complete the credits, major, and thesis requirements at Tougaloo College at the end of their junior year. Dual degree program candidates may be allowed to count up to 30 credits from SULC toward the major/minor upper division electives

requirement but must receive the approval of the Program Director/Pre-Law Advisor at Tougaloo College.

9. Tougaloo College agrees to accept a maximum of 30 credits from SULC toward completion of the Bachelor's Degree. The Bachelor's Degree will be conferred upon receipt of an official transcript from SULC demonstrating satisfactory completion of up to 30 credits of academic work at SULC if all Tougaloo College graduation requirements have been met. A dual degree candidate is not required to complete the JD degree at SULC, and credits satisfactorily completed at SULC will count toward completion of the Tougaloo College Bachelor's degree upon receipt of an official transcript from SULC.
10. No credit toward the JD degree will be granted by SULC prior to matriculation into the JD degree program.
11. Dual degree students must be in good standing at both Tougaloo College and SULC at all times.
12. Dual degree students will pay tuition and fees to Tougaloo College during the three years of study in residence at Tougaloo College prior to matriculation at SULC. Once a dual degree student matriculates at SULC, the student will pay tuition and fees to SULC. Tuition and fees will be determined separately by Tougaloo College and by SULC.
13. Dual degree students will apply for financial aid at Tougaloo during the time they are in residence at Tougaloo College and SULC during the time they are in residence at SULC. Tougaloo College and SULC will administer their financial aid programs according to their own policies, guidelines, and regulations.
14. Tougaloo College and SULC agree to cooperate with each other in advertising and promoting this dual degree program. Tougaloo College and SULC agree to provide each other with appropriate marketing materials, designs, logos, and similar materials to facilitate the advertising and promotion of this dual degree program.

ADDITIONAL PROVISIONS APPLICABLE TO SOUTHERN UNIVERSITY LAW CENTER

1. SULC agrees to accept any Tougaloo College student who meets the qualifications designated in this agreement as long as that student completes the SULC application process no later than March 31 of the junior year. Applications will be considered after that date, but admission to the dual degree is not guaranteed.
2. SULC reserves the right to withhold or revoke admission for, or deny graduation to, any student who has been subject to any form of academic or disciplinary action by SULC, Tougaloo College, other educational or testing institutions, governmental or administrative agencies (including any branch of the armed forces) or employers or who have been charged with or convicted of a crime other than a minor traffic violation.

SULC also reserves the right to withhold or revoke admission if the applicant's file contains, or subsequent investigation reveals, evidence of character and fitness concerns that would disqualify the applicant from admission to SULC.

3. SULC agrees to notify the Tougaloo College Program Director/Pre-Law Advisor if a dual degree student is subject to any academic or disciplinary action prior to the student's receipt of the Bachelor's Degree.
4. SULC agrees to provide an official transcript to Tougaloo College at the request of a dual degree student.
5. SULC agrees to designate a Program Director who will collaborate with the Tougaloo College Program/Pre-Law Advisor to discuss program requirements to review progress of dual degree students during their undergraduate studies at Tougaloo College to assist with advising dual degree students regarding preparation for study at SULC and participation in the dual degree program and to assist with advising dual degree students regarding the SULC admission process.
6. SULC agrees that staff in its Admission Office and Marketing Communication Office will cooperate in the promotion of this program and in the admissions process for dual degree students.

ADDITIONAL PROVISIONS APPLICABLE TO TOUGALOO COLLEGE

1. Tougaloo College agrees to designate a Program Director who will oversee the implementation of this agreement at Tougaloo College.
2. Tougaloo College agrees to facilitate the enrollment of qualified students in the dual degree program through promotion of the program and by providing any information necessary for admission of a dual degree student to SULC.
3. Tougaloo College agrees to confer the Bachelor's Degree on all dual degree students who have successfully completed the degree requirements at Tougaloo College and satisfactorily completed 30 credits of academic work at SULC as long as that student is in good standing at both institutions.
4. Tougaloo College reserves the right to deny graduation to any student who has been subject to any form of academic or disciplinary action by SULC, Tougaloo College, other educational or testing institutions, governmental or administrative agencies (including any branch of the armed forces), or employers or who have been charged with or convicted of a crime other than a minor traffic violation.
5. Tougaloo College agrees to notify SULC Program Director if a dual degree student is subject to academic or disciplinary action prior to the student's receipt of the Bachelor's Degree.

6. Tougaloo College agrees that the Tougaloo College Program Director/Pre-Law Advisor will be available to discuss program requirements; to review progress of dual degree students during their undergraduate studies at Tougaloo College; to assist with advising dual degree students regarding preparation for study at SULC and participation in the dual degree program; and to assist with advising dual degree students regarding the SULC admission process.

EFFECTIVE DATE AND TERM OF AGREEMENT

1. This Agreement will be effective for students commencing their undergraduate study at Tougaloo College in the 2022-2023 academic year, with an anticipated matriculation date at SULC in either the summer or fall of 2027. Exceptions may be granted to highly qualified students who are able to meet the dual degree program requirements but only on the agreement of both the SULC Program Director and the Tougaloo College Program Director/Pre-Law Advisor.
2. The initial term of this Agreement is for 10 years from the date of acceptance by both Tougaloo College and SULC.
3. Continuation of the Agreement is subject to annual review and approval by both Tougaloo College and SULC. This Agreement may be terminated by either Tougaloo College or SULC no later than June 30 of any calendar year by submitting written notice to the official signing the Agreement and the Program Director at the other institution. Any student who has been accepted into the dual degree program before the date of notice of termination by either Tougaloo College or SULC will be allowed to complete the dual degree program as if termination had not occurred.
4. The Program Directors will periodically evaluate the success of this dual degree program and must do so no later than the year 2028 of the Agreement. If the term Agreement is extended, the Program Director must evaluate the program no less frequently than every 5 years after the initial review.
5. This Agreement may be modified on the written agreement of both parties at any time.
6. This Agreement may be extended upon the written agreement of both Tougaloo College and SULC. If there is no written agreement to extend this Agreement after 10 years and if notice of intent to terminate the Agreement is not provided by either Tougaloo College or SULC, this Agreement remains in force on a year-to-year basis until notice of termination is given by either Tougaloo College or SULC or until no Tougaloo College students enter the dual degree program for 10 consecutive years.

NOTICE

Any written notice required by the Agreement may be given by mail addressed to the designated official of each institution or their replacement and to the designated Program Directors or by paper copy sent to those individuals through the U.S. Postal Service or a commercial delivery service.

The designated official at Southern University Law Center is

Marla Dickerson, J.D.
Associate Vice-Chancellor,
Innovation & Strategic Partnerships and Initiatives
Southern University Law Center
2 Roosevelt Steptoe Drive
Baton Rouge, LA 70813

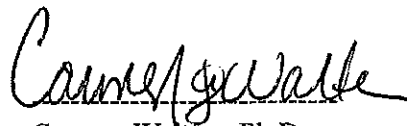
The designated official at Tougaloo College is:

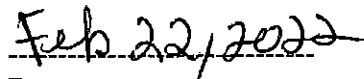
Julian D. Miller, Esq.
Director/Asst. Professor of Political Science
Reuben V. Anderson Institute for Social Justice
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Tougaloo College
500 County Line Road
Tougaloo, MS 39174

APPROVALS

John K. Pierre, J.D.,
Chancellor
Southern University Law Center

Date


Carmen Walters, Ph.D.
President
Tougaloo College


Date

**DATING VIOLENCE, SEXUAL ASSAULT, DOMESTIC VIOLENCE, AND STALKING
PREVENTION MEMORANDUM OF UNDERSTANDING**

BETWEEN

SOUTHERN UNIVERSITY AT NEW ORLEANS POLICE DEPARTMENT

AND

THE NEW ORLEANS POLICE DEPARTMENT

AND

THE NEW ORLEANS FAMILY JUSTICE CENTER

WHEREAS, Southern University at New Orleans, New Orleans Family Justice Center, and New Orleans Police Department (hereinafter referred to collectively as the “Parties”) have come together to collaborate and to make an application for the Office on Violence Against Women (OVW) Grant to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program; and

WHEREAS, the Parties have agreed to enter into a collaborative agreement in which Southern University at New Orleans will be the lead agency and named applicant and the other agencies will be partners in this application; and

WHEREAS, the Parties herein desire to enter into this Memorandum of Understanding (MOU) setting forth the services to be provided by the collaborative; and

WHEREAS, the Parties listed below agree to establish a point of contact for each other with respect to this MOU. All information sharing and communications described in this MOU should flow between the designated points of contact established in the "Contact Information" section of this MOU. Should any information in the “Contact Information” section of this MOU change, notification of those changes should be made to other Parties in writing as soon as possible.

WHEREAS, the application prepared and approved by the Parties is to be submitted to the Office on Violence Against Women on or before March 14, 2022;

I. Description of the Partner Agencies

The New Orleans Family Justice Center (NOFJC) is a nonprofit community-based organization dedicated to eliminating sexual violence in all its forms. The NOFJC provides specialized support services to adult and minor victims of sexual assault, domestic violence, dating violence, and stalking, including a 24-hour hotline and counseling services in accordance with Louisiana Foundation Against Sexual Assault’s (LaFASA) standards of service. The NOFJC also offers accompaniment for medical services, assistance and support for victims using mental health, social, medical, police, and legal services, and information and education for the general public regarding the prevention and treatment of rape and other sexual offenses. Individual and group counseling, child/adolescent counseling, case management and advocacy, support during the criminal justice process, forensic nursing, legal services including restraining orders, custody, divorce, and advocacy, education, employment support, housing, emergency shelter, prevention, and outreach and wellness services. The NOFJC serves individuals in Orleans Parish and provides

empowerment-based services that focus on healing, support, and justice for victims of sexual assault, domestic violence, dating violence, and stalking.

New Orleans Police Department (NOPD) is the primary law enforcement agency for the City of New Orleans. The NOPD provides professional police services to the public in order to maintain order and protect life and property. In order to accomplish their mission, they are committed to the philosophy of Community Oriented Policing as a means to inform our organizational decisions and prioritize our crime fighting and quality of life initiatives by engaging each neighborhood and community organization in collaborative problem-solving partnerships.

Southern University at New Orleans (SUNO) was founded in 1956. Its mission includes providing high-quality education in a safe learning environment, and SUNO is committed to preventing sexual assault, domestic violence, dating violence, and stalking in its community and responding to sexual assault, domestic violence, dating violence, and stalking survivors. Current on-campus services include *local advocacy, counseling, health, and mental health services*.

II. History of Previous Collaboration

SUNO, NOFJC, and NOPD have collaborated for *several years* on programs to prevent and address sexual assault, domestic violence, dating violence, and stalking on campus. SUNO, NOFJC, and NOPD have worked together to provide training and educational resources to members of the campus community; ensure students and staff are provided with access to a variety of resources, including referrals to off-campus counseling and advocacy organizations; provide written information related to sexual assault, domestic violence, dating violence, and stalking. This MOU builds on previous collaborations to provide services to victims and training to additional school officials.

SUNO, NOFJC, and NOPD have not met consistently in the past and now plan to meet once a month. The critical and long-range goals of SUNO, NOFJC and NOPD collaboration are:

- Join together in a coordinated community response (CCR) team known as the Behavioral Intervention Team (BIT) that can collaborate to more readily identify repeat offenders and offenders at high risk for committing domestic violence, dating violence, sexual assault, or stalking.
- Fully support the mission statement of the Behavioral Intervention Team (BIT)
- Fully participate in all activities of the Behavioral Intervention Team (BIT)

The Parties agree to work collaboratively by participating in meetings and supporting the mission of our Behavioral Intervention Team (BIT) by:

- Increasing their understanding around the complex nature of sexual assault, domestic violence, dating violence, and stalking on campus;
- Promoting this same understanding in the SUNO community;
- Developing interagency protocols and a strategic plan to address victim safety;
- Identifying gaps in systems that compromise perpetrator accountability;
- Establish a mandatory prevention and education program about sexual assault, domestic violence, dating violence, and stalking for all incoming students (i.e. first year and transfer);

- Expand victim services, with a focus on improving service delivery for underserved communities on campus;
- Conduct trainings on violence against women issues for law enforcement, faculty, students and staff;
- Increase outreach to nontraditional students and to international students on campus; and
- Improve methods of communication between local and campus law enforcement and victim service providers to ensure a coordinated community response to violence against women on campus.

III. Development of Application

On January 1, 2022, SUNO decided to expand its response to sexual assault, domestic violence, dating violence, and stalking on campus. SUNO rejoined the Sexual Assault & Domestic Violence Action Coalition in addition to partnering with the NOFJC to ensure students, faculty and staff have appropriate victim services on and off campus. The NOFJC and NOPD responded by entering into a partnership, collaborating and fully participating with SUNO in developing the application.

IV. Purpose

The purpose of this MOU is to set forth the respective roles of each party and to memorialize their agreement as to each party's responsibilities and shared collaborative efforts in responding to reports of campus dating violence, sexual assault, domestic violence, and stalking.

It is further the purpose of this MOU to enhance safety for students, employees and visitors, and better serve the residents and students in this community, ensure that investigations are comprehensive, aid in disciplinary proceedings, facilitate the prosecution of offenders, respect the legal rights of those accused of dating violence, sexual assault, domestic violence, and stalking, and provide appropriate support to victims of dating violence, sexual assault, domestic violence, and stalking. This MOU sets forth the respective roles and responsibilities of the Parties related to the prevention of and response to dating violence, sexual assault, domestic violence, and stalking. The Parties acknowledge that the unique circumstances of individual cases may give rise to issues not addressed by this MOU, which may necessitate further discussion and agreement.

V. Statement of Principles

- A. Improving Communication, Coordination, and Collaboration: The Parties agree to enhance communication, coordination, and collaboration to remedy dating violence, sexual assault, domestic violence, and stalking, and protect the victim's confidential information.
- B. Championing Campus and Community Safety: The Parties will receive training to assist in the recognition that any allegation regarding dating violence, sexual assault, domestic violence, and stalking requires sensitive treatment and directly affects the real and perceived safety of all members of a campus community.
- C. Upholding Civil Rights, Civil Liberties, and Victims' Rights: The Parties agree to comply with state and federal laws in a manner that protects individuals' civil rights and liberties, while prosecuting crimes and championing justice for survivors. The Parties explicitly recognize the distinctions between criminal law and civil law in the handling of dating violence, sexual assault, domestic violence, and stalking that arise under both state and federal statutory frameworks.

- D. Centering the Victim's Needs in Responses to Dating Violence, Sexual Assault, Domestic Violence, and Stalking: The Parties agree to institute specialized, trauma-informed responses developed in consultation with campus and community-based victim advocates and delineated in this agreement.
- E. Ensuring Accountability & Auditing: In an effort to promote greater transparency, the Parties have, or will implement a means to monitor, record, and accurately maintain all reports of dating violence, sexual assault, domestic violence, and stalking, their outcomes, and processes, while maintaining confidentiality where the law provides. Record retention shall be guided by and in compliance with the State of Louisiana.
- F. Specialized Training and Knowledge: The Parties agree that sexual assault require specialized, trauma-informed training for the Parties and other potential first responders.
- G. Respecting the Unique Needs of Undocumented Individuals: Parties should strive to promote policies and practices that address the unique needs of undocumented individuals, including implementing culturally and linguistically appropriate campus and law enforcement services.

VI. Communication, Coordination, And Collaboration

- A. The Parties recognize that regardless of which agency ultimately has operational responsibility in responding to dating violence, sexual assault, domestic violence, and stalking, other Parties may be the first responder to the report of the crime. Thus, each of the Parties has a responsibility to act in a manner that facilitates an effective law enforcement and institutional response, as well as appropriate treatment of the individual reporting the dating violence, sexual assault, domestic violence, and stalking. The Parties agree to enhance communication, coordination, and collaboration to remedy dating violence, sexual assault, domestic violence, and stalking and protect the victim's confidential information. This includes ensuring the appropriate preservation of evidence and coordination with law enforcement to maintain chain of custody and authorize sexual assault forensic examinations.
- B. The Parties will keep each other informed about current trends and patterns in dating violence, sexual assault, domestic violence, and stalking both on and off campus by sharing data and analysis via group email exchanges and holding meetings as needed.
- C. The Parties agree to coordinate the sharing of information about dating violence, sexual assault, domestic violence, and stalking that may pose a serious threat to the health or safety of the campus and near-campus communities to facilitate the issuance of Clery Act-required timely warnings and emergency notifications. The Parties will create a system, to inform each other about such warnings.
- D. The Parties agree to implement, when feasible, communication and information technology infrastructure to promote interoperability of law enforcement, among other things, public safety radio and recordkeeping systems, and access to time-sensitive information and to coordinate operations to the extent permitted by law.
- E. The Parties agree to provide each agency with basic temporary workspace as needed for report-writing, interviews, and other basic operational purposes in furtherance of this MOU.

- F. The Parties agree to share patrol and sector maps to clarify jurisdictional boundaries. Such maps will clearly depict all buildings and properties that are owned or controlled by SUNO, as well as all buildings and properties that are owned or controlled by recognized student organizations. All maps will be reviewed and updated on an annual basis or when a significant change is made to SUNO property or local law enforcement reporting sectors. All modified maps will be shared with all law enforcement-related parties to this MOU. In addition, all maps will indicate any federal or tribal lands that are included in the jurisdictional boundaries, and if any such lands are present, all maps and action plans will be shared with those federal and tribal authorities.
- G. With the consent of the victim, or where necessary to ensure the health, safety, or welfare of the campus community, the local law enforcement agency will promptly notify the campus police department when students are identified as the victims or suspects of dating violence, sexual assault, domestic violence, and stalking that occur off campus, so as to coordinate resources to minimize/prevent further victimization, to trigger appropriate institutional investigative action and disciplinary proceedings against alleged offenders, and to adequately inform the greater campus community of serious ongoing threats to student and employee health and safety. All such notifications to campus authorities will be documented in police incident reports. Except in rare and exigent circumstances, personally identifying information will be shared only with the consent of the victim.
- H. When SUNO is made aware of an allegation or potential dating violence, sexual assault, domestic violence, and stalking that has occurred on campus property or reported by a student victim or alleged student assailant, it shall immediately notify Campus Police first (if available / applicable) and NOPD second (if no Campus Police present). If there is an identifiable victim, SUNO will respect the victim's request as to whether or not they wish to file a formal report with Campus Police or NOPD before doing so.
- I. The Parties understand the limits on disclosure of personally identifying information under section 40002(b)(2) of the Violence Against Women Act.
- J. The Parties agree, at the appropriate time and as allowable by federal and state law, to share relevant documentation and other information created and/or maintained during local law enforcement investigations (such as records of interviews) in all cases where a victim of dating violence, sexual assault, domestic violence, and stalking consents to this information-sharing, and a victim of sexual assault and/or an alleged suspect are students or employees of SUNO, unless NOPD determines that the information should not be disclosed due to the risk of harm to any individual, harm to any law enforcement investigation, or other good cause as determined by the law enforcement agency. The purpose of this information sharing is to ensure the delivery of appropriate services under Title IX, to facilitate full and fair disciplinary investigations, to prevent acts of retaliation against the victim or witnesses, and to assess special threats posed by offenders within the respective jurisdictions as part of an overall effort to prevent the occurrence of similar crimes.
- K. The Parties agree to work with internal and external individuals and organizations with expertise in dating violence, sexual assault, domestic violence, and stalking prevention and response efforts within their respective jurisdictions, and to hold at

least annual meetings to address the effectiveness of their prevention and response policies, procedures and efforts.

- L. NOPD and/or Southern University at New Orleans Police Department (SUNOPD) understand that once SUNO becomes aware of an incident of dating violence, sexual assault, domestic violence, and stalking, it has obligations to take prompt and appropriate action to investigate, independent of any investigation by NOPD or SUNOPD. SUNO understands that NOPD and/or SUNOPD may initiate an investigation and prosecution of an incident of dating violence, sexual assault, domestic violence, and stalking independent of any campus administrative proceeding.
- M. Actions that may not necessarily meet the criteria of a "criminal action" may still be addressed through SUNO's disciplinary proceedings/process. Further, a criminal disposition or judicial finding of "not guilty" in regard to a criminal matter, does not preclude a finding and or violation of SUNO's policies or procedures.
- N. Clery Warnings: "The Clery Act requires SUNO to issue timely warnings for Clery crimes on- and off-campus that pose a serious threat to students and employees and emergency notifications for a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus." To facilitate the issuance of Clery Act-required timely warnings and emergency notifications, the Parties agree to coordinate the sharing of information as described. The Parties acknowledge SUNO will inform NOPD about such warnings as soon as practicable through the points of contact listed in this MOU and/or registering those points of contact to receive those notifications.

VII. Dating Violence, Sexual Assault, Domestic Violence, And Stalking Prevention

- A. The Parties will cooperate in the development and implementation of dating violence, sexual assault, domestic violence, and stalking prevention programs and will share relevant crime data in furtherance of crime prevention goals.
- B. The Parties agree to develop, implement and measure the effectiveness of research informed strategies to prevent dating violence, sexual assault, domestic violence, and stalking, including those directed at reducing the use, possession and distribution of drugs and alcohol to facilitate dating violence, sexual assault, domestic violence, and stalking.
- C. The Parties agree to engage in outreach and collaborate with the campus community to promote positive working relationships between law enforcement and students, faculty, staff, and other stakeholders. Outreach may include: information made available online through SUNO website and/or social media; discussions of campus safety and crime prevention during student orientations and new employee orientations; the distribution of materials to inform students, staff and parents about

public safety resources on campus and in collaboration with the community; and information about how dating violence, sexual assault, domestic violence, and stalking victims can get help in both emergency and nonemergency situations. The Parties agree to conduct such outreach in a manner that is accessible to students and parents with disabilities or limited English proficiency.

- D. The Parties agree to collaborate in the conduct of campus listening sessions and meetings with students, victim advocates, and other stakeholders, to discuss ways in which the Parties can better respond to and prevent crime with special attention to campus dating violence, sexual assault, domestic violence, and stalking. The Parties agree to collaborate on educational programs for students and school personnel (e.g., the dating violence, sexual assault, domestic violence, and stalking prevention and awareness programs required by the Clery Act and bystander intervention training) and to work with community-based resources and experts, including victim advocates, to provide these programs.
- E. The Parties agree to implement community and problem-oriented policing programs and community outreach efforts to include residents and members of the business community. In addition, the Parties will facilitate the creation of new or the promotion of existing neighborhood watch programs, after-hours student safety escort programs, blue light emergency notification systems, text-a-tip hotlines, electronic notification systems, and similar community safety initiatives, keeping in mind that the majority of sexual assaults are committed by intimate partners and acquaintances.
- F. The Parties agree to collaborate in the conduct of “campus safety walks” and other safety assessments to identify factors that contribute to or otherwise may facilitate the commission of serious crimes against persons and property on or near the campus, and to address other threats/vulnerabilities that may exist on the campus and in the near-campus community, such as: inadequate lighting, high/poorly maintained hedges, poorly-maintained emergency communications and surveillance equipment, naturally-occurring hazards, man-made hazards, and nuisance establishments, including bars known to serve underage persons or over-serve guests, as well as the sites of on- and off-campus parties where law violations or disturbances frequently occur. Student groups and other stakeholder groups will be included in the campus safety walk program. At the same time, the Parties agree to raise awareness that most sexual assaults are non-stranger and involve different risk factors.

VIII. AFTERMATH, VICTIM RESPONSE, AND EVIDENCE

- A. The Parties agree that the NOFJC, NOPD, and SUNO may request assistance from, and render assistance to, the other to respond to or investigate reports of dating violence, sexual assault, domestic violence, and stalking. The Parties will develop policies and procedures that set out the jurisdiction of the local law enforcement agency and provide for cross- or multi-jurisdictional response and/or investigation as appropriate. These policies and procedures will provide for coordination of the response to reports of dating violence, sexual assault, domestic violence, and stalking by clarifying roles and responsibilities based on criteria such as location and type of incident.

- B. The NOFJC agrees to ensure that 24-hour rape crisis hotline services are available to students and employees of SUNO. The NOFJC agrees to Provide confidential crisis intervention, counseling, information and referral, and accompaniment to sexual assault forensic examinations and any court proceedings as requested by students and employees. Services may be limited by available resources.
- C. The NOFJC agrees to provide confidential crisis intervention, counseling, information and referral, and accompaniment to sexual assault forensic examinations and any court proceedings as requested by students and employees. Services may be limited by available resources.
- D. The NOFJC agrees to provide safety planning to students and employees of SUNO, including a discussion of possible campus-specific safety options such as no-contact orders and special accommodations. If requested by the student or employee, coordinate with SUNO contact designated below regarding campus-specific safety planning.
- E. The NOFJC agrees to assist SUNO with the development and provision of prevention programming and training to faculty, students, and school officials. In recognition of the limited resources that may be available to the NOFJC to fulfill this objective, prevention programming and training assistance may include coordination with LaFASA.
- F. The NOFJC agrees to provide SUNO with general information about incidents of sexual assault, domestic violence, dating violence, and stalking and other reportable offenses for inclusion in its annual Clery Act security report and to help SUNO identify patterns or systemic problems related to sexual assault, domestic violence, dating violence, and stalking.
- G. The NOFJC agrees to a commitment to work together to achieve stated project goals and to sustain the project once grant funds are no longer available.
- H. The NOFJC agrees to appoint a qualified liaison to facilitate communications and assist with making services accessible to and appropriate for students and employees referred by SUNO. This person shall serve as the primary point of contact between the NOFJC and SUNO.
- I. The Parties agree to develop policies and procedures regarding when a report of dating violence, sexual assault, domestic violence, and stalking can be shared between SUNOPD and NOPD, including when aggregate reporting data must be shared under the Clery Act. The victim's interest in maintaining the confidentiality of personally identifying information will be respected. The Parties will identify the rare and exigent circumstances when personally identifying information will be shared without the victim's consent.
- J. The Parties will comply with SUNO's policy and applicable law and guidance regarding anonymous and confidential reporting, including regarding when, how and what information can or must be disclosed to law enforcement agencies. The Parties acknowledge that staff and volunteers of rape crisis and domestic violence centers and

others whose communications with victims are privileged and generally cannot share case-specific information without the victim's consent. Therefore, the Parties will partner with these agencies in a manner that is mindful of these limitations.

- K. SUNO will ensure victims know of the right to report the dating violence, sexual assault, domestic violence, and stalking to law enforcement and will assist victims who wish to report in doing so promptly, in order to facilitate the preservation of evidence and an effective response by trained criminal investigators. The Parties agree that where the sexual assault is reported to a SUNO agent or employee, the SUNO agent or employee will notify the victim of his or her reporting options, including the right to file a Title IX complaint with SUNO and his or her right to file a criminal complaint. SUNO will provide the victim with information about how to file Title IX and criminal complaints and in no circumstances will SUNO either dissuade or require the victim to make a criminal complaint.
- L. The Parties recognize that regardless of which agency ultimately takes the lead investigative role in responding to dating violence, sexual assault, domestic violence, and stalking, the other Party may be the first responder to the report of the dating violence, sexual assault, domestic violence, and stalking. Thus, each of the Parties has a responsibility to respond in a manner that facilitates an effective law enforcement and institutional response, as well as appropriate treatment of the individual reporting the dating violence, sexual assault, domestic violence, and stalking. This includes ensuring the appropriate preservation of evidence.
- M. The Parties agree, with the victim's consent, to coordinate referrals for support services for dating violence, sexual assault, domestic violence, and stalking victims that are made available by municipal and other governmental agencies, law enforcement agencies, SUNO, and community organizations. The sexual assault investigation will also identify whether there were co-occurring crimes of domestic/dating violence, stalking, strangulation and/or witness intimidation, with services provided to all victims. The Parties agree to develop and share policies setting out their respective responsibilities related to victim support from the time of the report through resolution of the investigation, including prosecution or disciplinary proceedings, as applicable.
- N. The Parties agree to support and participate in the existing interdisciplinary Sexual Assault Response Team (SART) and help support the development of a Behavior Intervention Team (BIT) that includes the NOFJC, SUNO representatives, the Title IX Coordinator or designee, advocates, counselors, medical providers (to include a Sexual Assault Forensic Examiner or a Sexual Assault Nurse Examiner), NOPD support, and other competencies that may be needed to adequately deliver essential support services. The Parties agree to be part of the SART's and BIT's system-wide review and discussion of the community's response to dating violence, sexual assault, domestic violence, and stalking. The Parties also agree to publicize information about SART resources to the campus community and to train SART and BIT members on all applicable confidentiality and victim privacy safeguards as outlined in the Training section of this document.

- O. To ensure that proficient investigations are conducted, the Parties agree that all or part of a dating violence, sexual assault, domestic violence, and stalking criminal case may be transferred to another agency if it is agreed that another agency has significantly more experience, training and available resources to effectively investigate such offenses. The Parties further agree that all such transfers will be carried out in a manner that does not interfere with or otherwise delay the conduct of any separate investigation conducted by SUNO for the purposes of complying with Title IX requirements and that all incident reports and other documentation developed by NOPD that may be needed to comply with the Clery Act will be provided to SUNO.
- P. The Parties agree to use the expertise and resources of the cooperating agencies to ensure timely and proper evidence collection, maintenance and preservation. The Parties agree to preserve evidence, regardless of whether the investigation is carried out by NOPD or is handled by SUNO.
- Q. The Parties agree that the responding law enforcement agency will ensure the proper administration of sexual assault forensic evidence (SAFE) exams and proper custody and control of all collected evidence, with particular attention paid to collecting evidence regarding drug-facilitated assaults. The Parties agree to determine which agency will be responsible for transporting victims for medical services including SAFE exams. The Parties also agree that, if a law enforcement agency pays for an exam, the agency will not pressure the victim to report the offense in order to get the exam.
- R. The Parties agree that any law enforcement officer or responding individual will not make statements or act in any manner that directly or indirectly discourages the victim from pursuing criminal charges at the time that the officer responds to an incident or during the initial interview, such as by stating that it is likely that the prosecutor would not seek an indictment or that a jury would not convict. Officers will receive trauma-informed dating violence, sexual assault, domestic violence, and stalking training that teaches officers to encourage reporting, while also empowering victims to make their own choices about what course of action to pursue. In keeping with trauma-informed investigative practices, the Parties agree to accommodate victim requests regarding how victim interviews are conducted as much as possible.
- S. The Parties agree that in the immediate aftermath of a dating violence, sexual assault, domestic violence, and stalking, a victim should be directed to, and receive assistance (including transportation where appropriate) to services, including SAFE examinations, and be encouraged to provide whatever time-sensitive, case-related information the victim is able to provide. Victims should be advised of how the investigation and charging process will proceed generally and informed of their options with respect to their participation in that process. However, consistent with trauma-informed interview and investigatory practices, victims should not be encouraged to make any immediate decisions with respect to future participation in that process. A victim who decides not to participate in the investigation or prosecution should not be required to sign a waiver form, as this decision can be documented in police reports and case files. The Parties will not use waivers regardless of whether they are permanent, as victims may interpret them as such, and may feel pressured into signing them. Victims who decide not to participate will be informed

that their case can be reopened at their request and will be given appropriate information about the timing and process for doing so.

- T. The Parties agree to develop a written document, to be provided to victims at the time of a report, that will contain information on available services (including contact information such as specific contacts, addresses, phone numbers and websites), options for pursuing an investigation or prosecution, and the extent to which and with whom information (including personally identifying information) provided by the victim will be shared. Copies of this document will be provided to each victim at the time of report and maintained in the case file.
- U. The Parties agree to share resources to ensure adequate and appropriately designed facilities are made available to conduct interviews of victims and witnesses in incidents of dating violence, sexual assault, domestic violence, and stalking. The Parties will ensure that printed materials about advocacy, counseling, health care, legal services and other campus and community resources are available at the interview facility and that such materials are offered in a manner accessible to individuals with disabilities and limited English proficiency.
- V. SUNO agrees to:
 - 1. Identify a central point of contact for the NOFJC staff to facilitate coordination and communication between the NOFJC and SUNO.
 - 2. Refer students and employees who have been victims of sexual assault, domestic violence, dating violence, and stalking to the NOFJC for services. Referrals may be made by any SUNO employee, and SUNO will ensure that all employees likely to receive reports of sexual assault, domestic violence, dating violence, and stalking have adequate information and knowledge regarding the victim resources that are available both on- and off-campus. Students and employees who have been victims of sexual assault, domestic violence, dating violence, and stalking will be encouraged to make their own choices about when, where, and whether to receive services.
 - 3. Provide printed and online materials about victim services available to students and employees in Louisiana, including materials from the NOFJC and the LaFASA.
 - 4. Provide students and employees with printed and online materials regarding how to obtain campus no-contact orders, if available, protective orders, and other legal remedies. SUNO shall ensure that students who have been sexually assaulted are provided with written information regarding their legal rights and available legal services and advocacy.
 - 5. Coordinate with the NOFJC to provide safety planning to students and employees of SUNO to ensure victim safety and autonomy.
 - 6. Ensure informed consent for all campus interventions.
 - 7. Establish a mandatory annual in-service prevention and education training about sexual assault, domestic violence, dating violence, and stalking for faculty and staff.

8. Conduct an annual review of sexual assault, domestic violence, dating violence, and stalking policies to ensure the university policy is current and utilizing best practices.
9. Provide a unified commitment to the mission and the team.
10. Establish a mandatory prevention and education program about sexual assault, domestic violence, dating violence, and stalking for all incoming students.
11. Provide printed and online materials about reporting options for students and employees, including information about how to file a grievance with SUNO and how to report a crime to local or campus law enforcement.
12. Provide the NOFJC with copies of sexual assault, domestic violence, dating violence, and stalking prevention and response materials available to students and employees, and consider input and suggestions for improving the materials.
13. Collaborate with the NOFJC and NOPD on prevention approaches and activities.
14. Inform the NOFJC staff about: on-campus resources that are available to student and employee victims of sexual assault, domestic violence, dating violence, and stalking; SUNO's plans for complying with federal and state requirements for campus sexual assault, domestic violence, dating violence, and stalking response; reporting procedures for students or employees who wish to file a report with campus law enforcement; reporting procedures for students or employees who wish to file a grievance with SUNO administrators; the student code of conduct and disciplinary process; and the educational and safety accommodations that may be provided to students who have experienced a sexual assault, domestic violence, dating violence, and stalking.
15. Inform the NOFJC and NOPD about the reporting obligations of SUNO employees and identify those employees with whom students can speak confidentially (and any exceptions to that confidentiality). This includes identifying responsible employees under Title IX, and campus security authorities under the Clery Act.
16. Inform the NOFJC about SUNO's prohibition on retaliation, how allegations of retaliation can be reported, and what protections are available for students who experience retaliation.
17. Inform the NOFJC about SUNO's policy regarding drug and alcohol consumption or use in the context of a sexual assault, domestic violence, dating violence, and stalking report.
18. Ensure the availability of the Title IX Coordinator and other relevant staff to meet regularly with the NOFJC liaison.
19. Provide the NOFJC and NOPD with the results from SUNO's campus climate surveys.

20. Contribute \$0 to the NOFJC and NOPD as compensation toward the services provided, including support for liaison services, travel expenses, event representation, and training-related expenses. Additional support may be requested or provided for individual events.
21. Commit to work together to achieve stated project goals and to sustain the project once grant funds are no longer available.
22. Monitor and evaluate the program progress.
23. Develop a sustainability plan by conducting an internal audit to identify program, and personnel cost. Determine and assess the minimum and optimal amount of resources needed to sustain the program. Identify funding sources, services, or equipment to meet current and future needs of the program.

IX. Training

- A. The Parties agree that any individual who may be required to conduct an investigation in response to a reported sexual assault will be given specialized, trauma-informed training, and periodic follow-up instruction, in responding to and investigating dating violence, sexual assault, domestic violence, and stalking in an effective and bias-free manner, including forensic interviewing and evidence gathering techniques, as well as trauma-informed and bias-free investigative skills that emphasize avoiding questions and behaviors that may contribute to the re-victimization of a victim or witness. Such training must also address how to identify an individual who may require immediate assistance or other services such as suicide counseling, protective custody placement or emergency medical/mental health treatment. The Parties will develop training in a manner that recognizes the unique needs and concerns of their diverse communities, including international or undocumented students.
- B. The Parties agree to provide ongoing cross-training about the policies, procedures, and resources of all participants. In partnership with NOPD, the NOFJC, will develop and deliver regular trauma-informed training on dating violence, sexual assault, domestic violence, and stalking for SUNOPD, the heads of student organizations, residence life personnel, athletic department officials, and other SUNO officials and student leaders with responsibility for safety-related matters, including the prevention, intervention, investigation, and response to sexual assaults and other crimes of violence. In reciprocity, SUNOPD and other SUNO officials will provide regular trainings on the federal and state requirements regarding sexual assault prevention and response with which they must comply, including the Clery Act, Title IX, Title IV, the Safe Streets Act, Section 14141, FERPA, and other confidentiality and privacy statutes and policies. This training will highlight campus-based resources, reporting options for victims, the investigation process used in dating violence, sexual assault, domestic violence, and stalking cases, and the accommodations that schools can provide to dating violence, sexual assault, domestic violence, and stalking victims.
- C. The Parties agree to develop and deliver job-specific, trauma-informed training for 911 dispatchers and first responders on how to handle reported incidents of campus dating violence, sexual assault, domestic violence, and stalking and other crimes of violence.

- D. The Parties agree to jointly develop and deliver, on at least an annual basis, trauma informed dating violence, sexual assault, domestic violence, and stalking response training for SUNOPD and non-campus law enforcement officers who are employed by the Parties. Such training will include information on reporting requirements including anonymous or confidential reporting options that may be available to victims of dating violence, sexual assault, domestic violence, and stalking as well as pertinent information about all applicable confidentiality and privacy statutes, regulations, and policies that may pertain to such reporting. Such training should also include: interviewing techniques that factor in the dynamics of dating violence, sexual assault, domestic violence, and stalking, investigation guidelines; a discussion about consent; the role of drugs and alcohol in campus dating violence, sexual assault, domestic violence, and stalking; the prevalence of bias in campus dating violence, sexual assault, domestic violence, and stalking investigation and disciplinary proceedings; responding to reported assaults of or by lesbian, gay, bisexual, or transgender individuals; the differences between offenses committed by strangers vs. non-stranger assailants; state and federal laws governing disclosure of information about dating violence, sexual assault, domestic violence, and stalking involving students; and unique needs and concerns of victims from SUNO's diverse communities, including international or undocumented students.

X. Confidentiality

The NOFJC, NOPD, and SUNO affirm the importance of providing students with options for confidential services and support. All services provided by the NOFJC and NOPD to students and employees of SUNO will be kept confidential. Information will be shared only in the following circumstances:

- A. If the student or employee requests that information be shared with campus or local law enforcement, or Title IX personnel, the NOFJC will share that information only after obtaining informed consent for release of the information. When releases of information are required, they will be written, informed, and reasonably time- limited.
- B. The NOFJC will provide SUNO and NOPD with aggregate data about incidents of sexual assault, domestic violence, dating violence, and stalking and other reportable offenses for inclusion in its annual Clery Act security report and to aid SUNO in identifying patterns or systemic problems related to sexual assault, domestic violence, dating violence, and stalking. No personally identifying information will be provided for Clery Act purposes. The NOFJC will consult with victims regarding what information needs to be withheld to protect their identity, and if a victim objects to the inclusion of his/her data in the aggregate report, the NOFJC will omit that victim's information from the report. This information shall be provided quarterly.
- C. All parties acknowledge that Louisiana law requires certain professionals to report suspected cases of child and vulnerable adult abuse. Mandatory reporting of child abuse requires particular relationships between the victim and perpetrator and generally does not apply to cases involving peer college students.
- D. State law requires disclosure because there is an imminent risk of harm to self or others, the NOFJC liaison will determine: who will be notified; in what form; what

information will be provided to the victim regarding this disclosure; and what steps will be taken to protect the victim from the imminent risk.

XI. MISCELLANEOUS

- A. Each Party agrees to act in good faith to observe the terms of this MOU; however, nothing in this MOU is intended to require any unlawful or unauthorized act by any Party.
- B. No provision of this MOU shall form the basis of a cause of action at law or equity by any Party against any other Party, nor shall any provision of this MOU form the basis of a cause of action at law or equity by any third party.
- C. This MOU is effective upon signature by each Party.
- D. This MOU may be terminated upon 30 days' notice by any Party. This MOU may be amended or terminated by mutual agreement of the Parties. An amendment or termination should be done in writing.
- E. This MOU may be executed in counterparts.
- F. The Parties agree that there is no charge or compensation for services provided, including support for liaison services, travel expenses, event representation, and training- related expenses. Additional support may be requested or provided for individual events.
- G. To the extent that any Party may obtain information or records that could be considered a part of a Student's Educational Record, the Parties agree to collaborate with SUNO to fully comply with the Family Education Rights and Privacy Act, as amended. Any protected educational records obtained/retained by the Parties will not be redistributed to any third-party without consent of the student.

XII. Contact Information

Contact Information for NOFJC Staff

The NOFJC liaison and primary point of contact shall be:

Amanda Tonkovich, Sexual Assault Program Director, and may be reached at 504-503-0872 or atonkovich@nofjc.org.

The Executive Director of the NOFJC is:

Mary Claire Landry, and may be reached at mlandry@nofjc.org.

Victims who wish to contact the NOFJC directly should call 504-592-4005 or 504-866-9554.

Contact Information for SUNO Staff

SUNO liaison and primary point of contact shall be:

Sheridan X. Cooper, J.D., Director, Services for Students with Disabilities, may be reached at 504-286-5362 or SCooper@suno.edu.

Jamaal Williams, Student Activities & Organizations, may be reached at jwil09101@my.suno.edu.

Albert Ernest, Police Lieutenant, may be reached at 504-286-5299 or aernest@suno.edu.

W. Darryl Glenn, Director, Residence Life, may be reached at 504-286-5229 or wglenn@suno.edu.

Dr. Patrice Sentino, Title IX Coordinator, may be reached at 504-284-5469 or psentino@suno.edu.

Bruce Adams, Chief of Police, may be reached at 504-284-5432 or badams@suno.edu for issues regarding on-campus law enforcement.

Dr. Josephine Okoronkwo, Director, Student Development Center, may be reached at 504-286-5361 or jokoronk@suno.edu.

Dr. Rebecca Chaisson, Dean, Social Work, may be reached at 504-286-5050 or rchaisson@suno.edu.

Dr. Adriel A. Hilton, Vice Chancellor for Student Affairs and may be reached at 504-286-5040 or ahilton@suno.edu.

Dr. Gregory D. Ford, Vice Chancellor for Academic Affairs, may be reached at 504-286-5381 or dford@suno.edu.

Dr. James Ammons Jr., Chancellor, and may be reached at 504-286-5311 or jammons@suno.edu.

Contact Information for NOPD Staff

The NOPD liaison and primary point of contact shall be:

Joseph Waguespack, Captain, Special Victims Section and may be reached at 504-658-5523.

XIII. Timeline

The roles and responsibilities described above are contingent on SUNO receiving funds requested for the project described in the OVW grant application. Responsibilities under this MOU would coincide with the grant period, anticipated to be 10/01/2022 through 10/01/2024.

XIV. Commitment to Partnership

- A. The collaboration service area includes Southern University at New Orleans and the City of New Orleans.
- B. The Parties agree to collaborate and provide sexual assault victims with information, emotional support, short-term crisis intervention, advocacy, and referrals during the immediate response, as well as a range of follow-up services. During immediate response, advocates will provide victims with the support they need and want, explain and clarify medical and legal procedures and options, work with family members, and advocate on victims' behalf to ensure that prompt, considerate care is provided. The partners will also offer individual and group counseling, child/adolescent counseling, case management and advocacy, support during criminal justice process, forensic nursing, legal services including restraining orders, custody, divorce and advocacy, education, employment support, housing, emergency shelter, prevention and outreach and wellness service. to victims of Sexual Assault, Domestic Violence, Dating Violence and Stalking pursuant to the program narrative of the grant application attached to this agreement.

- C. Compensation for New Orleans Family Justice Center and New Orleans Police Department partners' contribution to this project will be provided as outlined in the attached OVW budget detail worksheet.
- D. We, the undersigned have read and agree with this MOU. Further, we have reviewed the proposed project and approve it.

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

Date

Mary Claire Landry
Executive Director, New Orleans Family Justice Center

Date

LaToya Cantrell,
Mayor, The City of New Orleans obo
New Orleans Police Department

Date



SOUTHERN UNIVERSITY AT NEW ORLEANS

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

Office of the Chancellor

March 24, 2022

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

RE: Articulation Agreement for Xavier University and Southern University at New Orleans/College of Arts and Sciences Dual Degree Program in Biology and Pharmacy

Dear Dr. Belton:

Southern University at New Orleans is seeking your support and approval from the Southern University and A&M College System Board of Supervisors to establish a Memorandum of Understanding (MOU) between Xavier University of Louisiana (XULA) and Southern University at New Orleans (SUNO).

The purpose of this articulation agreement is to provide all the necessary requirements for a student to complete the dual degree program established between Xavier University of Louisiana (XULA) and Southern University at New Orleans (SUNO). To successfully complete the XULA-SUNO dual degree program, a student must: (1) complete the required number of prerequisite credit hours within each discipline, (2) complete core and major coursework required by SUNO, and (3) complete the COP four-year professional curriculum at Xavier University of Louisiana. Upon completion of all coursework and other requirements mandated by both institutions, a student will be eligible to receive two degrees: The Bachelor of Science degree in Biology from Southern University at New Orleans and the Doctor of Pharmacy degree from Xavier University of Louisiana.

Thank you for your consideration of this request.

With kind regards,

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

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

Approved: _____

Dr. Ray L. Belton
President-Chancellor
Southern University and A&M College System

**Bachelor of Science – Doctor of Pharmacy
Dual Degree Program**

ARTICULATION AGREEMENT

BETWEEN

Xavier University of Louisiana
College of Pharmacy
1 Drexel Drive
New Orleans, LA 70125

Dr. C. Reynold Verret
President

Dr. Anne McCall
Provost and Senior Vice President, Academic Affairs

and

Southern University at New Orleans College of Arts and
Sciences
6400 Press Dr.
New Orleans, LA 70126

Dr. James H. Ammons Jr.
Chancellor

Type of Agreement
Dual Degree Program Articulation Agreement
(Bachelor of Science in Biology Degree – Pharm.D. Degree)

November 18, 2021

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Institution Contact Information

Name of School:	Xavier University of Louisiana College of Pharmacy				
Address:	1 Drexel Drive				
City:	New Orleans	State:	Louisiana	Zip code:	70125
College/University President:	Dr. C. Reynold Verret				
Dean/Chairperson	Dr. Kathleen Kennedy, Dean College of Pharmacy				
Administrative Contact:	Dr. Linda Blakley, Associate Dean for Student Affairs College of Pharmacy				
Contact Number:	504-520-5365 (office)				
Email address:	lblakley@xula.edu				
Accreditation:	<p>Xavier University of Louisiana is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters and doctorate degrees.</p> <p>Xavier University College of Pharmacy is accredited by the Accreditation Council for Pharmacy Education (ACPE) for the Professional Degree Program in Pharmacy.</p>				

Name of School:	Southern University at New Orleans				
Address:	Department of Natural Sciences, 6400 Press Dr.				
City:	New Orleans	State:	LA	Zip code:	70126
University Chancellor:	Dr. James H. Ammons, Jr. (jammons@suno.edu)				
College Dean	Dr. Evelyn Harrell (eharrell@suno.edu)				
Discipline Chair	Dr. Carl P. Johnson				
Administrative Contact:	Dr. Carl P. Johnson, Interim Chairperson, Department of Natural Sciences				
Contact Number:	504-286-5461				
Email address:	cjohnson@suno.edu				
Accreditation:	Southern University at New Orleans/College of Arts and Sciences is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate, Bachelor and Masters degrees.				

Preamble

1. The goal of this articulation agreement is to provide opportunity for SUNO STEM students – Biology majors – to enroll in a fast track and competitive Pharm.D program at Xavier University of Louisiana. This will address and facilitate the need of Pharm.D graduates and diversity in workforce in the state of Louisiana and the nation.
2. Placement of SUNO biology majors in XULA Pharm.D program with a very competitive and ambitious curriculum will enable them to complete dual degree in 3 + 4 system (7 years), rather than a traditional 4-6 + 4 system (8-10 years) degree program.
3. SUNO and XULA have facilities that make the 2 institutions suitable for this academic cooperation in enhancing students' career prospects.

I. Description: Articulation Agreement for Xavier University and Southern University at New Orleans/College of Arts and Sciences Dual Degree Program

The purpose of this articulation agreement is to provide all the necessary requirements necessary for a student to complete the dual degree program established between Xavier University of Louisiana (XULA) and Southern University at New Orleans (SUNO). To successfully complete the XULA-SUNO dual degree program, a student must: (1) complete the required number of prerequisite credit hours within each discipline, (2) complete core and major coursework required by SUNO, and (3) complete the COP four-year professional curriculum at Xavier University of Louisiana. Upon completion of all coursework and other requirements mandated by both institutions, a student will be eligible to receive two degrees: The *Bachelor of Science* degree in Biology from Southern University at New Orleans and the *Doctor of Pharmacy* degree from Xavier University of Louisiana.

II. Requirements for XULA-SUNO Dual Degree Program: Southern University at New Orleans STEM Students

The XULA-SUNO Dual Degree Program requires the completion of the following course types at Southern University at New Orleans.

- College of Pharmacy (COP) Pre-Requisite Courses - (57 credit hours) (Table 1)
- Core Curriculum Courses at [Southern University at New Orleans/College of Arts and Sciences]: (124 credit hours) (Table 2)
- Major and Cognate Courses at [Biology/Southern University at New Orleans/College of Arts and Sciences]- (48 credit hours) (Table 2)

Table 1 COP Prerequisite Courses

COP Prerequisite DISCIPLINE	COURSE TITLE	Credit Hrs.
Biology	General Biology	6
	General Biology Lab	2
	General Microbiology	3
	Microbiology Lab	1
Chemistry	General Chemistry	6
	General Chemistry Lab	2
	Organic Chemistry	6
	Organic Chemistry Lab	2
Physics	General Physics	3
	General Physics Lab	1
Mathematics	Calculus	4
	Biostatistics	3
English	Comp/Literature	6

Communications Studies	Public Speaking	3
Philosophy <i>* Course available at XU online.</i>	Health Ethics [SUNO does not offer]	3
Psychology<OR>Sociology	Intro to Psychology or Sociology	3
Theology <i>* Course available at XU online.</i>	Theology [SUNO does not offer]	3
	Total Credit Hours Required	57

COP admission criteria list a preferred GPA of 2.75 for COP pre-requisite courses completed and a preferred GPA of 2.75 for math and science courses completed. A SUNO student participating in the XULA-SUNO Dual Degree Program must complete three (3) years of academic coursework at SUNO (See Table 2). Courses listed in Year 01 through Year 03 make up the required number of credit hours for COP prerequisites as well as satisfying SUNO core or major course requirements. Year 04 courses identified with an "X" represent the COP first-year courses selected by SUNO as course requirements for the Bachelor of Science degree.

Please note that any prerequisite course can be taken at Xavier University of Louisiana or any accredited college/university in traditional or online classroom formats. A Bachelor's degree will be awarded to a SUNO student who completes all courses listed in Table 2.

Table 2: Southern University at New Orleans and Xavier Courses to be Completed to Earn a Bachelor of Science Degree from Southern University at New Orleans

YEAR 01 Courses	Sem Hrs.	YEAR 02 Courses	Sem Hrs.	YEAR 03 Courses	Sem Hrs.
Fall		Fall		Fall	
General Biology I	3	English Literature	3	Organic Chemistry I	3
General Biology I Lab	1	General Chemistry I	3	Organic Chemistry I Lab	1
English Composition I	3	General Chemistry I Lab	1	General Physics I	3
Pre-Calculus	3	Botany or Zoology	3	General Physics I Lab	1
Biology Seminar	1	Botany or Zoology Lab	1	Genetics	3
College Survival Skills	1	Elementary Statistics	3	Genetics Lab	1
Freshman Assembly	0	Fine Arts/Music	3	Calculus II	3
				Calculus II Lab	1
Fall Total Hrs.	12	Fall Total Hrs.	17	Fall Total Hrs.	16
Spring		Spring		Spring	
General Biology II	3	General Chemistry II	3	Foreign Language	3
General Biology II Lab	1	General Chemistry II Lab	1	Organic Chemistry II	3
Trigonometry	3	History	3	Organic Chemistry II Lab	1
Computer Information Systems	3	General Microbiology	3	General Physics II	3
English Composition II	3	General Microbiology Lab	1	General Physics II Lab	1
		Calculus I	3	Introduction to Sociology	3
		Calculus I Lab	1	Cell Biology	3
				Cell Biology Lab	1
Spring Total Hrs.	13	Spring Total Hrs.	15	Spring Total Hrs.	18

Summer		Summer		Summer	
Theology (XU online)	3	Public Speaking	3	Introduction to Logic	3
Heath Ethics (XU online)	3	Biostatistics	3	Biology Elective <i>Substitute Immunology – Year 04/P1</i>	
General Psychology	3			Science Elective <i>Substitute Mole Bio/Biotech-Year 04/P1</i>	
Summer Total Hrs.	9	Summer Total Hrs.	6	Summer Total Hrs.	3
Total Credit Hours: YEAR 01	34	Total Credit Hours: YEAR 02	46	Total Credit Hours: YEAR 03	37
GRAND TOTAL CREDIT HOURS: YEAR 01 + YEAR 02 + YEAR 03 at SUNO					117 HOURS
TOTAL NUMBER OF HOURS SELECTED FROM TABLE 3					10 HOURS

Table 3: Xavier University First-year (P1) Courses Selected by Southern University at New Orleans to apply towards the B.S. in Biology Degree Major Requirements

Year	Semester	Select (✓)	Course Number	Course Title	Credit Hrs.
O4 XU COP	Fall		PHCY 3620	Pharmaceutical Calculations	2
	Fall	✓	PHSC 3810	Pharmacy Biochemistry/ Molecular Biology	4
	Fall		PHCL 3620	Human Physiology & Anatomy I	3
	Fall		PHCL 3620L	Human Physiology and Anatomy Lab	1
	Fall	✓	PHCL 3610	Biomedical Immunology	2
	Fall		PCLN 3630	Professional Practice	2
	Fall		PCLN 3630L	Professional Abilities Lab I	1
	Fall	✓	PHCY 3610	Drug Info/Lit Eval I	1
	Fall		PCLN 3601	IPPE I & Seminar (Patient Interview/Wellness)	1
				Fall Total Hours	17
	Spring		PCLN 3602	IPPE I & Seminar (Patient Interview/Wellness)	1
	Spring	✓	PHCL 3630	Human Physiology II	3
	Spring		PCLN 3700	Introduction to Therapeutics	2
	Spring		PHSC 3650	Biotechnology & Pharmacogenomics	3
	Spring		PHCT 3050	Pharmaceutics I	3
	Spring		PHCT 3050L	Pharmaceutics I Lab	1
	Spring		PHSC 3910	Medicinal Chemistry/Pharmacology	4
			Spring Total Hours	17	

During the first year of Pharm. D program at XULA, SUNO students will enroll in Senior Seminar-I 1 CH (Fall) and Senior Seminar-II 2 CHs and Senior Comprehensive Exam 1 CH (Spring) to satisfy Biology Curriculum toward the BS Degree in Biology from SUNO.

III. Requirements for the Bachelor of Science Degree:

Successful completion of coursework during the three (3) academic years at Southern University at New Orleans and the completion of designated COP first year (P1) courses in “Good Academic Standing” (i.e., not on Academic Probation) will satisfy requirements for the Bachelor of Science in Biology at SUNO.

IV. Requirements for the Doctor of Pharmacy (Pharm.D) Degree:

Successful completion of four (4) years in the COP (P1-P4) in “Good Academic Standing” (i.e. not on Academic Probation) and with a cumulative GPA of or above 2.0 will satisfy requirements for the Doctor of Pharmacy degree at Xavier University of Louisiana.

V. XULA-SUNO Dual Degree Program Admission Criteria

A student interested in the XULA-SUNO Dual Degree Program must be enrolled at SUNO in order to participate in the program. Additional requirements are listed below.

Southern University at New Orleans

- Admitted and enrolled at Southern University at New Orleans
- Submit a Letter of Interest to the Dual Degree Program in a student's first or second year enrolled at SUNO
- Complete Skype or Telephone interview with COP Office of Student Affairs once the Letter of Interest is submitted for the dual degree program
- 2.75 Preferred Prerequisite GPA and 2.75 preferred Math/Science GPA
- Be in good standing (both academic and conduct)

Southern University at New Orleans (SUNO)

- SUNO will promote the program on its campus.
- SUNO will submit to Xavier University College of Pharmacy (XUCOP) a list of applicants to the program.
- SUNO will arrange Skype or Telephone applicant interviews with COP Office of Student Affairs.
- SUNO will provide semester academic progress updates, for all participants in the program, to Xavier College of Pharmacy.
- SUNO will ensure that all program participants meet XUCOP GPA requirements.
- SUNO will identify a health career advisor to assist students with program requirements and serve as contact for XUCOP.

Xavier University College of Pharmacy

- Completion of COP Pre-Requisite Discipline Requirements offered at SUNO
- Submission of admissions application via PharmCAS (Centralized Application System)
- Onsite Interview at the COP (required by accrediting agency) after PharmCAS application is submitted and admission requirements are satisfied
- 2.75 Preferred Prerequisite GPA and 2.75 preferred Math/Science GPA

Xavier University of Louisiana (XULA)

- XULA will provide Southern University at New Orleans (SUNO) students with assistance during admissions process.
- XULA will provide SUNO students in the dual degree program with an orientation to XUCOP.
- XULA will provide semester academic progress updates, for all participants in the program, to SUNO.
- XULA will post all dual degree requirements on the College's website.

VI. Program Administration

The following program administration guidelines are listed for each institution:

Summary:

A **Bachelor of Science in Biology** degree will be awarded by SUNO upon completion of the following:
COP Pre-Requisite Requirements – (SUNO)
XULA/SUNO Major Requirements – 124 CHs (SUNO)
COP First Professional Year (selected courses pg. 4)

A **Doctor of Pharmacy (Pharm.D)** degree will be awarded by XULA upon completion of the following:
All four years of the Professional Program (P1 through P4)-XULA

The items listed below will be the joint responsibility of both institutions.

Each party shall, on reasonable request, permit the inspection of its facilities, available services, and other such items pertaining to the program by representatives of the other party charged with the responsibility for approval of the facilities or accreditation of the curriculum.

Xavier University of Louisiana and Southern University at New Orleans agree to exchange data and documents as agreed that will contribute to the maintenance and improvement of these transfer arrangements and promote effective cooperation between the two institutions. The institutions may exchange admissions, grades, and retention data after obtaining appropriate permissions from the students involved and in compliance with all federal, state, and local laws.

This agreement will be reviewed every five years by the designated officials at both institutions. If curriculum or other changes occur at either institution that could affect this program, such changes will be reported to the other institution within the same semester that the changes were made. These changes will be resolved and incorporated into the program through consultation and agreement between the designated individuals of the two institutions. If there is a change in the catalog or curriculum, students will follow the curriculum in place at the time when the student initially enrolled at Xavier.

This agreement is subject to change by mutual written consent. Either party may revoke the agreement by written notice to the other party, giving at least one (1) year’s notice of intent to void the agreement. However, it is understood that any student admitted to the College of Pharmacy at XULA or tracked for admission to the XUCOP will be allowed to complete the program, notwithstanding the termination provision above, so long as the student(s) is(are) in good standing (both academic and conduct) and is making progress toward program and degree completion.

IN WITNESS WHEREOF, the parties hereto, by their authorized representative have executed this agreement.

Xavier University at Louisiana

Southern University at New Orleans

By:

By:

**Anne E. McCall, Docteur ès lettres
Provost and Senior Vice President for
Academic Affairs**

**Dr. James H. Ammons, Jr.
Chancellor**

Date

Date