

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

BATON ROUGE • NEW ORLEANS • SHREVEPORT

## **BOARD OF SUPERVISORS MEETING**

May 16, 2024

Board of Supervisors' Meeting Room  
J. S. Clark Administration Bldg. 2nd Floor  
Baton Rouge, LA.  
1:00 p.m.

## **Mission Statement**

Through shared governance, leadership, and a diverse system of unique institutions, the mission of the Southern University and A&M College System is to deliver affordable world-class education, a trained workforce, state-of-the-art research, creative scholarship, and transformational public service to the State of Louisiana, the Nation, and the World.

## **SPECIAL RECOGNITION COMMITTEE**

**May 16, 2024**

Board of Supervisors' Meeting Room  
J. S. Clark Administration Bldg. 2nd Floor  
Baton Rouge, LA.

## **AGENDA**

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Special Presentation (s)
  - A. Above and Beyond
  - B. Special Presentation by IBM
  - C. Increasing Clinicians of Diversity (ICOD) Presentation
  - D. Recognition of SU Lab School's Bowling Coach, Barry Doyle
4. Adoption of the Agenda
5. Public Comments
6. Adjournment

## **MEMBERS**

Mr. Myron K. Lawson – Chairman, Dr. Rani Whitfield – Vice Chair, Dr. Leon Tarver, II,  
Ms. Ann Smith Atty. Domoine Rutledge, Mr. Sam Gilliam, Rev. Dr. Samuel Tolbert, Atty. Tony Clayton,  
Atty. Edwin Shorty and Dr. Arlanda Williams



# SOUTHERN UNIVERSITY LAW CENTER

2 ROOSEVELT STEPTOE DRIVE  
POST OFFICE BOX 9294  
BATON ROUGE, LOUISIANA 70813

OFFICE OF THE CHANCELLOR  
(225) 771-2572  
FAX (225) 771-2474

April 25, 2024

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

RE: Special Presentation by IBM

Dear President Shields:

I am writing to request that a presentation from IBM Corporation be added to the Southern University Board of Supervisors meeting agenda, scheduled for May 16, 2024. The purpose of the presentation is to acknowledge the outstanding students of SUBR who have received the prestigious IBM Masters Fellowship Program award and to provide information about upcoming initiatives.

Please let me know if you have any questions or concerns.

Thank you.

Sincerely,

John K. Pierre, Esq.

Chancellor and Vanue B. Lacour Endowed Law Professor

## Mission Statement

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## ACADEMIC AFFAIRS COMMITTEE (Following Special Recognition Committee)

### AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
  - A. Request Approval of 2024-2025 SULS and SULVS Calendars (SULS)
  - B. Request Approval of the Online, Interactive 2024-2025 Southern University and A&M College Undergraduate and Graduate Catalogs (SUBR)
  - C. Tenure and Promotion Recommendations for Faculty Who have gone through Academic Review and meet all the Necessary Requirements (SUBR)

#### SOUTHERN UNIVERSITY AND A&M COLLEGE Recommendations for Faculty Promotion, Effective Fall 2024

Name of Faculty Member	Department	College	Present Rank	Promotion to Next Rank
Dr. Graeme Coetzer	Management and Marketing	College of Business	Associate Professor	Full Professor
Dr. Kimberly K. Powell	Management and Marketing	College of Business	Associate Professor	Full Professor
Dr. Orscini Beard	Criminal Justice	Nelson Mandela College of Government & Social Sciences	Associate Professor	Full Professor
Dr. Geraldine Doucet	Criminal Justice	Nelson Mandela College of Government & Social Sciences	Associate Professor	Full Professor
Dr. Onyambe Emmbe B. Lukongo	Public Administration/ Public Policy	Nelson Mandela College of Government & Social Sciences	Associate Professor	Full Professor
Dr. Samii Kennedy Benson	Human Sciences	College of Agriculture, Human and Environmental Sciences	Assistant Professor	Associate Professor
Dr. Kenyetta Nelson-Smith	Human Sciences	College of Agriculture, Human and Environmental Sciences	Assistant Professor	Associate Professor
Dr. Emily Jackson-Osagie	School of Education	College of Humanities and Interdisciplinary Studies	Assistant Professor	Associate Professor
Dr. Derek Ruiz	Rehabilitation, Disability Studies and Counseling	College of Nursing and Allied Health	Assistant Professor	Associate Professor
Dr. Deidra Atkins-Ball	Biology and Chemistry	College of Sciences and Engineering	Assistant Professor	Associate Professor
Dr. Hang Yin	Civil Engineering	College of Sciences and Engineering	Associate Professor	Full Professor
Dr. Stephen Akwaboa	Mechanical Engineering	College of Sciences and Engineering	Assistant Professor	Associate Professor
Dr. Fareed Dawan	Mechanical Engineering	College of Sciences and Engineering	Assistant Professor	Associate Professor
Dr. Christopher Guillory	Science and Mathematics Education	College of Sciences and Engineering	Associate Professor	Full Professor



6. Informational Item

A. Academic Affairs Curriculum Discussions (Psy.D)

B. Application for Cyber Security Center of Excellence

7. Other Business

8. Adjournment

**MEMBERS**

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



**SOUTHERN LAB**<sup>®</sup>  
SOUTHERN UNIVERSITY  
LABORATORY SCHOOL

Date: Thursday, March 28, 2024

To: John Pierre, J.D.  
Interim Executive Vice Chancellor  
3rd Floor, J.S. Clark Administration Building  
Baton Rouge, LA 70813

Re: Request to Approve 2024-2025 SULS & SULVS Calendar

I hope this letter finds you well. I am writing to formally request approval for the 2024-2025 academic calendar for Southern University Laboratory School District (SULS & SULVS).

The development of this academic calendar involved extensive collaboration with stakeholders, including faculty, staff, parents, and students. Through meetings and discussions, we have carefully reviewed and selected important dates and activities relevant to the upcoming school year.

One significant aspect of the proposed calendar is the inclusion of contingency days to accommodate unforeseen circumstances, such as a state of emergency or inclement weather conditions that may prevent the District from operating. These contingency days ensure flexibility and adaptability in our academic schedule, allowing us to prioritize the safety and well-being of our students and staff.

The proposed calendar reflects our commitment to providing a structured yet flexible learning environment that promotes academic excellence and supports the holistic development of our students. It aligns with the mission and values of Southern University Laboratory School and aims to optimize learning opportunities for all members of our school community.

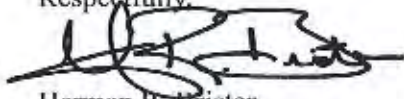
I kindly request your review and approval of the attached 2024-2025 academic calendars for Southern University Laboratory School (virtual). If you approve, we also request this item be placed on the Laboratory School Agenda for the April 2024 Southern University Board of Supervisors Meeting. Your support in this matter is greatly appreciated, and we believe that these calendars will contribute to the continued success and advancement of our institution.

Thank you for your attention to this request. Should you require any further information or clarification, please do not hesitate to contact me at 225-771-3490 or [hermanbrister@sulabschool.com](mailto:hermanbrister@sulabschool.com) or [herman.brister@sus.edu](mailto:herman.brister@sus.edu).

2 of 2

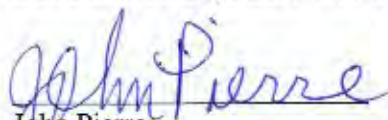
Re: Request to Approve 2024-2025 SULS & SULVS Calendar

Respectfully,



Herman R. Brister  
Director

CC: Luria Young, Ph.D, Vice Chancellor for Academic Affairs



John Pierre  
Interim Executive Vice Chancellor



Dennis Shields  
President

# Southern University Laboratory Virtual School | 2024-2025 Calendar

4 Independence Day

JULY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
29	30	31				

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 New Year's Day  
1-3 Winter Break  
6 Students Return to School  
20 M.L. King Day

8 First Day of School (K-12)

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

2 Labor Day- No School

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3-5 Mardi Gras Holiday- No School  
13 End of Third Nine Weeks

10 End of First Nine Weeks

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

18 Good Friday- No School  
21-25 Spring Break- No School

5 Election Day- No School  
25-29 Thanksgiving Holiday

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2 Last Day for Seniors  
14 SALS Graduation  
16 Last Day for Students/ End of Fourth Nine Weeks

19 End of Second Nine Weeks  
23-31 Winter Holiday

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

 Holiday  
 Return Date



# Southern University Laboratory School | 2024-2025 Calendar

4 Independence Day

**\*12 Month Staff modified work week ends 7/26**

**\*7/30 Regular Work Hours Resume M-F 7:30 AM-4:30 PM**

JULY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
29	30	31				

1-7 Employee Inservice  
 8 First Day of School (1-12)  
 8 Pre-K/Kindergarten BOYS ONLY  
 9 Pre-K/Kindergarten GIRLS ONLY  
 26-30 DRDP-K, K-3 DIBELS  
 30 Professional Development Day- No School

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2 Labor Day- No School  
 27 Homecoming-Early Dismissal

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

10 End of First Nine Weeks  
 17-18 Fall Break (Students)  
 17 Professional Development (Teachers)

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

5 Election Day- No School  
 25-29 Thanksgiving Holiday

**\*12 Month Staff will work 11/25 and 11/26**

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

2-6 Fall LEAP 2025 Testing  
 9-13 K-3 DIBELS  
 16-19 Exam Period  
 17-19 Early Dismissal  
 19 End of Second Nine Weeks  
 20 Last Day for Teachers  
 23-31 Winter Holiday

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 New Year's Day  
 1-3 Winter Break  
 6 Employee Inservice  
 7 Students Return to School  
 20 M.L. King Day

**\*12 Month Staff Return 1/3**

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

14 Professional Development- No School

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3-5 Mardi Gras Holiday- No School  
 12 ACT Testing  
 13 End of Third Nine Weeks

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1-4 K-3 DIBELS  
 7-11 LEAP 2025 High School Retakes  
 14-17 LEAP 2025 High School  
 18 Good Friday- No School  
 21-25 Spring Break- No School

**\*12 Month Staff will work 4/23-4/25**

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2 Last Day for Seniors  
 5-9 LEAP 2025 (3-8)  
 14 SULLS Graduation  
 19 Kindergarten, 5<sup>th</sup> Grade, 8<sup>th</sup> Grade Recognition Program  
 19-22 Exam Period  
 20-22 Early Dismissal  
 22 Last Day for Students/ End of Fourth Nine Weeks  
 23 Last Day for Teachers

**\*12 Month Staff modified work week starts 5/26 M-Th 7:00 AM-5:00 PM**

JUNE 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- Half Day
- Holiday
- Professional Development
- Return Date





*Office of Academic Affairs*

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

May 1, 2024

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

Dear President-Chancellor Shields,

We are pleased to present the online, interactive 2024-2026 Southern University and A&M College Undergraduate and Graduate Catalogs for your approval and that of the Southern University Board of Supervisors (BoS) during its May 2024 Board Meeting. Additionally, we request your permission to provide the BoS with a demonstration of the catalogs during the meeting.

Thank you for your consideration of this request.

Sincerely,

Luria Young

Approvals:

John K. Pierre  
Interim Executive Vice President

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Dennis J. Shields  
President-Chancellor



*Office of Academic Affairs*

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

May 1, 2024

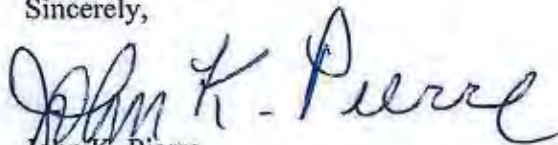
President-Chancellor Dennis J. Shields  
Southern University System  
4th Floor, JS Clark Administration Building  
Baton Rouge, LA 70813

Dear President-Chancellor Shields,

I am pleased to recommend the attached list of faculty for promotion to the next academic rank and tenure status, effective Fall 2024. We have reviewed the applications and supporting documents. These faculty have demonstrated excellence in scholarly productivity, teaching, community service, and mentoring. All faculty were recommended by department and college level committees. The Deans of their respective colleges also highly recommended these faculty for promotion, with subsequent approval from the Office of Academic Affairs.

Thank you in advance for your consideration. Upon your approval, I request that you forward this recommendation to the Board of Supervisors for their consideration at the May 2024 meeting.

Sincerely,

  
John K. Pierre  
Interim Executive Vice President

Approval:

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Dennis J. Shields  
President-Chancellor



**SOUTHERN UNIVERSITY AND A&M COLLEGE**  
**Recommendations for Faculty Promotion, Effective Fall 2024**

<b>Name of Faculty Member</b>	<b>Department</b>	<b>College</b>	<b>Present Rank</b>	<b>Promotion to Next Rank</b>
Dr. Graeme Coetzer	Management and Marketing	College of Business	Associate Professor	Full Professor
Dr. Kimberly K. Powell	Management and Marketing	College of Business	Associate Professor	Full Professor
Dr. Orscini Beard	Criminal Justice	Nelson Mandela College of Government & Social Sciences	Associate Professor	Full Professor
Dr. Geraldine Doucet	Criminal Justice	Nelson Mandela College of Government & Social Sciences	Associate Professor	Full Professor
Dr. Onyumbwe Enumbe B. Lukongo	Public Administration/ Public Policy	Nelson Mandela College of Government & Social Sciences	Associate Professor	Full Professor
Dr. Kenyetta Smith-Nelson	Human Sciences	College of Agriculture, Human and Environmental Sciences	Assistant Professor	Associate Professor
Dr. Samii Kennedy Benson	Human Sciences	College of Agriculture, Human and Environmental Sciences	Assistant Professor	Associate Professor
Dr. Emily Jackson-Osagie	School of Education	College of Humanities and Interdisciplinary Studies	Assistant Professor	Associate Professor
Dr. Derek Ruiz	Rehabilitation, Disability Studies and Counseling	College of Nursing and Allied Health	Assistant Professor	Associate Professor
Dr. Hang Yin	Civil Engineering	College of Sciences and Engineering	Associate Professor	Full Professor
Dr. Stephen Akwaboa	Mechanical Engineering	College of Sciences and Engineering	Assistant Professor	Associate Professor
Dr. Fareed Dawan	Mechanical Engineering	College of Sciences and Engineering	Assistant Professor	Associate Professor
Dr. Christopher Guillory	Science and Mathematics Education	College of Sciences and Engineering	Associate Professor	Full Professor

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## **FACILITIES AND PROPERTY COMMITTEE** **(Following Academic Affairs Committee)**

### **AGENDA**

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

### **MEMBERS**

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

## Southern University System Active Capital Improvement Project Tracking

### Capital Outlay Funded Projects

Legend    Planning and Design    Bidding and Contracting    Construction

	Project Title	FY2023-24				FY2024-25				FY2025-26				FY2026-27				FY2027-28									
		Jul-23 1Q	Aug-23 2Q	Sep-23 3Q	Nov-23 4Q	Jul-24 1Q	Aug-24 2Q	Sep-24 3Q	Nov-24 4Q	Jul-25 1Q	Aug-25 2Q	Sep-25 3Q	Nov-25 4Q	Jul-26 1Q	Aug-26 2Q	Sep-26 3Q	Nov-26 4Q	Jul-27 1Q	Aug-27 2Q	Sep-27 3Q	Nov-27 4Q						
SUBR	Ravine, Bluff and Riverbank Stabilization																										
	New STEM Science Complex																										
	School of Business/Professional Accountancy																										
	JK Haynes Hall (School of Nursing) Renovation and Addition																										
	Stewart Hall - Wall Mount HVAC Units, 1st, 2nd, and 3rd Floors																										
SUHO	University Cafeteria																										
	ADA Compliant Restrooms and Public Accommodations in the Cafeteria, University Center, Health & Physical																										
	Campus Exterior Lighting Upgrades																										
SUSLA	Gym Complex																										
	Louis Collier Hall Science Building Renovation																										
	New Workforce Training Center																										
SULC	Renovations and Additions to Existing Law Library																										
SUAG	Disaster Relief Mega Shelter																										



## Southern University System Active Capital Improvement Project Tracking

### Self-Funded Projects

**Legend**    Planning and Design    Bidding and Contracting    Construction

Project Title		FY2023-24				FY2024-25				FY2025-26				FY2026-27				FY2027-28																																									
		Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27	Jul-27	Aug-27	Sep-27	Oct-27	Nov-27	Dec-27	Jan-28	Feb-28	Mar-28	Apr-28
SUBR	Global Innovation and Welcome Center									Bidding and Contracting	Construction																																																
	Public Safety Building									Bidding and Contracting	Construction																																																
	TH Harris Learning Lobby									Bidding and Contracting	Construction																																																
	Fisher Hall Renovation, Phase II	Bidding and Contracting	Construction																																																								
	Outdoor Classroom/Amphitheatre					Planning and Design				Bidding and Contracting	Construction																																																
	Global Innovation and Welcome Center, Phase II									Planning and Design			Bidding and Contracting	Construction																																													
SUAG	Nursing and Allied Health Building					Planning and Design					Bidding and Contracting	Construction																																															
SULC	Law Center Annex					Planning and Design				Bidding and Contracting	Construction																																																
SUAG	Swine and Poultry Structures Repairs					Planning and Design				Bidding and Contracting	Construction																																																
SUAG	Meat Processing Lab Facility					Planning and Design				Bidding and Contracting	Construction																																																

## **Mission Statement**

Through shared governance, leadership, and a diverse system of unique institutions, the mission of the Southern University and A&M College System is to deliver affordable world-class education, a trained workforce, state-of-the-art research, creative scholarship, and transformational public service to the State of Louisiana, the Nation, and the World.

## **FINANCE COMMITTEE** **(Following Facilities and Property Committee)**

### **AGENDA**

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
  - A. Request Approval for Fee Increase Implementation (SUNO)
  - B. Request Approval of Amendment of GPA Needed to Qualify for Out-of-State Fee Waiver (SUBR)
6. Informational Item(s)
  - A. Interim Financial Report
7. Other Business
8. Adjournment

### **MEMBERS**

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



## SOUTHERN UNIVERSITY AT NEW ORLEANS

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

### Office of the Chancellor

May 1, 2024

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

Dear President Shields:

I am pleased to submit a total of six approved fees as a result of the Spring 2024 Student Government Association's elections which took place on Thursday, April 25, 2024. During the elections, we witnessed active participation from our student body, with 12% of our students casting their votes and demonstrating a strong engagement in the governance of the University.

One of the key aspects of the elections was the opportunity for students to vote on proposed fee increases aimed at enhancing various aspects of campus life and supporting essential university services. After careful consideration and discussion, the student Senate agreed to place the following fee adjustments and implementations on the ballot:

- **Cheerleading and Dance Team Fee:** Increase from \$5 to \$10 per semester: The Cheer and Dance Fee will cover various expenses of the cheer and dance teams; not limited to the upkeep of uniforms, poms, and travel related to both teams.
- **Athletic Fee:** Increase from \$100 to \$155 per semester: The Athletic Fee will be used to maintain uniforms for all active sports, provide scholarships, and support the maintenance of athletic facilities, including future sports.
- **Intramural Sports Fee:** Increase from \$10 to \$20 per semester: The Intramural Sports Fee will supply additional resources and equipment to support the Esports program, staff, and the operations to successfully compete within the state of Louisiana and internationally.
- **Royal Court Fee:** Implementation of \$4 per semester: The implementation of the Royal Court Fee will assist with the coronation, attire to represent the University at various internal and community events, the purchase of crowns, campus programming, community service projects, and travel expenses.
- **University Band Fee:** Implementation of \$8 per semester: The implementation of the University Band Fee will support activities specific to the development and support of a University band, including the purchase of instrument, uniforms, scholarships, part-time Director, and travel to increase campus life and enrollment.
- **Library Fee:** Implementation of \$200 per semester: This Library Fee will support technology enhancements, collection development, and subscription services.

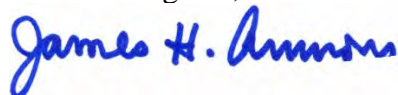
***"An Equal Educational Opportunity Institution"***

Original Fee	Fee Increase/semester	Total Fees Generated from Increases (993 Fall 2023 FTE)
Cheerleading and Dance Team: \$5	\$5	\$19,860
Athletic Fee: \$100	\$55	\$307,830
Intramural Sports Fee: \$10	\$10	\$39,720
	Royal Court Fee: \$4	\$7,944
	University Band Fee: \$8	\$15, 888
	Library Fee: \$200	\$397,200
<b>Total:</b>	<b>\$115</b>	<b>\$ 788,442</b>

These proposed changes reflect our commitment to improving the overall student experience and ensuring that the University continues to provide high-quality services and opportunities for all students through the Leonard S. Washington Library and the Division of Enrollment Management and Student Success.

Thank you for considering this request and submitting it for approval at the May 16, 2024 meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,



James H. Ammons, Jr., Ph.D.  
Chancellor

APPROVAL: \_\_\_\_\_  
President Dennis J. Shields  
Southern University and A&M College System



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3<sup>rd</sup> Floor, J.S. Clark Administration Building  
Post Office Box 9820  
Baton Rouge, Louisiana 70813  
Office: 225-771-2360

May 2, 2024

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

**Re: Amendment of Grade Point Average Needed to Qualify for an Out-of-State Fee Waiver for SUBR**

Dear President-Chancellor Shields:

After a review of the criteria needed to qualify for an out-of-state fee waiver, it is my opinion and recommendation that Southern University and A&M College (SUBR) raise the grade point average (gpa) requirement from 2.5 to 3.0. Currently, SUBR has over 23,000 applicants and has already admitted 6,000 of the applicants for fall 2024.

Based upon my discussions with Ms. Desiree Honoré Thomas, CFO for SUBR, the current 2.5 gpa requirement for out-of-state fee waiver strains the SUBR budget. Modifying the incoming gpa requirement to qualify for an out-of-state fee waiver seems prudent. In my opinion, raising the gpa requirement for incoming freshmen from a 2.5 to a 3.0 will not detrimentally affect the class size of the incoming fall 2024 freshman class.

I respectfully request that my recommendation to modify the incoming gpa requirement to qualify for an out-of-state fee waiver be placed on the May 16, 2024 agenda for consideration and approval by the Southern University Board of Supervisors. If you have any questions, please feel free to contact me.

Yours sincerely,

A handwritten signature in blue ink that reads 'John K. Pierre'. The signature is fluid and cursive, with a long, sweeping underline that extends to the left.

John K. Pierre, Esq.  
Interim Executive Vice President



**Southern University System**  
**General Operating Budget Interim Financial Statement**  
**For Fiscal Year Ending June 30, 2024**  
**As of April 30, 2024**  
**Executive Summary**

Attached is a summary of the Southern University System fiscal year 2023-2024 general operating budget financial activities for the month ending April 30, 2024. The Southern University System is reporting an \$1,047,105 increase in revenues. The increase primarily resulted from a gain in self-generated revenues.

**Southern University Board and System Administration**

The System Office is funded from state appropriations and there is no projected shortfall in revenues.

**Southern University Baton Rouge Campus**

The Baton Rouge Campus projected Fall 2023 and Spring 2024 tuition exceeded the amount budgeted by \$4,269,269. The Baton Rouge Campus is using these funds to offset the increase cost in personal services, other charges and scholarships.

**Southern University Law Center**

The Law Center has a \$1,218,795 projected shortfall in Fall 2023 and Spring 2024 tuition as compared to the approved budget. The Law Center has reduced personal services, travel, supplies, and other charges expenditures to balance the operating budget for the fiscal year.

**Southern University News Orleans Campus**

The New Orleans Campus has a \$1,279,418 projected shortfall in self-generated revenue as compared to the approved budget. The New Orleans Campus has reduced personal services, supplies, and other charges to balance the operating budget for the fiscal year.

**Southern University Shreveport Campus**

The Shreveport Campus has a \$723,950 projected shortfall in Fall 2023 and Spring 2024 tuition as compared to the approved budget. The Shreveport Campus has reduced personal services to balance their operating budget for the fiscal year.

**Southern University Agricultural Research and Extension Center**

The Agricultural Research and Extension Center is funded from state appropriations and federal funds and there is no projected shortfall in revenues.

**Summary**

Based on the information above the campuses have made the appropriate adjustments to maintain a balance budget as of April 30, 2024. Revenues and expenditures will be monitored during the remainder of the 2023-2024 fiscal year to allow for a balanced operating budget.

**Southern University System**  
**General Operating Budget Interim Financial Statement**  
**For Fiscal Year Ending June 30, 2024**  
**As of April 30, 2024**

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 66,600,531	\$ 53,950,433	\$ 12,650,098	\$ 66,600,531	\$ -	81.0%
Statutory Dedicated	4,851,115	2,303,673	2,485,842	4,789,515	(61,600)	47.5%
Federal	3,654,209	2,071,886	1,582,323	3,654,209	-	56.7%
<b>Self Generated</b>						
Tuition - Fall 2023	35,457,617	34,783,999	-	34,783,999	(673,618)	98.1%
Tuition - Spring 2024	33,473,960	31,346,284	-	31,346,284	(2,127,676)	93.6%
Tuition - Summer	4,321,912	3,010,760	2,367,284	5,378,044	1,056,132	69.7%
Out-of-State Fees	16,682,867	19,295,871	680,000	19,975,871	3,293,004	115.7%
Other	21,332,244	15,053,435	5,839,672	20,893,107	(439,137)	70.6%
Interagency Transfer	4,476,791	3,343,467	1,133,324	4,476,791	-	74.7%
<b>Total Revenues</b>	<b>\$ 190,851,246</b>	<b>\$ 165,159,808</b>	<b>\$ 26,738,543</b>	<b>\$ 191,898,351</b>	<b>\$ 1,047,105</b>	<b>86.5%</b>
<b>Expenditures</b>						
Salaries	\$ 90,739,457	\$ 78,463,411	\$ 10,404,965	\$ 88,868,376	\$ (1,871,081)	86.5%
Other Compensation	394,759	241,065	123,585	364,651	(30,108)	61.1%
Related Benefits	38,496,101	31,651,462	4,703,116	36,354,578	(2,141,523)	82.2%
<b>Total Personal Services</b>	<b>\$ 129,630,317</b>	<b>\$ 110,355,938</b>	<b>\$ 15,231,666</b>	<b>\$ 125,587,604</b>	<b>\$ (4,042,713)</b>	<b>85.1%</b>
Travel	1,490,311	987,558	419,608	1,407,166	(83,145)	66.3%
Operating Services	17,932,095	14,738,316	5,133,413	19,871,729	1,939,634	82.2%
Supplies	2,136,272	1,418,580	774,637	2,193,217	56,945	66.4%
<b>Total Operating Expenses</b>	<b>\$ 21,558,678</b>	<b>\$ 17,144,454</b>	<b>\$ 6,327,658</b>	<b>\$ 23,472,112</b>	<b>\$ 1,913,434</b>	<b>79.5%</b>
Professional Services	2,727,372	2,032,747	346,036	2,378,782	(348,590)	74.5%
Other Charges	12,367,665	1,493,769	7,625,628	9,119,397	(3,248,268)	12.1%
Debt Services						
Interagency Transfers	7,865,134	9,883,521	154,389	10,037,910	2,172,776	125.7%
<b>Total Other Charges</b>	<b>\$ 22,960,171</b>	<b>\$ 13,410,037</b>	<b>\$ 8,126,053</b>	<b>\$ 21,536,090</b>	<b>\$ (1,424,081)</b>	<b>58.4%</b>
General Acquisitions	425,342	131,967	271,670	403,637	(21,705)	31.0%
Library Acquisitions	562,649	528,492	7,069	535,561	(27,088)	93.9%
Major Repairs	2,495,314	2,803	2,430,511	2,433,314	(62,000)	0.1%
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 3,483,305</b>	<b>\$ 663,262</b>	<b>\$ 2,709,250</b>	<b>\$ 3,372,512</b>	<b>\$ (110,793)</b>	<b>19.0%</b>
Scholarships	13,218,775	17,840,033	90,000	17,930,033	4,711,258	135.0%
<b>Total Expenditures</b>	<b>\$ 190,851,246</b>	<b>\$ 159,413,724</b>	<b>\$ 32,484,627</b>	<b>\$ 191,898,351</b>	<b>\$ 1,047,105</b>	<b>83.5%</b>



**Southern University Board and System Administration**  
**General Operating Budget Interim Financial Statement**  
**For Fiscal Year Ending June 30, 2024**  
**As of April 30, 2024**

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 5,465,886	\$ 4,278,536	\$ 1,187,350	\$ 5,465,886	\$ -	78.3%
Statutory Dedicated		-	-			
Federal		-	-			
<b>Self Generated</b>						
Tuition - Fall 2023		-	-			
Tuition - Spring 2024		-	-			
Tuition - Summer		-	-			
Out-of-State Fees		-	-			
Other		-	-			
Interagency Transfer		-	-			
<b>Total Revenues</b>	<b>\$ 5,465,886</b>	<b>\$ 4,278,536</b>	<b>\$ 1,187,350</b>	<b>\$ 5,465,886</b>	<b>\$ -</b>	<b>78.3%</b>
<b>Expenditures</b>						
Salaries	\$ 1,930,302	\$ 1,533,025	\$ 397,277	\$ 1,930,302	\$ -	79.4%
Other Compensation	64,500	43,330	21,170	64,500	-	67.2%
Related Benefits	825,606	475,203	350,403	825,606	-	57.6%
<b>Total Personal Services</b>	<b>\$ 2,820,408</b>	<b>\$ 2,051,558</b>	<b>\$ 768,850</b>	<b>\$ 2,820,408</b>	<b>\$ -</b>	<b>72.7%</b>
Travel	365,000	180,796	184,204	365,000	-	49.5%
Operating Services	244,000	97,488	146,512	244,000	-	40.0%
Supplies	131,000	74,285	56,715	131,000	-	56.7%
<b>Total Operating Expenses</b>	<b>\$ 740,000</b>	<b>\$ 352,569</b>	<b>\$ 387,431</b>	<b>\$ 740,000</b>	<b>\$ -</b>	<b>47.6%</b>
Professional Services	151,000	92,841	58,159	151,000	-	61.5%
Other Charges	1,587,077	-	1,587,077	1,587,077	-	0.0%
Dcht Services		-	-			
Interagency Transfers	97,401	-	97,401	97,401	-	0.0%
<b>Total Other Charges</b>	<b>\$ 1,835,478</b>	<b>\$ 92,841</b>	<b>\$ 1,742,637</b>	<b>\$ 1,835,478</b>	<b>\$ -</b>	<b>5.1%</b>
General Acquisitions	70,000	4,798	65,202	70,000	-	6.9%
Library Acquisitions		-	-			
Major Repairs		-	-			
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 70,000</b>	<b>\$ 4,798</b>	<b>\$ 65,202</b>	<b>\$ 70,000</b>	<b>\$ -</b>	<b>6.9%</b>
Scholarships		-	-			
<b>Total Expenditures</b>	<b>\$ 5,465,886</b>	<b>\$ 2,501,766</b>	<b>\$ 2,964,120</b>	<b>\$ 5,465,886</b>	<b>\$ -</b>	<b>45.8%</b>

**Southern University Baton Rouge Campus**  
**General Operating Budget Interim Financial Statement**  
**For Fiscal Year Ending June 30, 2024**  
**As of April 30, 2024**

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 26,039,530	\$ 21,157,118	\$ 4,882,412	\$ 26,039,530	\$ -	81.2%
Statutory Dedicated	1,773,886	1,159,521	614,365	1,773,886	-	65.4%
Federal	-	-	-	-	-	-
<b>Self Generated</b>						
Tuition - Fall 2023	21,974,488	22,932,533	-	22,932,533	958,045	104.4%
Tuition - Spring 2024	21,244,676	20,515,084	-	20,515,084	(729,592)	96.6%
Tuition - Summer	2,201,756	1,593,339	1,593,639	3,186,978	985,222	72.4%
Out-of-State Fees	11,222,140	13,597,734	680,000	14,277,734	3,055,594	121.2%
Other	11,338,306	7,722,413	3,615,893	11,338,306	-	68.1%
Interagency Transfer	4,476,791	3,343,467	1,133,324	4,476,791	-	74.7%
<b>Total Revenues</b>	<b>\$ 100,271,573</b>	<b>\$ 92,021,209</b>	<b>\$ 12,519,633</b>	<b>\$ 104,540,842</b>	<b>\$ 4,269,269</b>	<b>91.8%</b>
<b>Expenditures</b>						
Salaries	\$ 45,802,691	\$ 40,840,562	\$ 5,034,333	\$ 45,874,895	\$ 72,204	89.2%
Other Compensation	201,377	156,069	15,200	171,269	(30,108)	77.5%
Related Benefits	19,883,952	18,360,536	1,556,507	19,917,043	33,091	92.3%
<b>Total Personal Services</b>	<b>\$ 65,888,020</b>	<b>\$ 59,357,166</b>	<b>\$ 6,606,040</b>	<b>\$ 65,963,206</b>	<b>\$ 75,186</b>	<b>90.1%</b>
Travel	325,870	219,651	131,207	350,858	24,988	67.4%
Operating Services	10,688,986	6,127,549	4,273,613	10,401,163	(287,823)	57.3%
Supplies	937,411	662,272	394,189	1,056,461	119,050	70.6%
<b>Total Operating Expenses</b>	<b>\$ 11,952,267</b>	<b>\$ 7,009,472</b>	<b>\$ 4,799,009</b>	<b>\$ 11,808,481</b>	<b>\$ (143,786)</b>	<b>58.6%</b>
Professional Services	1,101,480	1,045,115	213,946	1,259,060	157,580	94.9%
Other Charges	3,935,631	83,894	2,888,393	2,972,287	(963,344)	2.1%
Debt Services	-	-	-	-	-	-
Interagency Transfers	4,913,719	6,174,940	-	6,174,940	1,261,221	125.7%
<b>Total Other Charges</b>	<b>\$ 9,950,830</b>	<b>\$ 7,303,949</b>	<b>\$ 3,102,339</b>	<b>\$ 10,406,288</b>	<b>\$ 455,458</b>	<b>73.4%</b>
General Acquisitions	62,032	16,495	23,832	40,327	(21,705)	26.6%
Library Acquisitions	137,649	73,773	7,069	80,842	(56,807)	-
Major Repairs	62,000	-	-	-	(62,000)	0.0%
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 261,681</b>	<b>\$ 90,269</b>	<b>\$ 30,901</b>	<b>\$ 121,170</b>	<b>\$ (140,511)</b>	<b>34.5%</b>
Scholarships	12,218,775	16,166,697	75,000	16,241,697	\$ 4,022,922	132.3%
<b>Total Expenditures</b>	<b>\$ 100,271,573</b>	<b>\$ 89,927,553</b>	<b>\$ 14,613,289</b>	<b>\$ 104,540,842</b>	<b>\$ 4,269,269</b>	<b>89.7%</b>



**Southern University Law Center**  
**General Operating Budget Interim Financial Statement**  
**For Fiscal Year Ending June 30, 2024**  
**As of April 30, 2024**

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 6,705,340	\$ 5,448,090	\$ 1,257,250	\$ 6,705,340	\$ -	81.3%
Statutory Dedicated	191,980	123,549	6,831	130,380	(61,600)	64.4%
Federal	-	-	-	-	-	-
<b>Self Generated</b>						
Tuition - Fall 2023	5,376,929	4,825,707	-	4,825,707	(551,222)	89.7%
Tuition - Spring 2024	5,035,879	4,465,335	-	4,465,335	(570,544)	88.7%
Tuition - Summer	767,123	838,033	-	838,033	70,910	109.2%
Out-of-State Fees	4,913,227	4,746,025	-	4,746,025	(167,202)	96.6%
Other	4,324,709	4,385,572	-	4,385,572	60,863	101.4%
Interagency Transfer	-	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 27,315,187</b>	<b>\$ 24,832,311</b>	<b>\$ 1,264,081</b>	<b>\$ 26,096,392</b>	<b>\$ (1,218,795)</b>	<b>90.9%</b>
<b>Expenditures</b>						
Salaries	\$ 15,343,775	\$ 14,123,860	\$ 1,090,429	\$ 15,214,289	\$ (129,486)	92.0%
Other Compensation	-	-	-	-	-	-
Related Benefits	5,925,444	4,489,954	414,363	4,904,317	(1,021,127)	75.8%
<b>Total Personal Services</b>	<b>\$ 21,269,219</b>	<b>\$ 18,613,813</b>	<b>\$ 1,504,793</b>	<b>\$ 20,118,606</b>	<b>\$ (1,150,613)</b>	<b>87.5%</b>
Travel	505,000	331,085	50,000	381,085	(123,915)	65.6%
Operating Services	1,815,326	2,547,842	45,000	2,592,842	777,516	140.4%
Supplies	280,000	162,648	60,000	222,648	(57,352)	58.1%
<b>Total Operating Expenses</b>	<b>\$ 2,600,326</b>	<b>\$ 3,041,575</b>	<b>\$ 155,000</b>	<b>\$ 3,196,575</b>	<b>\$ 596,249</b>	<b>117.0%</b>
Professional Services	1,250,000	597,270	20,000	617,270	(632,730)	47.8%
Other Charges	981,125	406,217	174,418	580,635	(400,490)	41.4%
Debt Services	-	-	-	-	-	-
Interagency Transfers	264,517	340,271	324,735	665,006	400,489	128.6%
<b>Total Other Charges</b>	<b>\$ 2,495,642</b>	<b>\$ 1,343,759</b>	<b>\$ 519,152</b>	<b>\$ 1,862,911</b>	<b>\$ (632,731)</b>	<b>53.8%</b>
General Acquisitions	-	-	-	-	-	-
Library Acquisitions	300,000	268,300	-	268,300	(31,700)	89.4%
Major Repairs	-	-	-	-	-	-
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 300,000</b>	<b>\$ 268,300</b>	<b>\$ -</b>	<b>\$ 268,300</b>	<b>\$ (31,700)</b>	<b>89.4%</b>
Scholarships	650,000	650,000	-	650,000	-	100.0%
<b>Total Expenditures</b>	<b>\$ 27,315,187</b>	<b>\$ 23,917,446</b>	<b>\$ 2,178,946</b>	<b>\$ 26,096,392</b>	<b>\$ (1,218,795)</b>	<b>87.6%</b>



**Southern University New Orleans Campus**  
**General Operating Budget Interim Financial Statement**  
**For Fiscal Year Ending June 30, 2024**  
**As of April 30, 2024**

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 9,734,448	\$ 7,909,243	\$ 1,825,205	\$ 9,734,448	\$ -	81.3%
Statutory Dedicated	552,652	335,348	217,304	552,652	-	60.7%
Federal	-	-	-	-	-	-
<b>Self Generated</b>						
Tuition - Fall 2023	4,144,256	3,466,879	-	3,466,879	(677,377)	83.7%
Tuition - Spring 2024	3,760,661	3,357,882	-	3,357,882	(402,779)	89.3%
Tuition - Summer	815,662	258,845	556,817	815,662	-	31.7%
Out-of-State Fees	366,000	666,737	-	666,737	300,737	182.2%
Other	4,498,838	2,329,561	1,669,277	3,998,838	(500,000)	51.8%
Interagency Transfer	-	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 23,872,517</b>	<b>\$ 18,324,495</b>	<b>\$ 4,268,604</b>	<b>\$ 22,593,099</b>	<b>\$ (1,279,418)</b>	<b>76.8%</b>
<b>Expenditures</b>						
Salaries	\$ 12,602,295	\$ 10,373,337	\$ 1,384,491	\$ 11,757,828	\$ (844,467)	82.3%
Other Compensation	-	-	-	-	-	-
Related Benefits	5,040,918	3,788,460	631,410	4,419,870	(621,048)	75.2%
<b>Total Personal Services</b>	<b>\$ 17,643,213</b>	<b>\$ 14,161,797</b>	<b>\$ 2,015,901</b>	<b>\$ 16,177,698</b>	<b>\$ (1,465,515)</b>	<b>80.3%</b>
Travel	20,000	8,150	26,850	35,000	15,000	40.8%
Operating Services	2,069,190	3,477,971	41,160	3,519,131	1,449,941	168.1%
Supplies	214,000	35,564	39,436	75,000	(139,000)	16.6%
<b>Total Operating Expenses</b>	<b>\$ 2,303,190</b>	<b>\$ 3,521,685</b>	<b>\$ 107,445</b>	<b>\$ 3,629,131</b>	<b>\$ 1,325,941</b>	<b>152.9%</b>
Professional Services	99,892	40,095	4,666	44,761	(55,131)	-
Other Charges	3,152,024	358,600	227,409	586,009	(2,566,015)	11.4%
Debt Services	-	-	-	-	-	-
Interagency Transfers	299,198	807,725	310,231	1,117,956	818,758	270.0%
<b>Total Other Charges</b>	<b>\$ 3,551,114</b>	<b>\$ 1,206,421</b>	<b>\$ 542,305</b>	<b>\$ 1,748,726</b>	<b>\$ (1,802,388)</b>	<b>34.0%</b>
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	125,000	186,419	-	186,419	61,419	149.1%
Major Repairs	-	-	-	-	-	-
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 125,000</b>	<b>\$ 186,419</b>	<b>\$ -</b>	<b>\$ 186,419</b>	<b>\$ 61,419</b>	<b>149.1%</b>
Scholarships	250,000	851,125	-	851,125	601,125	340.5%
<b>Total Expenditures</b>	<b>\$ 23,872,517</b>	<b>\$ 19,927,447</b>	<b>\$ 2,665,651</b>	<b>\$ 22,593,099</b>	<b>\$ (1,279,418)</b>	<b>83.5%</b>

**Southern University Shreveport Campus**  
**General Operating Budget Interim Financial Statement**  
**For Fiscal Year Ending June 30, 2024**  
**As of April 30, 2024**

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 7,531,907	\$ 6,119,670	\$ 1,412,237	\$ 7,531,907	\$ -	81.2%
Statutory Dedicated	529,902	123,549	406,353	529,902	-	23.3%
Federal		-	-			
<b>Self Generated</b>						
Tuition - Fall 2023	3,961,944	3,558,880	-	3,558,880	(403,064)	89.8%
Tuition - Spring 2024	3,432,744	3,007,983	-	3,007,983	(424,761)	87.6%
Tuition - Summer	537,371	320,543	216,828	537,371	-	59.7%
Out-of-State Fees	181,500	285,375	-	285,375	103,875	157.2%
Other	1,170,391	615,889	554,502	1,170,391	-	52.6%
Interagency Transfer		-	-			
<b>Total Revenues</b>	<b>\$ 17,345,759</b>	<b>\$ 14,031,889</b>	<b>\$ 2,589,920</b>	<b>\$ 16,621,809</b>	<b>\$ (723,950)</b>	<b>80.9%</b>
<b>Expenditures</b>						
Salaries	\$ 8,728,932	\$ 6,298,285	\$ 1,461,315	\$ 7,759,600	\$ (969,332)	72.2%
Other Compensation	-	-	-	-	-	0.0%
Related Benefits	3,868,603	2,650,693	685,471	3,336,164	(532,439)	68.5%
<b>Total Personal Services</b>	<b>\$ 12,597,535</b>	<b>\$ 8,948,978</b>	<b>\$ 2,146,786</b>	<b>\$ 11,095,764</b>	<b>\$ (1,501,771)</b>	<b>71.0%</b>
Travel	43,000	38,782	5,000	43,782	782	90.2%
Operating Services	2,592,161	1,801,567	790,594	2,592,161	-	69.5%
Supplies	102,500	206,748	30,000	236,748	134,248	201.7%
<b>Total Operating Expenses</b>	<b>\$ 2,737,661</b>	<b>\$ 2,047,097</b>	<b>\$ 825,594</b>	<b>\$ 2,872,691</b>	<b>\$ 135,030</b>	<b>74.8%</b>
Professional Services	20,000	151,691	50,000	201,691	181,691	758.5%
Other Charges	426,000	617,322	490,259	1,107,581	681,581	144.9%
Debt Services		-	-			
Interagency Transfers	1,464,563	805,259	351,612	1,156,871	(307,692)	55.0%
<b>Total Other Charges</b>	<b>\$ 1,910,563</b>	<b>\$ 1,574,272</b>	<b>\$ 891,871</b>	<b>\$ 2,466,143</b>	<b>\$ 555,580</b>	<b>82.4%</b>
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	-	-	-	-	-	0.0%
Major Repairs	-	-	-	-	-	0.0%
<b>Total Acquisitions/Major Repairs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
Scholarships	100,000	172,211	15,000	187,211	87,211	172.2%
<b>Total Expenditures</b>	<b>\$ 17,345,759</b>	<b>\$ 12,742,558</b>	<b>\$ 3,879,251</b>	<b>\$ 16,621,809</b>	<b>\$ (723,950)</b>	<b>73.5%</b>



**Southern University Agricultural Research and Extension Center**  
**General Operating Budget Interim Financial Statement**  
**For Fiscal Year Ending June 30, 2024**  
**As of April 30, 2024**

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 11,123,420	\$ 9,037,776	\$ 2,085,644	\$ 11,123,420	\$ -	81.2%
Statutory Dedicated	1,802,695	561,707	1,240,988	1,802,695	-	31.2%
Federal	3,654,209	2,071,886	1,582,323	3,654,209	-	56.7%
<b>Self Generated</b>						
Tuition - Fall 2023	-	-	-	-	-	-
Tuition - Spring 2024	-	-	-	-	-	-
Tuition - Summer	-	-	-	-	-	-
Out-of-State Fees	-	-	-	-	-	-
Other	-	-	-	-	-	-
Interagency Transfer	-	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 16,580,324</b>	<b>\$ 11,671,368</b>	<b>\$ 4,908,956</b>	<b>\$ 16,580,324</b>	<b>\$ -</b>	<b>70.4%</b>
<b>Expenditures</b>						
Salaries	\$ 6,331,462	\$ 5,294,342	\$ 1,037,120	\$ 6,331,462	\$ -	83.6%
Other Compensation	128,882	41,667	87,215	128,882	-	32.3%
Related Benefits	2,951,578	1,886,617	1,064,961	2,951,578	-	63.9%
<b>Total Personal Services</b>	<b>\$ 9,411,922</b>	<b>\$ 7,222,625</b>	<b>\$ 2,189,297</b>	<b>\$ 9,411,922</b>	<b>\$ -</b>	<b>76.7%</b>
Travel	231,441	209,095	22,346	231,441	-	90.3%
Operating Services	522,432	685,898	(163,466)	522,432	-	131.3%
Supplies	471,361	277,063	194,298	471,361	-	58.8%
<b>Total Operating Expenses</b>	<b>\$ 1,225,234</b>	<b>\$ 1,172,056</b>	<b>\$ 53,178</b>	<b>\$ 1,225,234</b>	<b>\$ -</b>	<b>95.7%</b>
Professional Services	105,000	105,735	(735)	105,000	-	100.7%
Other Charges	2,285,808	27,735	2,258,073	2,285,808	-	1.2%
Debt Services	-	-	-	-	-	-
Interagency Transfers	825,736	1,755,325	(929,589)	825,736	-	212.6%
<b>Total Other Charges</b>	<b>\$ 3,216,544</b>	<b>\$ 1,888,795</b>	<b>\$ 1,327,749</b>	<b>\$ 3,216,544</b>	<b>\$ -</b>	<b>58.7%</b>
General Acquisitions	293,310	110,674	182,636	293,310	-	37.7%
Library Acquisitions	-	-	-	-	-	-
Major Repairs	2,433,314	2,803	2,430,511	2,433,314	-	0.1%
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 2,726,624</b>	<b>\$ 113,477</b>	<b>\$ 2,613,147</b>	<b>\$ 2,726,624</b>	<b>\$ -</b>	<b>4.2%</b>
Scholarships	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 16,580,324</b>	<b>\$ 10,396,954</b>	<b>\$ 6,183,370</b>	<b>\$ 16,580,324</b>	<b>\$ -</b>	<b>62.7%</b>

## **Mission Statement**

Through shared governance, leadership, and a diverse system of unique institutions, the mission of the Southern University and A&M College System is to deliver affordable world-class education, a trained workforce, state-of-the-art research, creative scholarship, and transformational public service to the State of Louisiana, the Nation, and the World.

## **GOVERNANCE COMMITTEE (Following Finance Committee)**

### **AGENDA**

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
  - A. Request Approval of Exception to Policy 1-002 "Commencement Participation Policy" (SUBR)
6. Other Business
7. Adjournment

### **MEMBERS**

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





*Office of Academic Affairs*

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

April 30, 2024

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

Re: Participation of Summer 2024 Graduates in Spring 2024 Commencement

Dear President-Chancellor Shields,

The Office of Academic Affairs is requesting an exception to Policy 1-002 "Commencement Participation Policy" since we no longer have Summer 2024 Commencement. Some components of Policy 1-002 are no longer relevant. Specifically, Section V. Policy Implementation Procedures references Summer Commencement as the relief for students who do not complete all academic requirements to graduate during the Spring semester. The policy is attached for your reference.

We are requesting your approval for Summer 2024 Graduates to participate in Spring 2024 Commencement. Participating students must meet the following requirements:

1. No more than nine (9) credit hours remaining to complete degree requirements
2. Completion of all remaining courses during Summer 2024
3. An approved Summer 2024 Graduation Application
4. Completion of a Participation Memorandum of Understanding (see attached)

We appreciate your approval of this request until such time as Policy 1-002 can be revised. Please let me know if you need additional information.

Thank you,

A handwritten signature in blue ink that reads "Luria Young".

Luria Young  
Interim Vice Chancellor for Academic Affairs

A handwritten signature in blue ink that reads "John K. Pierre".

John K. Pierre  
Executive Vice President

---

Dennis J. Shields  
President-Chancellor



**POLICY TITLE**

***Commencement Participation Policy***

**POLICY NUMBER**

**1-002**

<b>Responsible Unit;</b> <i>Academic Affairs</i>	<b>Effective Date:</b> <i>03/22/2019</i>
<b>Responsible Official:</b> <i>Academic Affairs &amp; the Office of the Registrar</i>	<b>Last Reviewed Date:</b> <i>03/22/2019</i>
<b>Policy Classification:</b> <i>Academic Affairs</i>	<b>Origination Date:</b> <i>03/22/2019</i>

**I. POLICY STATEMENT AND RATIONALE**

The *Commencement Participation Policy* establishes guidelines for student participation in commencement exercises. Effective Spring 2019 students will be eligible to participate in Commencement Exercises if they have satisfied all program requirements. Students will not be allowed to participate in commencement with any academic discrepancies. If discrepancies are identified, the student is required to resubmit a graduation application the semester of anticipated completion.

**II. POLICY SCOPE AND AUDIENCE**

This policy applies to all academic units, students, Office of the Registrar, & Academic Affairs.

**III. POLICY COMPLIANCE**

The Office of the Registrar must ensure that all students and academic units are in compliance with the policy by reviewing graduation applications and certifying that students have completed all program requirements.

**IV. POLICY DEFINITIONS**

**Graduation:** The successful completion of a course of study at a university, or college for which you receive a degree.

**Commencement:** A ceremony at a university or college at which students formally receive their degrees or diplomas.



**V. POLICY IMPLEMENTATION PROCEDURES**

All students and academic units will be notified via email and the official University website of the new policy. The Office of the Registrar will review all graduation applications submitted for the current semester to determine if any students are not meeting the policy guidelines. The University has decided to implement a Summer Commencement for students who may not complete all academic requirements to graduate in the Spring but will successfully complete the requirements by the end of the Summer semester.

**VI. POLICY RELATED INFORMATION**

This policy aligns with the policy that is stated in the Course Catalog.

[http://www.subr.edu/assets/subr/AcademicAffairs/2015SUUndergradCatalogDTfinal\\_03\\_15\\_16.pdf](http://www.subr.edu/assets/subr/AcademicAffairs/2015SUUndergradCatalogDTfinal_03_15_16.pdf)

**VII. POLICY HISTORY AND REVIEW CYCLE**


This is an update to an existing policy. The effective date of this policy is determined by the approval date and signatures of the Chair of the Southern University System Board of Supervisors and President-Chancellor of the Southern University and A&M College System. This policy is subject to the System and Board approved five-year policy review cycle.

**VIII. POLICY URL**

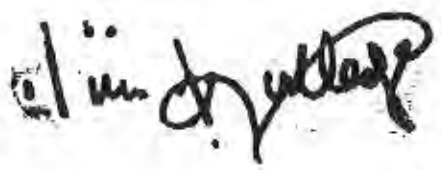
*This section identifies the Southern University System website where the system policies are archived – [www.sus.edu](http://www.sus.edu).*

**IX. POLICY APPROVAL**

*This section identifies the appropriate approval official(s).*

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

3-22-19  
**Effective Date of Policy**

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

3-22-19  
**Effective Date of Policy**



College Name

College Address and Phone Number

MEMORANDUM OF UNDERSTANDING
PARTICIPATION ONLY IN SPRING 2024 COMMENCEMENT
FOR SUMMER 2024 GRADUATES

Date:
Student Name: U Number:
Major: College:

I, understand that I am only participating in the Spring 2024 Commencement at Southern University and A&M College, and I have NOT completed the requirements of my degree program to be designated as a Spring 2024 Graduate/Completer of Southern University and A&M College.

I understand that I must complete the requirements listed below to participate in Spring 2024 Commencement, as noted by my signature at each requirement.

I have no more than nine (9) credit hours remaining to complete the requirements of my degree program, as outlined by my academic program before my degree can be officially awarded. This includes, but is not limited to, completing all coursework, exams, projects, internships, and any other requirements stipulated by my degree program. I understand that my participation in the commencement ceremony does not exempt me from fulfilling these obligations and failure to complete ALL degree requirements will result in the delay or denial of my degree.

My remaining courses are as follows:

I plan to take all of my remaining courses during the Summer 2024.

I have completed a Summer 2024 Graduation Application, and it has been approved by my Advisor, Department Chair, and Dean.

By participating in Spring 2024 Commencement, I understand and acknowledge that my participation does not signify the completion of my degree requirements. Participation in the ceremony is a celebration of my academic journey and achievements thus far, but it does not confer my degree.

By signing below, I acknowledge that I understand the aforementioned conditions and agree to fulfill all remaining degree requirements before my degree can be awarded.

Student's Signature Date

Advisor's Signature Date

Department Chair's Signature Date

Dean's Signature Date



## **Mission Statement**

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## **INTERNAL AUDIT COMMITTEE**

**(Following Finance Committee)**

### **AGENDA**

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
  - A. Request Approval of the Internal Audit Department Charter (SUS)
  - B. Request Approval of the Audit Plans for the next 12 Months (SUS)
  - C. Request Approval of the Internal Audit Quality Assurance and Improvement Plan Update (SUS)
6. Other Business
7. Adjournment

### **MEMBERS**

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



Office of Internal Audit  
J. S. Clark Administration Building  
4<sup>th</sup> Floor, Suite 427  
Baton Rouge, La. 70813  
225.771.2520

## Office of Internal Audit INTERNAL AUDIT CHARTER

### INTRODUCTION

The Internal Audit (IA) function within the Southern University System serves as an objective assurance and consulting activity, dedicated to improving operations and aiding management in achieving organizational objectives. This function is characterized by its systematic, disciplined approach to enhancing the effectiveness of risk management, control, and governance processes. Centrally managed by the Executive Director of Internal Audit, the IA function operates independently within the organization to ensure a comprehensive evaluation of internal controls and risk management practices across all campuses.

### MISSION, VISION, PURPOSE

#### Mission

To support the administration and management at all levels in fulfilling their oversight, management, and operating responsibilities through comprehensive audit coverage.

#### Vision

To be recognized as the principal provider of high-quality cost-effective services within the Southern University System, fostering professionalism, and objectivity in aiding the system to meet its strategic goals.

#### Purpose

To deliver independent, objective assurance and consulting services that add value and improve the organization's operations, encompassing:

- Evaluation of governance around risk management and internal controls.
- Assessment of the internal control system.
- Audit of risk management processes in operations.

### PROFESSIONAL STANDARDS AND DEVELOPMENT

The Internal Audit function commits to excellence and professionalism, adhering to the Institute of Internal Auditors (IIA) Mandatory Guidance, including Core Principles, the Code of Ethics,

and International Standards for the Professional Practice of Internal Auditing. Furthermore, when applicable, Government Auditing Standards issued by the Comptroller General of the United States will be followed.

The Institute of Internal Auditors' Practice Advisories, Practice Guides, and Position Papers will also be adhered to as applicable to guide operations. In addition, the internal audit activity will adhere to university relevant policies and procedures and the internal audit activity's standard operating procedures manual.

The IA staff is expected to uphold integrity, objectivity, confidentiality, and competency, aiming for continuous professional development and adherence to these standards.

### **AUTHORITY**

The IA office has full, unrestricted access to all university systems, records, properties, and personnel, ensuring confidentiality and the proper handling of all documents and information obtained during engagements.

### **INDEPENDENCE AND OBJECTIVITY**

The IA function operates with independence and objectivity, with the chief audit executive having direct access to senior management and the board. IA staff are prohibited from performing operational duties outside their audit responsibilities to maintain independence and objectivity. This independence is crucial for carrying out unbiased internal audit activities, ensuring auditors maintain an unbiased attitude and are not influenced by personal interests or external pressures.

### **SCOPE OF INTERNAL AUDIT ACTIVITIES**

IA's scope includes assessments of governance, risk management, and control processes, offering services such as operational audits, compliance audits, financial reviews, IT reviews, internal control assessments, special projects, and consulting. These activities aim to be a constructive service to the university system and flexible enough to respond to management's requests while aligning with IA's objectives and priorities.

### **RESPONSIBILITY**

Management at each campus is responsible for safeguarding assets, ensuring compliance with laws and regulations, and detecting errors and fraud. Internal Audit evaluates the effectiveness of internal controls, providing independent analyses, recommendations, and feedback to enhance business processes. The IA Executive Director reports to the System President and the Vice-President of Finance and Business Affairs, with campus audit directors reporting to the System Executive Director with informational disclosure to the campus chancellors, unless otherwise



directed by the System Executive Director, System President, and/or the Audit Committee Chair.

Hiring, promotion, and other related personnel decisions regarding campus audit directors and staff shall be made jointly with the System President, Audit Committee Chair, and System Audit Executive Director after appropriate consultation with the affected campus chancellor.

The System Executive Director with the assistance of campus directors has a responsibility to:

- Develop a flexible audit plan using an appropriate risk-based methodology, including any risks or control concerns identified by management, and submit that plan to the President and Audit Committee for review and approval, as well as periodic updates.
- Implement the audit plan, as approved, including as appropriate any special tasks or projects requested by management and the Board of Supervisors.
- Maintain a professional audit staff with sufficient knowledge, skills, and experience.
- Issue periodic reports to the Board of Supervisors and management summarizing results of audit activities.
- Keep the Board of Supervisors and President informed of emerging trends and successful practices in internal auditing.
- Implement a follow-up process to monitor and ensure that management actions have been effectively implemented or that management has accepted the risk of not taking action.
- Determine if university controls are adequate, effective, and functioning by conducting audits periodically so that all major systems are reviewed.
- Determine reliability and accuracy of accounting, financial, and reporting systems and procedures.
- Determine on a test basis grants and contracts received are made in conformance with university policies and procedures, state and federal laws and regulations, contractual obligations, Board Rules, and good business practices.
- Determine if assets are accounted for and safeguarded against losses of all kinds and as appropriate verify on a test basis the existence of such assets.
- Evaluate operational procedures to determine whether results are consistent with established objectives and goals and whether the procedures are being carried out as planned.
- Evaluate the design of major electronic data processing systems and major modifications to existing systems.
- Perform consulting services beyond the traditional assurance services provided by Internal Audit to assist management in meeting objectives. Examples may include facilitating process design, training advisory service, etc.
- Conduct investigations as required or directed related to the general objectives previously stated.
- Work cooperatively with external auditors and consultants to avoid duplication of efforts to ensure optimum audit coverage is obtained.

## REPORTING

Internal Audit ensures that the results of audits and other services are properly communicated to the appropriate management or operating personnel in the form of written reports, consultation advice, or any other means. Written reports include, or will be followed by, management comments itemizing specific actions taken or planned to resolve the reported finding(s) and to ensure that operational objectives are achieved. All internal audit reports will be issued by authorization of the System Executive Director. The System Executive Director shall distribute copies of all reports issued to the Southern University Board of Supervisors Chair, Audit Committee Chair, and the Southern University President upon initial release.

## QUALITY ASSURANCE AND IMPROVEMENT PLAN

A quality assurance and improvement program will be maintained to evaluate the IA function's adherence to professional standards and ethics, assessing the efficiency and effectiveness of audit activities and identifying opportunities for improvement. The Executive Director will communicate the results of this program to management, the Audit Committee and the Board.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Dennis Shields  
President-Chancellor

\_\_\_\_\_  
Christy Reeves  
Chairperson, Internal Audit Committee  
Southern University Board of Supervisors





# 2024-2025 AUDIT PLAN

## Southern University Baton Rouge Campus (SUBR)

AUDIT PROJECT NAME	DESCRIPTION	RISK FACTOR
1. Review of Accounts Payable	Determine if adequate internal controls are in place to ensure compliance with University policy and procedure.	High
2. Professional Services Contracts	Determine if adequate internal controls are in place to ensure compliance with University policy and procedure.	Medium
3. Sponsored Program Accounting/Grant Compliance	Determine if adequate internal controls are in place to ensure compliance with University policy and procedure.	Medium
4. Southern University Laboratory School	Determine if adequate internal controls are in place to ensure compliance with University policy and procedure.	Medium
5. Follow-up on Internal and External Audit Comments	Determine the status and/or resolutions on findings, instances of non-compliance, and/or recommendations.	Varies





# 2024-2025 AUDIT PLAN

## Southern University New Orleans Campus (SUNO)

AUDIT PROJECT NAME	DESCRIPTION	RISK FACTOR
1. CARES ACT COVID-19 HBCU Funding Review	Determine if adequate internal controls are in place to ensure compliance with applicable regulations.	Medium
2. Payroll/Human Resources	Determine if adequate internal controls are in place to ensure compliance with state and University policy and procedure.	High
3. Follow-up on Internal and External Audit Comments	Determine the status and/or resolutions on findings, instances of non-compliance, and/or recommendations.	Varies



# 2024-2025 AUDIT PLAN

## Southern University Shreveport Campus (SUSLA)

AUDIT PROJECT NAME	DESCRIPTION	RISK FACTOR
1. Travel Compliance Review	Determine if adequate internal controls are in place to ensure compliance with state and University policy and procedure.	High
2. Purchasing Card Compliance	Determine if adequate internal controls are in place to ensure compliance with state and University policy and procedure.	High
3. Sponsored Program Accounting and Grant Compliance	Determine if adequate internal controls are in place to ensure compliance with federal, state, and University policy and procedure.	High
4. Review of MsKick Program Review	Determine the status and/or resolutions on findings, instances of non-compliance, and/or recommendations.	Medium



# 2024-2025 AUDIT PLAN

## Southern University Law Center (SULC)

AUDIT PROJECT NAME	DESCRIPTION	RISK FACTOR
1. Travel Compliance Review	Determine if adequate internal controls are in place to ensure compliance with state and University policy and procedure.	Medium
2. Risk Management/Insurance Compliance Review	Determine if adequate internal controls are in place to ensure compliance with state University policy and procedure.	Medium
3. Follow-up on Internal and External Audit Comments	Determine the status and/or resolutions on findings, instances of non-compliance, and/or recommendations.	Varies





# 2024-2025 AUDIT PLAN

## Southern University Agricultural Research & Extension Center (SUAREC)

AUDIT PROJECT NAME	DESCRIPTION	RISK FACTOR
1. Medical Marijuana Contracts	Determine if adequate internal controls are in place to ensure compliance with applicable state and agricultural center policy and procedure.	Low
2. Motor Pool/Fleet Management	Determine if adequate internal controls are in place to ensure compliance with applicable state and agricultural center policy and procedure.	Medium
3. Grants & Sponsored Programs	Determine if adequate controls are in place to ensure compliance with applicable federal, state, and University policy and procedure.	Medium
4. Follow-up on Internal and External Audit Comments	Determine the status and/or resolutions on findings, instances of non-compliance, and/or recommendations.	Varies

## QAIP Detailed Update

### 1. Full Implementation of Auto Audit Work papers

The Internal Audit Department has fully implemented the Auto Audit software. This software allows for electronic work papers. With the auditors in New Orleans and Shreveport, this allows for remote review of work papers and documents obtained during the audits. The Internal Audit Department will continue to utilize Auto Audit for work paper documentation.

### 2. Weekly Meetings

The Internal Audit Department continues to hold weekly departmental meetings. During the meetings, updates are given on the various audits. In addition, campus updates are provided. Auditors also discuss and solicit input on potential issues they may be facing and solicit feedback and input from the other auditors. Written minutes are recorded for each meeting and placed in an automated file.

### 3. Annual Review of Audit Manual

The Audit Manual is reviewed annually. The manual was last updated August 2022. The next review of the manual is scheduled to take place by the end of calendar year 2023 with any modifications implemented in calendar year 2024.

### 4. Annual Discussion of Audit Plan with Senior Management

The Executive Director of Internal Audit for the Southern University System, along with the Directors for each individual campus, continue to have regular discussions with the Chancellors, Vice-Chancellors of Finance (CFOs), Vice-Chancellors on the various campuses, and Senior Staff of the Southern University System. The internal audit schedule is updated based on these discussions and requests from management.

### 5. Initiate the Self-Assessment and External Validation Processes

The self-assessment process has been assigned to the Director of Internal Audit for Southern University at Shreveport Louisiana (SUSLA) and the Southern University Law Center (SULC). The self-assessment will begin in the fourth quarter of 2023 with completion scheduled in 2024. Once the self-assessment is complete, we will initiate an external validation.

### 6. Bi-Annual One-on-One calls with SUS Board of Supervisors Audit Committee Members

The purpose of the calls is to give an update on the audit plan and discuss audit reports issued. Members feedback regarding risk and the plan is obtained

### 7. Audit Report Feedback

Surveys will be sent for all audit reports issued in the second half of 2023.

The internal audit department continues to operate in accordance with its Charter and continues to look for ways to operate in an efficient and effective manner as well as make recommendations to the various auditees when appropriate during our audits.



## Mission Statement

Through shared governance, leadership, and a diverse system of unique institutions, the mission of the Southern University and A&M College System is to deliver affordable world-class education, a trained workforce, state-of-the-art research, creative scholarship, and transformational public service to the State of Louisiana, the Nation, and the World.

## LEGAL AFFAIRS COMMITTEE

(Following Internal Audit Committee)

### AGENDA

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

A. Request Approval of Contracts, Amendments, Agreements, Grants, etc... Equal to or Greater than \$300,000.00.

Title	Description	Amount	Campus
1. American Rescue Plan Act 2021 Cooperative Endeavor Agreement	Federal funds from the Coronavirus State and Local Fiscal Recovery Fund was established under the American Rescue Plan Act of 2021 ("ARPA Act"). SUSLA will use this ARPA Act Subaward to provide disadvantaged and low-income youth the opportunity to obtain education and employment skills in local in-demand and high-demand jobs to achieve economic self-sufficiency.	\$500,000.00	SUSLA
2. EAB Global, INC Purchase Agreement	EAB provides school management and administration consultancy services. This agreement will allow sole source procurement by the Southern University System of EAB's Data Management Platform, Edify and Navigate360 which is their Student Success CRM. Each of these technologies are completely proprietary to EAB. They are capable of working together to provide unique capabilities and benefits that are not available from any other vendor. Sole source procurement is justified because there are no other comparable products providing the value and benefits of the Edify and Navigate360 technology combination.	\$3,907,248	SUS

6. Other Business
7. Adjournment

### MEMBERS

Tony Clayton - Chair, Atty. Domoine Rutledge - Vice Chair  
 Atty. Edwin Shorty, Mr. Jyron Young, Ms. Christy O. Reeves, and Ms. Maple L. Gaines  
 Mr. Myron K. Lawson - Ex Officio



## Southern University and A&M College System

J.S. Clark Administration Building  
4th Floor  
Baton Rouge, Louisiana 70813

Office of The  
President-Chancellor  
(225) 771-4092

Fax Number  
(225) 771-5522

April 25, 2024

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

RE: Caddo Parish Commission (SUSLA)

Dear President Shields,

This correspondence is regarding the attached Subaward Agreement between the Caddo Parish Commission and SUSLA which has been reviewed and approved by The Office of General Counsel. Federal funds from the Coronavirus State and Local Fiscal Recovery Fund was established under the American Rescue Plan Act of 2021 ("ARPA Act"). SUSLA will use this ARPA Act Subaward to provide disadvantaged and low-income youth the opportunity to obtain education and employment skills in local in-demand and high-demand jobs to achieve economic self-sufficiency. By December 31, 2025, SUSLA will be responsible for providing 30 low-income youth an opportunity to receive instruction/credentials in the following areas:

- a. Academic Instruction: HiSED Credential/HISET testing, Northstar Digital Literacy Certificate
- b. Core Construction: NCCER Basic Certification
- c. Certified Nursing Assistant: State Licensure
- d. Culinary Arts: ProServe, ServSafe Credentials, and Certified Restaurant Professional

The maximum amount is up to \$ 500,000.00. Thus, Board approval is warranted.

Please let me know if you have any questions or concerns.

Thank you,

A handwritten signature in blue ink, appearing to read "C. Beaner".

Christ Beaner  
Associate General Counsel  
Southern University System

*Five Campuses, One Vision...Global*

*Excellence*

[WWW.SUS.EDU](http://WWW.SUS.EDU)





**THE PARISH OF CADDO**  
**OFFICE OF THE PARISH ATTORNEY**

Donna Y. Frazier  
PARISH ATTORNEY

Henry M. Bernstein  
ASSISTANT PARISH ATTORNEY

GOVERNMENT PLAZA  
505 Travis Street • Suite 810  
P.O. Box 1127  
Shreveport, LA 71163-1127

Telephone • 318-226-6917  
Fax • 318-226-6974

March 27, 2024

Dr. Lonnie McCray  
Southern University at Shreveport  
3050 Martin Luther King Jr., Drive  
Shreveport, LA 71107

Re: Cooperative Endeavor Agreement for ARPA/SLRF Funding

Dear Grantee:

Enclosed, please find an **original** of the Contract between Southern University at Shreveport and the Parish of Caddo. Please carefully review and execute the contract before two witnesses and return it to the Office of the Caddo Parish Attorney, at the above-listed address at your earliest convenience. The Parish must receive the fully executed agreement before any funds are released. Upon receipt, we will complete the execution of the agreement and return a fully executed copy to you for your file. **This process must be completed before you may request the funds from the Caddo Parish Finance Department.**

**Also, please submit the enclosed forms provided:** (1) a W-9 Request for Taxpayer Identification Number and Certification Form to be signed and returned to our office with the signed agreements; and (2) the necessary reporting form to be submitted to the Caddo Parish Finance Department, at the above-listed address, in accordance with the dates outlined in the Contract. **All reports must include the following:**

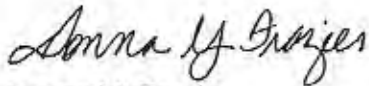
1. **Itemized list of each expenditure made with parish funds;**
2. **A contract, invoice, bank statement showing cash withdrawal, AND/OR receipt for each expenditure (business conducted with parish funds is required to be transacted through a bank account);**
3. **A copy of your organization's canceled check (from the bank) for each expenditure purchased with a check;**
4. **All other financial documentation related to the expenditure.**



Page 2  
Southern University at Shreveport  
March 27, 2024

Once you have received your copy of the **fully executed** agreement from the Parish, you will need to forward a request for payment, in writing, to the **Caddo Parish Finance Department** via facsimile (318) 429-7609 or by mail to P.O. Box 1127, Shreveport, LA 71163-1127. The Office of the Parish Attorney does not handle payment requests.

Sincerely,



Donna Y. Frazier  
Parish Attorney

DYF:dt

Enc.

cc: Finance Department w/enc.

# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
 See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
2 Business name/disregarded entity name, if different from above
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.
6 City, state, and ZIP code
7 List account number(s) here (optional)
Requester's name and address (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table>				
or				
Employer identification number				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table>				

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

- Form 1099-INT (interest earned or paid)



Caddo Parish CSLFR Semi-Annual Performance Report

Grantee Name:	Report End Date:
Project Number: (INTERNAL USE)	Report Due Date:
Grantee Address:	Date Report Submitted:
Reporting Contact (name and email address):	Report Submitted By (name and email address):

**A. SUMMARY OF QUARTERLY GRANT ACTIVITIES**

Discuss the high-level grant activities that took place during the period in one full page ( please attach)

**B. EXPENDITURES**

Include semi- annual and year-to-date expenditures in the table below. If there are specific expenses that require notation or attention, please attach brief narrative, as appropriate.

Expenditures	This Period	Year To Date
<b>Personnel</b>		
<b>Fringe Benefits</b>		
<b>Travel</b>		
<b>Equipment</b>		
<b>Supplies</b>		
<b>Contractual</b>		
<b>Other</b>		
<b>Total Direct Cost</b>		
<b>Indirect Cost</b>		
<b>Total Project Cost</b>		



**C. TIMELINE GRANT MILESTONES, ACTIVITIES, AND DELIVERABLES**

*Provide your timeline for and discuss your progress toward identified milestone and goals from the grant narrative submitted to Caddo Parish. Please attach/submit flyers photos of project milestones & grant related success.*

**D. ADDITIONAL INFORMATION**

*Discuss any other information relevant to your project.*



**DEPARTMENT OF FINANCE  
CONTRACT FOR ARPA FUNDS**

<b>Title:</b>	Southern University at Shreveport		
<b>Start Date:</b>	1/1/2024	<b>End Date:</b>	05/30/2026 / <b>Fiscal Year:</b> / 2024-2026
<i>The Parish reserves the right to extend this Agreement for additional periods. The decision to extend is subject to the availability of funding, the continued priority of need for a specific service, and satisfactory performance by the Subrecipient during the period specified in this Agreement. Notification of intent to extend Agreement for additional periods with the Subrecipient will occur prior to the expiration of this Agreement.</i>			
<b>CFDA(s):</b>	/ 21.027	<b>FAIN(s):</b>	/ SLFRP0189
<b>TOTAL AGREEMENT FUNDING NOT TO EXCEED: / \$500,000</b>			

<b>Subrecipient Name:</b>	Southern University at Shreveport		
<b>Mailing Address:</b>	3050 Martin Luther King, Jr. Drive, Shreveport, LA 71107		
<b>Contact Name:</b>	Dr. Lonnie McCray	<b>Title:</b>	Interim Vice Chancellor of Academic Affairs and Workforce Development
<b>Phone:</b>	318.670.9363	<b>Email:</b>	lmccray@susla.edu
<b>Fiscal Contact:</b>	Same as above	<b>Email:</b>	
<b>Agency UEI:</b>	HJ4MHJBBLZ28	<b>Agency TIN:</b>	72-6000817

**Department of Finance Contacts**

<b>Contract Manager:</b>	Jalisa Thomas, Grant Manager	<b>Phone or Email:</b>	318-226-6900
<b>Program Contact:</b>	Same as above	<b>Phone or Email:</b>	
<b>Fiscal Contact:</b>	Hayley Barnett, Director of Finance	<b>Phone or Email:</b>	318-226-6900

NOW, THEREFORE, for and in consideration of the mutual covenants, promises, and agreements contained herein, Parish and Subrecipient, referred to individually as a "Party" and collectively as the "Parties," mutually agree that Subrecipient shall provide the services and comply with the requirements set forth herein and the attachments, incorporated by reference into this Agreement:

**EXHIBITS**

A: Statement of Work	D: General Terms and Conditions
B: Compensation and Financial Requirements	E: Federal Terms and Conditions
C: Recordkeeping, Reporting and Audit Requirements	

This Agreement, including all Exhibits and other documents incorporated by reference, contains all the terms and conditions agreed upon by the Parties. No other understandings and representations, verbal or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind the Parties. The Parties signing below warrant that they have read and understand this Agreement and have authority to enter this Agreement.

<b>Subrecipient Signature</b>	Dennis J. Shields, President- Chancellor Southern University System	<b>Date</b>
<b>Caddo Parish Signature</b>	Erica R. Bryant, Parish Administrator	<b>Date</b>



## EXHIBIT A – SCOPE OF WORK

---

Subrecipient has been granted a Subaward by Parish, reflected by the **Total Agreement Amount** set forth herein on page one (1) of this Agreement, of federal funds from the Coronavirus State and Local Fiscal Recovery Fund established under the American Rescue Plan Act of 2021 ("ARPA Act"). Subrecipient shall use this ARPA Act Subaward to implement the Agreement requirements set forth below.

### 1. BACKGROUND AND PURPOSE

Southern University wishes to implement the ATY Program to provide disadvantaged and low-income youth the opportunity to obtain education and employment skills in local in-demand and high-demand jobs to achieve economic self-sufficiency.

### 2. SUBRECIPIENT RESPONSIBILITIES

By December 31, 2025, provide 30 low-income youth an opportunity to receive instruction/credentials in the following areas:

- a. Academic Instruction: HISED Credential/HISET testing, NorthStar Digital Literacy Certificate
- b. Core Construction: NCCER Basic Certification
- c. Certified Nursing Assistant: State Licensure
- d. Culinary Arts: ProServe, ServSafe Credentials, and Certified Restaurant Professional

Low-income status is to be determined by using the targeted zip codes listed in the proposal.

### 3. PERFORMANCE MEASURES

- 3.1. Quarterly reports showing the progress of the project.

### 4. REPORTING/DELIVERABLES

- 4.1. The Subrecipient shall report Performance indicators including both output and outcome measures of programs supported with ARPA funding. At a minimum should include the following, but Subrecipients are encouraged to provide any additional datapoints that support efforts to promote equitable outcomes.
  - 4.1.1. Total Number of individuals served.
  - 4.1.2. Demographic Information (age, gender, race/ethnicity, location, income etc.)
  - 4.1.3. Outcomes over time of how the program positively impacted the target audience, (e.g., total percent reduction in food insecurity, graduation/school performance of students participating in programs, barriers removed over time).
- 4.2. In addition, when requested, the Subrecipient shall complete the ARPA Funding Project report provided by the Parish as part of the required reporting to the US Treasury on all ARPA awards.
- 4.3. All reporting shall be done no less than quarterly. The Parish reserves the right to change the reporting frequency as needed and request additional performance measures, output measures, or other information regarding service delivery data for the funding awarded to the Subrecipient for the purpose of ARPA reporting.

### 5. PARISH RESPONSIBILITIES

- 5.1. To accomplish the intent of this Agreement, as appropriate under the circumstances, Parish shall:



- 5.1.1. Provide administrative and financial oversight, direction, training, and technical assistance in accordance with established laws and regulations.
  - 5.1.2. Monitor Subrecipient activities to ensure that the Subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the Subaward; and that Subaward Performance Measures are achieved. Subrecipient monitoring by Parish will conform with 2 CFR 200.332 and include, but not be limited to:
    - 5.1.2.1. Reviewing financial and performance reports.
    - 5.1.2.2. Ensuring Subrecipient takes timely and appropriate action on any and all deficiencies pertaining to this Agreement that are detected by Parish through audits and on-site reviews.
    - 5.1.2.3. Issuing management decisions for applicable audit findings.
    - 5.1.2.4. Resolving audit findings.
  - 5.1.3. Verify that Subrecipient is audited as required by Subpart F of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200), as applicable.
  - 5.1.4. Take enforcement action against Subrecipient for noncompliance.
- 5.2. Subrecipient shall perform the activities outlined in the preceding section (5.1.1 thru 5.1.4) with respect to its subrecipients, contractors, consultants, and agents who are paid from funds provided under this Agreement or act in furtherance of this Agreement.

## EXHIBIT B – BUDGET & FINANCIAL REQUIREMENTS

---

### 1. COMPENSATION

- 1.1. Funding is based on the services as set forth in the Scope of Work in this Agreement. The Subrecipient shall use all funds provided pursuant to this Agreement to support only the services as described within this Agreement and may not supplant other programs or fund sources.
- 1.2. Funding is contingent upon the receipt of funds by the Parish from state government, federal government, or other sources. If funding is withdrawn, reduced, suspended, or reallocated, after the effective date of this Agreement and prior to normal completion, the Parish will notify the Subrecipient per Section 1.2.1. In such instances, the Parish may terminate the Agreement, withdraw funding, or renegotiate the Agreement subject to those new funding limitations and conditions. If the source of funding for this Agreement is eliminated on a temporary or permanent basis, the Parish will not be responsible for reimbursing the Subrecipient for any work performed after the receipt of the notification.
  - 1.2.1. Should a change in funding source occur or become necessary, in lieu of a formal amendment, the Parish shall notify the Subrecipient immediately, by issuing written notice to the Subrecipient, unless the Agreement is formally terminated in which the Parish will follow the termination process per the General Terms and Conditions in Exhibit D to this Agreement (GTC). The Subrecipient shall keep a copy of any notices on file with the Agreement as the record of change.
- 1.3. Funds shall not be obligated for:
  - 1.3.1. Costs incurred prior to start date of this Agreement:
    - 1.3.1.1. Any action subsequent to an order from the Parish for suspension or termination of the project except as may be reasonably necessary for the protection of life and property; which could otherwise be avoided; or which is otherwise eligible of the action precipitating the order for suspension or termination is found to be acceptable to the Parish; or
    - 1.3.1.2. Reimbursement requests that include ineligible or inappropriate costs pursuant to state or federal laws and regulations, or as defined in the GTC or Scope of Work.
  - 1.3.2. The Subrecipient shall refund to the Parish any payment or partial payment expended by the Subrecipient, subcontractors, or consultants which is subsequently found to be ineligible, inappropriate, or illegal.
- 1.4. The Subrecipient shall provide services in the most effective, efficient, and economical manner possible.
- 1.5. The maximum consideration for this Agreement is not to exceed \$500,000, as set forth in the funding table below. Subrecipient shall monitor its quarterly expenses and ensure those quarterly expenses do not exceed the maximum consideration for this Agreement.



Payment Period: January 1, 2024 to June 30, 2026			
Service Designation/Activity	Rate Method	Amount	Not to Exceed
ATP Program	Cost Reimbursement		\$500,000.00
		Total	\$500,000.00

## 2. FEDERAL REQUIREMENTS

- 2.1. Subrecipient understands this Agreement is for an ARPA Act Subaward from Parish under CFDA No. 21.027 and, as such:
- 2.1.1. Subaward funds may only be expended for eligible uses under and in full compliance with Section 603(b) of the Social Security Act (the Act), as amended by Section 9901 of the ARPA Act and in accordance with US Treasury Coronavirus State and Local Fiscal Recovery Fund rules and the Compliance and Reporting Guidelines for State and Local Fiscal Recovery Funds as may be amended and supplemented.
  - 2.1.2. Subaward funds may only be used for costs applicable to this Agreement which are included in the approved budget. Subaward funds may not be used for general administration or operation of the Subrecipient and may not replace non-federal funds in any jointly funded project.
  - 2.1.3. Subrecipient may provide an approved federally recognized indirect cost rate negotiated between the Subrecipient and the Federal Government. If no such rate exists, a *de minimis* indirect cost rate (10%) as defined in 2 CFR 200.414 Indirect (F&A) costs, paragraph (f), may be used.
- 2.2. In addition to other audit requirements set forth in this Agreement, Subrecipients who are not required to obtain a single or program-specific audit that meets the requirements of 2 CFR 200.500-507 or do not have audited financial statements prepared, are required at a minimum to have a reviewed financial statement prepared annually by an independent Certified Public Accountant (CPA). Audits and/or reviewed financial statements must be submitted to the Parish within thirty (30) calendar days of issuance. The review must be conducted in accordance with the Statements and Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants for non-profits or the Government Auditing Standards issued by the Comptroller General of the United States for government entities.

## 3. REIMBURSEMENT PROCEDURE

- 3.1. Reimbursement requests shall only be for costs actually incurred per the approved budget and supported by documentation. The Subrecipient is prohibited from submitting requests for payment in excess of actual requirements for carrying out the Scope of Work.
- 3.2. Reimbursements shall be requested on an Agreement Payment Request (invoice) form, developed and provided by the Parish as an attachment to the Agreement.
- 3.2.1. The Subrecipient shall submit the invoice within twenty-one (21) working days following the quarter in which the Subrecipient has incurred expenditures for services and costs as outlined in this Agreement. The Parish shall issue payment no later than twenty-five (25) working days after the receipt of complete and accurate billing information as determined by the Parish. Quarters end March 31<sup>st</sup>, June 30<sup>th</sup>, September 30<sup>th</sup>, and December 31<sup>st</sup> of each year covered in this agreement.
  - 3.2.2. Invoices shall be accompanied by documentation to support the amount of the request for



reimbursement. The Parish shall not release payment until the Subrecipient provides all required documentation identified in this Agreement, including those identified as "reporting requirements." Submission of incomplete or inaccurate information on an invoice may delay the reimbursement process. Any delay in the reimbursement process resulting from incomplete or inaccurate information on an invoice will not be considered a breach of the Agreement.

- 3.2.3. Invoices must be signed with an original or electronic signature and received prior to payment.
  - 3.2.4. Invoices shall be submitted to the following email address: [jthomas@caddo.org](mailto:jthomas@caddo.org)
  - 3.2.5. The Parish reserves the right to amend, delete, or add to the Invoice form as it deems necessary. Any revisions or changes to the invoice will be provided to the Subrecipient in a timely manner.
  - 3.2.6. Multiple quarterly drawdown requests may be requested at one time, as long as the quarter for which reimbursement is requested has ended and the necessary report/documentation is submitted.
- 3.3. Due to Parish fiscal year end and Agreement closeout requirements, the Subrecipient shall:
- 3.3.1. Submit the final invoice for the calendar year (CY) in the month of January. The actual date will be determined and communicated to the Subrecipient by the Parish.
  - 3.3.2. When the term of the Agreement ends in any month other than December, the Subrecipient shall submit the final billing for the Agreement, based on the date determined by the Parish.
    - 3.3.2.1. The Parish will provide timely written notification, via a formal letter or an e-mail, of the submission requirements for these time frames.
  - 3.3.3. Failure to follow the year end and/or final invoice instructions, may result in a delayed payment or nonpayment for the given month.

## EXHIBIT C – RECORDKEEPING, REPORTING & AUDIT REQUIREMENTS

### 1. RECORDKEEPING & REPORTING

- 1.1. Subrecipient shall maintain all records required by applicable federal, state, and local regulations and to demonstrate compliance with this Agreement. The public shall be granted reasonable access to all “public records” associated with this Agreement for up to six (6) years following the termination or expiration of this Agreement in accordance with, and subject to any limitations or exemptions under the Public Records Act, La. Rev. Stat. §44.1, et. seq., or any other applicable state or federal law. This Agreement is subject to review by any Federal or State auditor. Parish or its designees shall have the right to review and monitor the financial and service components of this Agreement by whatever means are deemed expedient by the Parish. Such review/right to access may occur with or without notice, and may include, but is not limited to, on-site inspection and inspection of all records or other materials which the Parish deems pertinent to this Agreement and its performance. Subrecipient shall preserve and maintain all financial records and records relating to performance of this Agreement for six (6) years after termination or expiration, and shall make them available for such review, within Caddo Parish, State of Louisiana, upon reasonable request.
- 1.2. Subrecipient shall maintain written policy and procedural manuals for all services, information systems, personnel, and accounting/finance in sufficient detail such that operations can continue should staff changes or absences occur.
- 1.3. Subrecipient shall establish and maintain in conformance with applicable accounting laws, regulations, and standards an accounting system that, at a minimum:
  - 1.3.1. Adequately and separately identifies all funding sources and all application of funds associated with providing the required services including, but not limited to, local, state, and federal grants, fees, donations, federal funds, and all other funds, public or private.
  - 1.3.2. Provides a means to gather fiscal data necessary to determine; a) the cost of a unit of service; b) the bid price; and c) if funds were generated in excess of allowable costs.
  - 1.3.3. Accurately identifies all costs incurred by Subrecipient, even when no revenue is received from services.
- 1.4. Subrecipient shall maintain all records containing information pertaining to projects, contracts, grants, or sub-grant awards, and all authorizations, obligations, non-obligated balances, assets, outlays, liabilities, expenditures, and revenue.
- 1.5. Subrecipient shall maintain all books, records, documents, reports, and other evidence of accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in performance of this Agreement. Subrecipients shall maintain their fiscal books, records, documents, and other data in a manner consistent with relevant generally accepted accounting principles.
- 1.6. Upon reasonable request by Parish, Subrecipient shall provide to Parish any and all information, data, and other reporting, to the fullest extent permitted by law, that is required by the Parish to comply with federal, state, and local laws and to meet the Parish’s reporting obligations.



## 2. AUDITS

- 2.1. Subrecipient shall submit to the Parish's fiscal representative an independent audit engagement letter and satisfy the other conditions set forth below, as applicable:
  - 2.1.1. Subrecipients that are required to have a Single Audit under 2 CFR 200 Subpart F must submit a copy of the independent audit engagement letter to the Parish upon execution of this Agreement.
  - 2.1.2. When state funds are also to be paid under this Agreement, a Schedule of State Financial Assistance must also be included.
  - 2.1.3. Subrecipient shall inform the Parish's fiscal representative in advance of the date and time of the independent auditor's exit interview with Subrecipient so that a Parish representative can be present if the Parish so desires.
  - 2.1.4. Subrecipient shall submit the independent Certified Public Accountant (CPA) auditor's financial statement report, Single Audit reports and the management letter (collectively referred to as "reports") to the Parish within thirty (30) calendar days following the issuance of such reports. Further, Subrecipient shall:
    - 2.1.4.1. Provide comments on any findings and recommendations in the reports, including a plan for corrective action for any findings.
    - 2.1.4.2. Make available working papers of the reports to Parish.
  - 2.1.5. Subrecipient shall include all relevant audit requirements in any subcontracts.
- 2.2. When Subrecipient is a state or local government entity, the Office of the State Auditor will conduct the audit.
- 2.3. Audits of non-profit organizations are to be conducted by a certified public accountant selected by the Subrecipient in accordance with 2 CFR 200.509.
- 2.4. In the event Subrecipient's independent auditor does not provide the assurances necessary to satisfy relevant legal audit requirements, Parish retains the right to request a full audit and Subrecipient will be responsible for any and all costs incurred in order to provide the required audit and assurances.
- 2.5. If Subrecipient receives an annual audit due to requirements other than stated in this Agreement, Subrecipient shall submit all reports from these audits to the Parish's fiscal representative in accordance with section 2.1.4 above.
- 2.6. For Subrecipients who are not required to obtain a Single Audit, Parish, at its discretion, may require the Subrecipient to obtain an independent review or an independent audit, at the Subrecipient's expense, conducted by an independent CPA. A Single Audit requirement may also apply.



## EXHIBIT D – GENERAL TERMS & CONDITIONS

1. **Future Non-Allocation of Funds.** Notwithstanding any other terms of this Agreement, if sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the Parish will not be obligated to make payment for services of amounts after the end of the fiscal period through which funds have been appropriated and allocated, unless authorized by Parish ordinance. No penalty or expense shall accrue to the Parish in the event this provision applies.
2. **Amendments.** All amendments to this Agreement shall be in writing and approved by Parish.
3. **Insurance and Bond.** The insurance coverages specified in this section (3) are required unless modified by separate addendum to this Agreement. Insurance requirements, if any, contained in the separate addendum shall take precedence over this section (3).
  - 3.1. Throughout the life of this Agreement and any Amendments, Subrecipient and its consultants and subcontractors, shall at Subrecipient's and its consultants' and subcontractors' own expense maintain with an insurance carrier authorized or eligible in the State of Louisiana, at a minimum, the insurance set forth below.
    - 3.1.1. Commercial Automobile Liability: Bodily Injury Liability and Property Damage Liability Insurance \$1,000,000.00 each occurrence OR combined single limit coverage of \$2,000,000.00, with no greater than a \$1,000.00 deductible.
    - 3.1.2. Commercial General Liability: Bodily Injury Liability and Property Damage Liability Insurance \$1,000,000.00 each occurrence OR combined single limit coverage of \$2,000,000.00, with no greater than a \$1,000.00 deductible.
  - 3.2. Subrecipient shall have Parish named as an additional insured on all required insurance policies and such insurance carried by Subrecipient shall be primary over any insurance carried by Parish.
  - 3.3. Subrecipient shall provide a certificate of insurance and endorsements to be approved by Parish's Risk Manager prior to execution of this Agreement. Subrecipient shall not commence work under this Agreement until all required evidence of insurance and related documentation has been obtained and approved by Parish's Risk Manager.
    - 3.3.1. Subrecipient shall ensure all certificates of insurance (COI) and endorsements are submitted to the Parish upon annual renewal. Failure to have valid insurance on file with the Parish may result in a corrective action or termination of the Agreement.
  - 3.4. Subrecipient may comply with these insurance requirements through a program of self-insurance that meets or exceeds the limits set forth above in section 3.1. Subrecipient must provide Parish with adequate documentation of self-insurance to be approved by Parish's Risk Manager prior to execution of this Agreement. Subrecipient shall not commence work under this Agreement until all required proof of adequate self-insurance and related documentation has been obtained and approved by Parish's Risk Manager.
  - 3.5. In the event of non-renewal, cancellation, or material change in self-insurance or coverage under this Agreement, Subrecipient shall provide Parish with forty-five (45) days advance notice of such event.
  - 3.6. Parish has no obligation to pay Subrecipient's insurance premiums.
  - 3.7. If at any time Parish has reasonable grounds to believe insurance coverage and/or bond amounts for this Agreement are inadequate, Parish may request, in writing, that Subrecipient increase



insurance coverage or bond amount and Subrecipient shall comply within fifteen (15) days of receipt of said written request from Parish.

- 3.8. Parish shall have no obligation to report occurrences unless a claim has been properly filed pursuant to relevant provisions in the Revised Statutes of Louisiana (La. Rev. Stat.).

#### 4. Defend, Hold Harmless and Indemnity.

- 4.1. Subrecipient, and its officers, agents, employees, subcontractors, and/or consultants, agree to defend, indemnify and save harmless Parish and its appointed and elective officers and employees, from and against all loss or expense including, but not limited to, judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the Parish, and its elected or appointed officials or employees, for damages because of personal or bodily injury, including death, at any time resulting therefrom, sustained by any person or persons, or on account of damage to property, including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the Subrecipient, its officers, agents, employees, subcontractors, and/or consultants, successor or assigns, or the Parish, or its appointed or elected officers, employees or agents, except only such injury or damage as shall have been occasioned by the sole negligence of the Parish, or its appointed or elected officials or employees.

- 4.1.1. The preceding section (4.1) is valid and enforceable only to the extent of Subrecipient's negligence where the damages arise out of services or work in connection with or collateral to, a contract or agreement relative to construction, alteration, repair, addition to, subtraction from, improvement to, or maintenance of, any building, highway, road, railroad, excavation, or other structure, project, development, or improvement attached to real estate, including moving and demolition in connection therewith, a contract or agreement for architectural, landscape architectural, engineering, or land surveying services, or a motor carrier transportation contract and where the damages are caused by or result from the concurrent negligence of (i) the Parish or its agents or employees, and (ii) the Subrecipient or the Subrecipient's agents or employees.

- 4.2. With respect to performance of this Agreement and as to claims against the Parish, its officers, agents and employees, Subrecipient expressly waives its immunity under LS-R.S. §23:1021, et. seq., the Worker's Compensation Act, for injuries to its employees and agrees that the obligations to indemnify, defend and hold harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of Subrecipient. This waiver is mutually negotiated by the parties to this Agreement, but is not applicable if Subrecipient is not subject to the Worker's Compensation Act by law.

- 4.3. In addition to any other remedy authorized by law, Parish may retain so much of the money otherwise due Subrecipient as deemed necessary by the Parish to ensure indemnification until disposition has been made of such suits or claims subject to the provisions of this section.

- 4.4. No liability shall attach to the Parish by reason of entering into this Agreement, except as expressly provided herein.

#### 4.5. Capital Projects

- 4.5.1. Subrecipient shall bear sole responsibility for damage to completed portions of the project and to property located off the project caused by erosion, siltation, run-off, or other related items arising during construction of the project.
- 4.5.2. Subrecipient shall also bear sole responsibility for any pollution of rivers, streams, ground water, or other waters which may occur as a result of construction operations.



- 4.5.3. Subrecipient shall exercise all necessary precautions throughout the life of the project to prevent pollution, erosion, siltation, and damage to property.

## 5. Non-Discrimination.

- 5.1. During the performance of this Agreement, Subrecipient shall comply with federal, state, and local laws including, but not limited to:
  - 5.1.1. Section 703, Titles VI and VII of the Civil Rights Act of 1964 [42 U.S.C. 2000d et seq.], the Civil Rights Act of 1991 [42 U.S.C. 1981],
  - 5.1.2. The Americans with Disabilities Act of 1990 (ADA) [42 U.S.C. 12101 et seq.],
  - 5.1.3. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 [42 U.S.C. 3601 et seq.]
  - 5.1.4. Sections 503 and 504 of the Rehabilitation Act of 1973 [29 U.S.C. 793 and 794], the Age Discrimination in Employment Act of 1967 [29 U.S.C. 621],
  - 5.1.5. The Age Discrimination Act of 1975 [42 U.S.C. 6102],
  - 5.1.6. The Vietnam Era Veterans Readjustment Assistance Act of 1974 [38 U.S.C. 2011],
  - 5.1.7. Any relevant Executive Order (E.O.) issued by the President of the United States,
  - 5.1.8. The Louisiana State Laws Against Discrimination [La. Const. and La. Rev. Stat.] and
  - 5.1.9. Any related provisions of the Code of Federal Regulations (CFR), Louisiana Administrative Code (LAC) and the Louisiana Revised Statutes (La. Rev. Stat.), or any subsequent amendments to these provisions.
- 5.2. Requirements of Parish's Equal Employment Opportunity Policy are incorporated by reference to this Agreement and include, but are not limited to, the following:
  - 5.2.1. Subrecipient shall not discriminate against any employee or applicant for employment, nor conduct any unlawful employment practices because of race, color, religion, creed, national origin, sex, sexual orientation, age, marital status, veteran status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person. This requirement does not apply, however, to a religious corporation, association, or educational institution with respect to the employment of individuals of a particular religion to perform work connected with the operation of such corporation, association, or educational institution, in pursuit of its activities.
  - 5.2.2. Subrecipient will, in all solicitations or advertisements for employees placed by or on behalf of Subrecipient, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, creed, national origin, sex, sexual orientation, age, marital status, veteran status, or the presence of any sensory, mental, or physical disability, genetic information, or the use of a trained guide dog or service animal by a disabled person. For newspaper advertisements, Subrecipient may state that Subrecipient is an Equal Opportunity Employer, instead of using the longer qualification.
  - 5.2.3. Subrecipient will not, on the basis of race, color, religion, creed, national origin, sex, age, disability, sexual orientation, marital status, or veteran status:
    - 5.2.3.1. Deny an eligible individual any services or other benefits provided under this Agreement or any subcontracts awarded pursuant to this Agreement.



- 5.2.3.2. Provide any services or other benefits to an individual which are different or are provided in a different manner from those provided to others under this Agreement or any subcontracts awarded pursuant to this Agreement.
- 5.2.3.3. Subject an individual to unlawful segregation or separate treatment, or unlawful discriminatory treatment in any manner related to the receipt of any services and/or the use of the Subrecipient's facilities, or other benefits provided under this Agreement; nor
- 5.2.3.4. Deny any individual an opportunity to participate in any service provided by this Agreement or afford an opportunity to do so which is different from that afforded others under this Agreement. In determining: (i) the types of service or the benefits to be provided; (ii) the class of individuals to whom, or the situation in which, such services or other benefits will be provided; or (iii) the class of individuals to be afforded an opportunity to participate in any service or other benefits; the Subrecipient will not utilize criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, religion, creed, national origin, sex, sexual orientation, age, marital status, veteran status, or the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person.

5.2.4. As required by Title II/III of the ADA regarding places of public accommodation, Subrecipient will ensure equal opportunity for individuals with disabilities to receive services. Subrecipient will make reasonable modifications to policies, practices, and procedures that deny equal access to individuals with disabilities.

6. **Religious Activities.** In accordance with the First Amendment of the United States Constitution and with Article 1, Section 11 of the Louisiana State Constitution, as a general rule, funds received under this Agreement may not be used for religious activities. The following restrictions and limitations apply to the use of funds provided by Parish under this Agreement:
- 6.1. Subrecipient may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the services funded under this Agreement.
  - 6.2. Subrecipient may engage in inherently religious activities, but such activities must be separated in time or place from the services provided to beneficiaries under this Agreement and participation in such activities by individuals to receive services under this Agreement must be voluntary.
  - 6.3. In performance of this Agreement, Subrecipient shall not discriminate against an individual beneficiary or a prospective beneficiary of services on the basis of religion or religious belief.
7. **Drug-Free Workplace.** Subrecipient shall maintain a written drug-free workplace policy, notifying employees that the possession or use of a controlled substance is prohibited in the workplace, and specifying the actions which will be taken against employees for any violation of the policy. The policy shall be developed and prominently posted as soon as practically possible, but no later than sixty (60) calendar days after the effective date of this Agreement.
8. **Payment of Taxes.** Subrecipient shall pay all federal, state, and local taxes incurred by Subrecipient. Subrecipient shall require payment of all federal, state, and local taxes incurred by any of its subrecipients, contractors, consultants, and agents who are paid from funds provided under this Agreement or act in furtherance of this Agreement. Satisfactory performance of this section (8) is a condition precedent to payment by the Parish under this Agreement.



- 9. Independent Contractor Relationship.** Subrecipient and Parish are and shall at all times be deemed independent contractors. Nothing herein shall be construed as creating the relationship of employer and employee, or principal and agent, between Subrecipient and Parish and the Parish or any of the Subrecipient's employees or agents. Subrecipient and Parish shall each retain all authority for services rendered, standards of performance, control of personnel, and other matters incident to the performance of services by Subrecipient and Parish, respectively, pursuant to this Agreement.
- 10. Assignability.** No portion of this Agreement may be assigned to any other individual, firm, or entity without the prior express written approval of Parish.
- 11. No Third-Party Beneficiary.** Parish does not intend by this Agreement to assume any contractual obligations to anyone other than Subrecipient, and Subrecipient does not intend by this Agreement to assume any contractual obligations to anyone other than Parish. Parish and Subrecipient do not intend that there be any third-party beneficiary to this Agreement.
- 12. Severability.** In the event any term or condition of this Agreement, or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other terms, conditions, or applications of this Agreement which can be given effect without the invalid term, condition, or application. To this end, the terms and conditions of this Agreement are declared severable.
- 13. Debarment.** Subrecipient shall assure that its officers, agents, subcontractors, and consultants shall not fund, Agreement with, or engage the services of any consultant, subcontractor, supplier, or other party who is debarred, suspended, or otherwise ineligible to receive funds. Subrecipient certifies that Subrecipient is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in the Agreement by any federal department or agency. If requested by Parish, Subrecipient shall complete a certification to the terms of this section (13).
- 14. Dispute Resolution.** Differences between Subrecipient and Parish arising under this Agreement shall be brought to the attention of the Parish at the earliest possible time in order that such matters may be settled, or other appropriate action may be promptly taken. Subrecipient and Parish shall meet and confer in good faith for the purpose of reaching a mutually satisfactory resolution of the dispute within fifteen (15) days of the date delivered or mailed postage paid to the Parish address identified on page one (1) of this Agreement, of said request.
- 15. Suspension & Termination.**
- 15.1. Parish may, upon written notice to Subrecipient, immediately suspend or terminate this Agreement in whole or in part or withhold any payment to Subrecipient in whole or in part, whenever Parish, in its sole discretion, determines that such suspension or termination is in the Parish's interests. This includes, without limitation, the occurrence of any one or more of the following:
- 15.1.1. Expected or actual funding from the state, federal government, or other source(s) is withdrawn, reduced, or limited in any manner after the effective date of this Agreement and prior to its normal completion.
- 15.1.2. Performance of this Agreement is rendered unfeasible or impossible for any reason.
- 15.1.3. Subrecipient fails to comply with any of the terms or conditions of this Agreement or when Subrecipient fails to substantiate Subrecipient's compliance with this Agreement when requested to do so by Parish.
- 15.1.4. Subrecipient uses Agreement funds improperly or illegally.



- 15.1.5. Subrecipient provides materials, information, reports or documentation which are incomplete, incorrect, or false, either knowingly or negligently.
- 15.1.6. Subrecipient fails to provide services, information, reports, or documentation required by this Agreement in a timely and reasonable manner.
- 15.1.7. Subrecipient fails to resolve in a timely fashion audit finding(s) associated with this Agreement which could materially impact performance of this Agreement.
- 15.1.8. Subrecipient is unable to carry out the terms and conditions of this Agreement in compliance with applicable federal, state, or local law; or
- 15.1.9. Any illegal act by Subrecipient.
- 15.2. Whenever the Agreement is terminated in accordance with the above (section 15.1), Subrecipient shall be entitled to reimbursement for appropriate, approved, and eligible costs actually incurred by Subrecipient and supported by appropriate documentation prior to termination. Termination of this Agreement by Parish at any time during its term, whether for default or convenience, shall not constitute a breach by Parish.
- 15.3. Parish's forgiveness of Subrecipient's nonperformance of any provision of this Agreement in one (1) instance does not constitute a waiver of any provision of this Agreement, nor of future nonperformance of the same provision.
- 15.4. If Subrecipient receives a notice of termination from Parish, Subrecipient shall:
  - 15.4.1. Cease performance under this Agreement to the extent specified in the notice of termination.
  - 15.4.2. Place no further orders or agreements for goods, services, or facilities to complete the performance now terminated.
  - 15.4.3. Assign to Parish all of Subrecipient's rights, title, and interest under the orders and agreements placed by Subrecipient to complete the performance now terminated.
  - 15.4.4. Deliver or convey title to:
    - 15.4.4.1. Any property produced by the work terminated.
    - 15.4.4.2. Any usable personal property in which Parish has a secured interest.
    - 15.4.4.3. Any usable property carried on the Parish's inventory.
    - 15.4.4.4. Any real property in which Parish, or any entity named by Parish, has a secured interest.
  - 15.4.5. Send a final request for reimbursement, supported by appropriate documentation, for the performance now terminated to Parish within thirty (30) calendar days of the date of termination.
- 15.5. Upon termination, Parish will:
  - 15.5.1. Arrange to take delivery of property or the right, title, or interest of real property conveyed by Subrecipient in conjunction with this Agreement; and
  - 15.5.2. Make final payment upon receipt of final billings for all authorized services, if Subrecipient has provided documentation that Parish's interests are fully protected.
- 15.6. The rights and remedies in this section (15) are in addition to any other rights and remedies provided by law or under this Agreement.



- 16. Close-Out.** Subrecipient shall submit to Parish no later than 60 calendar days after the end of the period of performance of this Agreement all financial, performance, and other reports as required by this Agreement.
- 17. Proprietary Software.** In the event Subrecipient accesses Parish's proprietary software applications to perform any work under this Agreement, Subrecipient shall read and agree to the terms and conditions of the software license agreement, and shall not violate the terms and conditions of the software license agreement including, but not limited to:
- 17.1. The use of the software application shall be restricted to employees or subcontractors.
  - 17.2. The Subrecipient shall not "pirate" or reverse engineer the software application; and/or
  - 17.3. Otherwise use the application in any way that may harm the Parish.
- 18. Subrecipient Assets.**
- 18.1. Title to all property furnished by Subrecipient in performance of this Agreement shall remain with the regulating authority; and title to all property furnished by the Parish in performance of this Agreement shall remain with Parish.
  - 18.2. Subrecipient shall obtain prior written approval by Parish when purchasing nonexpendable personal property if the cost of the personal property is to be reimbursed as a direct item of cost under this Agreement. This approval may be accomplished by inclusion in the Agreement Budget.
  - 18.3. Title of all non-expendable personal property purchased by Subrecipient, the cost of which Subrecipient is reimbursed as a direct item of cost under this Agreement, shall pass to and vest in the Parish upon acceptance of such property by the Subrecipient.
  - 18.4. Non-expendable personal property purchased by Subrecipient under the terms of this Agreement, in which title is vested in the Parish, shall not be rented, loaned, or otherwise passed to any person, partnership, corporation, association, or organization without the prior express written approval of the Parish.
  - 18.5. Any non-expendable personal property furnished to, or purchased by, Subrecipient, title to which is vested in the Parish shall, unless otherwise provided herein or approved by the Parish, be used only for the performance of this Agreement.
  - 18.6. As a precedent to reimbursement for the purchase of non-expendable personal property, title to which shall be vested in the Parish, Subrecipient agrees to provide all necessary information and documents in order for the Parish to execute such security agreements and other documents as shall be necessary for the Parish to protect its interest in such property in accordance with the Uniform Commercial Code as codified in LS-R.S. 10:1, et. seq.
  - 18.7. Subrecipient will furnish to Parish by the fifteenth (15th) day of October each year while this Agreement is in effect, unless otherwise stated, an inventory of any and all property purchased with funds provided by the Parish for use under the terms of this Agreement. The inventory list shall include all nonexpendable personal property, including small and attractive items, purchased with funds provided by the Parish under the terms of this Agreement. For the purposes of this clause, conducting and providing an inventory consists of sighting, tagging or marking, describing, recording, and reporting the property involved.
  - 18.8. The Subrecipient shall be responsible for any loss or damage to property of the Parish, including all expenses resulting from such loss or damage, which results from negligence, willful misconduct, or lack of good faith on the part of the Subrecipient, or which results from the failure on the part of



the Subrecipient to maintain and administer the property in accordance with sound management practices. Furthermore, the Subrecipient shall ensure that all Parish property in its possession, when returned to the Parish, shall be in a like condition to that in which it was when furnished to the Subrecipient or the condition in which the property was when acquired by the Subrecipient through purchase, except that in all cases, reasonable wear and tear shall be allowed.

- 18.9. Within three (3) calendar days of discovery of loss or destruction of or damage to Parish property, Subrecipient shall notify the Parish in writing and include appropriate documentation (i.e., police, fire, or accident reports). Subrecipient shall take all reasonable steps to protect that property from further damage.
- 18.10. Within five (5) working days after termination, or completion of this Agreement, unless otherwise mutually agreed in writing between Subrecipient and Parish, Subrecipient shall surrender to Parish all property of the Parish.
- 18.11. Parish may, at its discretion, abandon in place any property in which title is vested in the Parish under the terms of this Agreement insofar as permitted by law, rule, or regulation.
- 18.12. Non-expendable personal property acquired by the Subrecipient, the cost of which is reimbursed by the Parish or the Subrecipient with funds provided through this Agreement, shall be subject to the same constraints, procedures, treatment, handling, disposition, and other matters as specified above. The Subrecipient shall take all steps necessary to ensure that the interest of the Parish in such property shall be protected and safeguarded.
- 18.13. Subrecipient will maintain property record cards and property identification tabs as may be directed by the Parish. This applies only to property purchased with federal, state, and/or Parish funds specifically designated for such purchase.
19. **Licensing and Accreditation Standards.** Subrecipient agrees to comply with all applicable federal, state, and local licensing requirements, all applicable accrediting or certification standards, and any other standards or criteria established by Parish to ensure quality of services, and to supply proof of said compliance upon demand.
20. **Data Security.** Subrecipient agrees to abide by and maintain adequate data security measures consistent with applicable laws and regulations and industry standards and best practices.
21. **Confidentiality.** Subrecipient, its employees, subcontractors, consultants, and their employees shall maintain the confidentiality of all confidential information provided by Parish in performance of this Agreement.
22. **Improper Influence.** Subrecipient and Parish warrant that each did not and will not employ, retain, or obtain with any person or entity on a contingent compensation basis for the purpose of seeking, obtaining, maintaining, or extending this Agreement. Each agrees, warrants, and represents that no gratuity whatsoever has been or will be offered or conferred with a view towards obtaining, maintaining, or extending this Agreement.
23. **Conflict of Interest and Code of Conduct.** Parish may, in its sole discretion, by written notice to Subrecipient, terminate this Agreement if it is found, after due notice and examination by Parish or its agent that there is a violation of chapter La. Rev. Stat. §42:1101 et. seq., or any similar statute involving the Subrecipient in the procurement of, or performance of this Agreement. In the event this Agreement is terminated as provided above, Parish shall be entitled to pursue the same remedies against Subrecipient as it could pursue in the event of a breach of this Agreement by Subrecipient. The rights and remedies of Parish provided for in this section (24) shall not be exclusive and are in addition to any other rights and remedies provided by this Agreement or law. The existence of facts upon which Parish makes a



determination under this section (24) shall be an issue and may reviewed as provided in the Dispute Resolution section (14) above.

24. **Applicable Law and Venue.** This Agreement shall be governed, construed, and interpreted according to the laws of the State of Louisiana. In the event either Subrecipient or Parish deems it necessary to institute legal action or proceedings to enforce any right or obligation under this Agreement, Subrecipient and Parish agree that any such action or proceedings shall be brought in the State of Louisiana, First Judicial District Court. Subrecipient and Parish shall be responsible for their own attorney's fees and costs.
25. **Survivability.** The terms and conditions contained in the Agreement that by their sense and context are intended to survive the expiration of this Agreement shall so survive.
26. **Waiver.** Waiver of any breach or condition of this Agreement shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this Agreement shall be held to be waived, modified, or deleted except by an instrument, in writing, signed by Subrecipient and Parish.
27. **Entire Agreement.** This written Agreement represents the entire Agreement between the Subrecipient and Parish and supersedes any prior oral statements, discussions, or understandings between Subrecipient and Parish.

## EXHIBIT E – FEDERAL TERMS & CONDITIONS

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1. Without limitation as otherwise set forth in this Agreement, Subrecipient shall comply with all relevant Catalog of Federal Domestic Assistance (CFDA) Listing Requirements, as amended and supplemented. Specifically, but not by way of limitation, CFDA 21.027 has the following policy requirements:
  - 1.1. 31 CFR Part 35, as amended by the Interim final rule published May 17, 2021, at 26786 FR Vol. 86, No. 93; or otherwise subsequently amended by Final Rule.
  - 1.2. 2 CFR Part 200, including Subparts B through F
    - 1.2.1. Additional Information: The following 2 CFR Policy requirements also apply to this assistance listing: 2 CFR Part 25, Universal Identifier and System for Award Management; 2 CFR Part 170, Reporting Subaward and Executive Compensation Information; and 2 CFR Part 180, OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement). The following 2 CFR Policy requirements are excluded from coverage under this assistance listing: For 2 CFR Part 200, Subpart C, the following provisions do not apply to the SLFRF program: 2 CFR § 200.204 (Notices of Funding Opportunities); 2 CFR § 200.205 (Federal awarding agency review of merit of proposal); 2 CFR § 200.210 (Pre-award costs); and 2 CFR § 200.213 (Reporting a determination that a non-Federal entity is not qualified for a Federal award). For 2 CFR Part 200, Subpart D, the following provisions do not apply to the SLFRF program: 2 CFR § 200.308 (revision of budget or program plan); 2 CFR § 200.309 (modifications to period of performance); CFR § 200.305 (b)(8) and (9) (Federal Payment).
2. Without limitation as otherwise set forth in this Agreement, Subrecipient shall ensure that any procurement involving funds authorized by this Agreement complies with all applicable federal, state, and local laws and regulations, including but not limited to, 2 CFR 200.318 through 200.327, as well as Appendix II to 2 CFR Part 200 (entitled "Agreement Provisions for Non-Federal Entity Contracts Under Federal Awards").



## Byrd Anti-Lobbying Amendment Compliance and Certification Form

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The following certification regarding payments to influence certain federal transactions are made per the provisions contained in FAR 52.203-11 and 52.203-12 and 31 U.S.C. 1352.

1. FAR 52.203-12, "Limitation on Payments to Influence Certain Federal Transactions" is hereby incorporated by reference into this certification.
2. Authorized Official of Subrecipient, on behalf of Subrecipient, hereby certifies to the best of his or her knowledge and belief that:
  - a) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal Agreement, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal Agreement, grant, loan, or cooperative agreement.
  - b) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, Authorized Official of Subrecipient shall complete and submit, along with the execution of this Agreement, OMB standard form LLL, Disclosure of Lobbying Activities, to Parish; and
  - c) Authorized Official of Subrecipient will include the language of this Certification in all agreements with its subrecipients, contractors, consultants, and agents who are paid from funds provided under this Agreement or act in furtherance of this Agreement, as applicable in accordance with relevant federal law and regulations as may be amended and supplemented.
3. This certification is a material representation of fact upon which reliance is placed when this Agreement was made or entered into. Submission of this certification is a prerequisite for making or entering into this Agreement imposed by section 31 U.S.C. 1352. Any person making an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

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Signature of Subrecipient's Authorized Official  
Dennis J. Shields, President-Chancellor  
Southern University System

---

Date



## Southern University and A&M College System

J.S. Clark Administration Building  
4th Floor  
Baton Rouge, Louisiana 70813

Office of The  
President-Chancellor  
(225) 771-4092

Fax Number  
(225) 771-5522

May 1, 2024

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

RE: EAB Global, Inc. (SUS)

Dear President Shields,

This correspondence is regarding the attached Program Order Form between EAB Global, Inc. ("EAB") and the Southern University System which has been reviewed and approved by The Office of General Counsel.

EAB provides school management and administration consultancy services. This agreement will allow sole source procurement by the Southern University System of EAB's Data Management Platform, Edify and Navigate360 which is their Student Success CRM. Each of these technologies are completely proprietary to EAB. They are capable of working together to provide unique capabilities and benefits that are not available from any other vendor. Sole source procurement is justified because there are no other comparable products providing the value and benefits of the Edify and Navigate360 technology combination. Board approval is warranted.

Please let me know if you have any questions or concerns.

Thank you,

A handwritten signature in black ink, appearing to read "Christ Beaner".

Christ Beaner  
Associate General Counsel  
Southern University System

*Five Campuses, One Vision... Global*

*Excellence*

[WWW.SUS.EDU](http://WWW.SUS.EDU)



April 12, 2024

Dennis Shields, President-Chancellor  
Southern University  
J S Clark Administration Bldg #4  
Baton Rouge, LA 70813

Dear President Shields:

EAB Global, Inc. (EAB) is submitting this document to justify sole source procurement by Southern University of EAB's Data Management Platform, Edify and Navigate360 our Student Success CRM. Each of these technologies are completely proprietary to EAB. They are capable of working together to provide unique capabilities and benefits that are not available from any other vendor. Sole source procurement is justified because there are no other comparable products providing the value and benefits of the Edify and Navigate360 technology combination.

### **Sole Source Justification for Edify and Navigate360**

Each of these technologies are completely proprietary to EAB. They are capable of working together to provide unique capabilities and benefits that are not available from any other vendor. Sole source procurement is justified because there are no other comparable products providing the value and benefits of the Edify and Navigate360 technology combination.

Edify is higher education's first and only Education Data Platform. It provides an integration platform, data warehouse, and proprietary higher education data model in a single application. As a platform, Edify is completely unique from other technologies. When used in combination with Navigate360, Edify enables a unique set of capabilities and features that enhance the value of Navigate360. These features include:

- **Implementation Workspace:** Edify creates a shared implementation workspace for completing the up-front installation of Navigate360. Southern University staff can collaborate on SQL scripts with EAB employees to populate the data into Navigate360. Given Navigate360 is a proprietary EAB product no other technology or combination of technologies can match our out of the box scripts and degree of transparency.
- **Expanded Data Sets:** Edify is a data management platform that integrates with any institutional system or dataset available at Southern University or through their other organizational partners, along with Navigate360. As such, it is capable of integrating new data sets into Navigate360 from these systems and populating Navigate360 with expanded data sets that are not available with other student success technologies.
- **Data Portability:** Edify comes with pre-built APIs that will allow Southern University to export the SQL codes governing the data in Navigate360. This means that Southern University will be able to access a complete data extract from Navigate360 at any time. This makes the data in Navigate360 accessible to a degree that no other student success technology can match. The portability of this data will enhance Navigate360's interconnectedness with other campus systems by making the complete set of native data in Navigate360 on student success and engagement accessible to other institutional systems. The portability of the SQL codes guarantees that work Southern University puts into implementation is accessible to them even if they discontinue partnership.
- **Data Management:** As EAB is the developer of Navigate360, we have the most complete understanding of the data in this system of any vendor on the market. Data repositories and governance structures are built in Edify with this comprehensive understanding of Navigate360 data. This enables more effective management of Navigate360 in Edify than is possible with any other vendor.
- **Data Model:** Edify is the only provider of a higher education standard, proprietary data model that enables a first-of-its-kind approach that is both standardized and configurable. Within the platform, data is organized by higher education-specific business entities, combining information from disparate data sources, and informed by



delivering student success technologies to 850+ colleges and universities. Edify's proprietary Quad data model was built around core higher education concepts, including concepts specific to student success that were developed from our experience designing and delivering student success technology. As a result, through Edify EAB provides a higher education-specific data model that is better able to support student success technologies in advancing retention efforts than other available data platforms.

### **Unique Characteristics of Edify**

Outside of the unique benefits provided by these technologies in combination, Edify is a completely unique technology. A complete description of the unique capabilities and benefits of Edify is provided here:

- Edify contains a system-agnostic and vendor-agnostic representation of the data that schools collect. This allows commonalities across schools to be recognized despite using different tools and vendors for similar purposes. Ultimately, this allows the Edify to grow collaboratively as more schools are onboarded. Every other vendor seen in the market creates specific data models to support a set of pre-formed reports or built off the back of a vendor's data model. EAB's presentation of the data allows the Edify to source information from a variety of different vendors and provide that data to users and other applications in a simple way.
- Unlike other warehousing efforts, Edify provides a unique integration capability for managing underlying system changes centrally without affecting the entire ecosystem's data. Southern University can change, update, and replace existing source systems simply by creating additional intake entities and modifying transformation logic. With other data stores, the entire data model must be rebuilt to support these changes. Edify's unique capability ensures your data is fully reusable as needs and configurations change, future-proofing your Information ecosystem against inevitable changes and reducing the cost and complexity of maintaining an integration environment.
- Edify includes a set of preconfigured inbound integration templates for standardizing data intake. They enable Southern University to benefit from EAB's knowledge of a wide variety of institutional data structures and definitions, support data standardization, and enable quick and painless integrations of new source systems and technologies within an institutional ecosystem. These templates are proprietary and completely unique to Edify. They are developed from EAB's experience completing 1,000+ technology implementations across a wide variety of higher education source systems. They are not available from any other vendor.
- Edify is unique in providing a user-friendly platform that allows users of various skill levels to access data from disparate systems through Edify's enterprise model for analytics and reporting. EAB's commitment to building a platform for users in a variety of roles and varied technical competencies helps to democratize the data across your campus. This is a significant benefit not seen from other vendors, which typically provide only a limited scope of data to a broad base of end users or require a level of technical competency that is not widely shared among institutional stakeholders.
- Edify enables partners to hardwire data governance rules through a governance engine. Edify is the only tool to create a data dictionary that is directly reflected against how the information is stored and accessed. This creates a close connection between the governance or definitions of the data, and the data itself. Edify combines the exercise of maintaining a data dictionary with the actual model which reflects that information. This allows partners to realize the value of their governance efforts directly against Edify and data accessed.



## Unique Characteristics of Navigate360

Outside of the unique benefits provided by these technologies in combination, Navigate360 is a completely unique technology. A complete description of the unique capabilities and benefits of Navigate360 is provided here:

- Navigate360 is designed to support postgraduation continuing education outcomes. It does this by connecting with Appily, a service that connects students to higher education institutions for postgraduation continuing education opportunities. Appily is proprietary to EAB, and no other vendor is intentionally driving students to Appily to support postgraduation continuing education. Support for postgraduation outcomes is an essential need for Southern University, and Navigate360 is the only solution that can provide this. Sole source procurement is justified on the grounds of Navigate360's unique ability to support these outcomes with a direct connection to higher education institutions.
- Navigate360 is the only success CRM that establishes a true Coordinated Care Network, facilitating seamless, campus-wide interconnectivity among student support offices and departments. Navigate360's modules are fully integrated on a single platform, empowering Southern University to share critical data across administrators, staff, advisors, faculty, and students. Navigate360 enables all users to stop cycling through separate technology applications and aids in the rapid adoption of our technology, often a stumbling point for other vendors.
- Other vendors claim to offer consulting services with their technology. Yet these are either limited to a set number of hours per year or must be purchased as an addition to the base price. In either case, this is different from what EAB is offering. EAB is a research and best practices company. Its unmetered service partnership enables its Strategic Leaders to provide wraparound research, training, and strategic support. Through this support, EAB implements best practices from its research. These best practices are focused on elevating student success through use of Navigate360 but are also focused on improving practices more broadly and are not limited to technology. This is a different-in-kind service from other vendors. Other vendors are limited in the support they can provide by service hour caps and by an exclusive focus on supporting technology. They also do not have EAB's proprietary best practices with which to provide more holistic support for institutional student success.
- Navigate360 is designed to support postgraduation career success. It does this by connecting with EAB's proprietary career exploration and placement platform Forage. Your students will be able to access 350+ best-in-class virtual job simulations and career preparation tools from Forage's more than 100 partners, including Fortune 500 organizations such as Citibank, Goldman Sachs, KPMG, Lululemon, PepsiCo, and many other leading brands. Students who take Forage job simulations are twice as likely to secure interviews and positions at top companies than those who do not. Navigate360 is the only CRM intentionally driving students to EAB's proprietary Forage platform to help bridge the gap between college and career.

As this list demonstrates, EAB's partnership encompasses a set of services and capabilities that are unavailable anywhere else. It is due to the uniqueness of the proposed offering that we believe a sole source procurement is justified.

Please do not hesitate to contact me with any questions.

Sincerely,



**Taylor Laudino**, Director, Account Management  
(202) 747-1704, tlaudino@eab.com

## Scope of Services – Education Data Platform

### Scope of Services Overview

The Education Data Platform provides a comprehensive solution—technology and services—to support higher education institutions. The major categories of service provided to subscribing organizations of the Education Data Platform (here the “Program”) are described below. Some of these service areas may change over time based on feedback from subscribing organizations.

### Education Data Platform Program Summary

#### Overview of Edify

The technology included in Organization’s Edify configuration are described below.

- a. **Data Hub** – is comprised of a comprehensive data integration, data governance, and data warehousing technology in a secure, extensible, and cloud-based format that supports users and managers of data and technology applications at Organization.

Capabilities include but are not limited to:

- Automated Data Import Process
- Inbound Source System Connectors
- Higher Ed Data Model (Quad)
- Cloud-based Relational Database
- API Library
- SQL-based Metadata Management and Data Querying
- Outbound Technology Connectors

EAB is will offer storage within the Data Hub according to the corresponding tier selected by Organization. Should additional storage be required at any point during the Program Term, Organization will have the ability to upgrade to a higher storage Edition of Edify pursuant to a written amendment.

- b. **Rapid Insight** – provides a suite of products enabling low-code/no-code data access, reporting, and analytics.
  - a. **Construct** is a desktop application providing a no-code, drag-and-drop interface to automate data preparation and data validation processes, including connections to Edify data, local files, and select other sources via Quickstarts (automated templates to bring data in from select sources). *Unlimited licenses included.*
  - b. **Predict** is a desktop application enabling users to explore statistical relationships between variables in a historic data set and create and validate predictive models using linear and logarithmic regression. *Unlimited included.*

#### Overview of Professional Services

If selected, EAB is pleased to offer Organization Education Data Platform Professional Services to be used for projects and services described herein. The estimated hours of a particular Professional Service project or service will be provided in advance via a non-binding Statement of Work. Actual hours used are subject to change depending on the nature and complexity of the project.

The types of Professional Services projects and services available to Organization as a subscriber of the Education Data Platform are described below.

- a. **Technical Integration Services**

Inbound to Edify: Incorporate Organization’s data sources into Organization’s production instance of Edify. This includes data intake, data mapping to the Quad data model, workflow development, validation, testing, and quality assurance.



Outbound from Edify: Provide functional and technical components of developing custom data exports from the Quad model and delivering them to a destination source

- b. Analytics, BI, and Reporting** – Build and customization of Rapid Insight or Organization’s existing BI environment (Tableau, PowerBI, etc.) using data from Edify. Custom projects can range from the development of operational reports to multi-tab analytics dashboards with metrics and visuals.

EAB also provides Organization the option to select from a set of pre-scoped Analytics Accelerators informed by EAB Best Practice Research and oriented around a specific topic or issue set. A full list of currently available Analytics Accelerators can be provided to Organization upon request.

- c. Data Science** – Scope, design, and build a custom data science model using data from Edify to address department / function specific use cases and/or strategic objectives of the institution
- d. Data Advisory Services** – EAB believes in the importance of establishing a solid data foundation at Organization. To that end, organization can also use its service hours to receive support from EAB experts on campus data or technology strategy, data literacy and data governance. Example services may include:

- Campus Data Strategy Alignment
- Data Governance Committee Advisory Service
- Data Literacy Training

- e. Pre-Scoped Service Accelerators** – Organization can opt to use service hours to participate in a pre-scoped Analytics or Technical Accelerator oriented around a specific topic or problem set. Examples of Service Accelerators are provided below.

**Analytics Accelerators:** Informed by EAB Best Practice research, these Accelerators provide Organization with reports and dashboards that can be built and customized within a EAB-provided BI technology or within Organization’s existing BI environment. Example topic areas may include:

- Student Equity
- Enrollment
- Advancement
- Student Wellness
- Program Management
- Academic Performance Starter Analytics – See Addendum A

**Technical Accelerators:** Based on EAB’s prior experience working with data systems and campus technologies, Organization can opt to participate in a Technical Accelerator focused on a specific business object. Example areas may include:

- Slate Integration
- Banner Integration
- SIS Migration

### **Best Practice Sharing and Networking Opportunities**

The Program will also include access to services fostering networking across the partner base and sharing knowledge of how subscribing organizations are leveraging the Program, including:

- Case studies profiling practice successes
- Research briefs on best practices
- User group conference calls
- Organization Networking events

## Ongoing Support

- a. **EAB Service Team:** Organization will have access to EAB staff resources to partner with and support Organization staff.

*Strategic Leader:* Serves as primary contact and partner to Organization's leadership team, responsible for understanding institutional goals and priorities. Throughout the program, they will provide guidance and support to expand utilization and drive more strategic use of the Education Data Platform technology and services to further Organization's institutional goals.

*Technical Support Team:* Available to assist with troubleshooting application and other technical issues identified by Organization's application administrators. As needed, the team will partner with Organization's engineers to resolve issues.

- b. **Leadership Check-ins:** During the first twelve months of the Program Term, EAB staff will schedule monthly (or more frequent as determined by EAB staff) leadership check-in calls to discuss progress on Program launch and confirm next steps. Following this initial period, EAB staff are available for check-in calls with project leads monthly and with executive sponsors quarterly.
- c. **Training and Support Services:** EAB will work with Organization to train users on the Edify technology and provide documentation and resources to support continued utilization of the Program. After integration of the first Organization data source into Edify, EAB will provide sample exports from the technology to help demonstrate functionality and train users on how to access data within Edify.

EAB will also provide the following services to support Organization:

- Access to User Training and Web-Based Learning Resources
  - Technical Documentation
  - Release Documentation
  - Utilization Monitoring
- d. **Phone and Email Support:** Throughout the Program Term, EAB will provide a main point of contact to coordinate all activities between EAB and Organization. In addition, if issues are encountered, customer service and maintenance support are provided through the following means:
- **Business Hours:** EAB provides customer support via email for the Edify technology Monday through Friday 8:30 a.m. – 6:30 p.m. ET, excluding company holidays
  - **After Hours:** EAB provides emergency and basic tier one access support services via email or the platform outside normal business hours. This includes 6:30 p.m. – 8:30 a.m. ET, Monday through Friday, Saturday, Sunday, and company holidays.

## Organization Responsibilities

Organization agrees to the following minimum Program requirements:

- Designate an Executive Sponsor, who will serve as Project Champion
- Designate a Program Owner to serve as the day-to-day manager
- Schedule and hold a "Kick Off" call with the Executive Sponsor, Program Owner, and EAB's Strategic Leader within the first 30 days of the Program Term
- Ensure assigned staff participate in the following:
  - *Executive Sponsor:* check-in calls with EAB Strategic Leader up to once a calendar quarter
  - *Program Owner:* check-in calls with EAB Strategic Leader up to once a month
- Schedule and hold semiannual executive update calls with Executive Sponsor and Program Owner in each Year after Year 1 to discuss updates to institutional goals, service and project progress, and plan for the next six months
- In addition, Organization will make available Source Application Subject Matter Experts and Broader User Bases (i.e. Institutional Research/Assessment staff, other IT staff, business and academic units) at specified times during the Program Term



- Provide ongoing feedback on product and services

### Data and Technical Requirements

If Organization opts to use EAB's Professional Services to integrate data sources into Edify, Organization agrees to the following requirements:

- Provide confirmed access to the full production-quality extracts from Organization's selected data sources within two weeks of initiating the Statement of Work
- Commit to automating data feeds based on specifications agreed upon by EAB and Organization

EAB is not in any case responsible for any third-party licensing fees to extract or integrate data from Organization's data sources, even if provided as part of the Professional Services described above.

### Education Data Platform Tiers and Pricing

#### Technology Tiers

Organization must select an Edition of Edify during the initial agreement based upon expected data storage needs. Organization can also upgrade to a higher storage Edition at a later date during the Program Term pursuant to a written amendment.

Technology Edition	<7500 students	7,500-14,999 students	15,000-29,000 students	30,000-49,000 students
Technology Storage Limit	1 TB	1.5 TB	2 TB	3 TB*

\*Additional storage beyond this tier is available and will require custom pricing.

#### Professional Services Tiers

Organization will have the option to select a Professional Services tier during the initial agreement or at a later date during the Program Term pursuant to a written amendment. The term of the Professional Services engagement will be concurrent with the duration of the Program Term.

Professional Services Tier*	Bronze	Silver	Gold
Hours per year	100 hours/yr	200 hours/yr	400 hours/yr
Hourly Rate for Service Coverage	\$500/hr	\$425/hr	\$290/hr

\*For avoidance of doubt, the hours provided above for all of the above tiers are only for the given Year. No unused hours provided under any of the above tiers shall roll over into another Year. All unused hours shall expire at the end of a given Year and Organization shall not be entitled to any refund due to any unused hours.

While actual project hours will be determined based on scoping conversations, we have provided an estimated list of hours by project type below:

Example Project Type	Estimated Hours per Project
Technical Integration Project: New Source System Intake and Configuration to Data Model	100-400 hours
Technical Integration Project: Export Loaded into Target System	40 hours (SFTP)
Pre-Scoped Analytics Accelerator (for example: Course Planning, Equity, Program Level)	70-100 hours per Accelerator
Custom BI/Reporting Project	200-400 hours
Custom Data Science Project	200 hours

Data Advisory Services: Data Strategy Alignment	100 hours
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## Program Scope—Navigate360

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Below is a comprehensive description of all the services comprising EAB's Navigate360 program (the "Program"). Your Program Order Form sets forth those specific services to which you have subscribed which may include some or all these services.

### A. Scope of Services Overview

Navigate360 provides colleges and universities with access to a comprehensive student success management technology platform ("Navigate360"), best practice research and networking, change management, and implementation support, including technical support. Within Navigate360, students of participating organizations are provided access to a suite of solutions for the intent of retention, graduation and postgraduate success, where 'postgraduate success' refers to the access to and obtainment of continuous higher education and early career opportunities. The major categories of service provided to subscribing organizations of Navigate360 (here, the "Program") are described below, and are included in the Program's services provided to Organization to the extent detailed in the Program Order Form, some of which may change over time based on feedback from subscribing organizations.

### B. Navigate360 Program Summary

#### Overview of Navigate360

The functionality included in Organization's Navigate360 configuration are described in more detail below.

- **Core Platform** – Navigate360's Core Platform is comprised of comprehensive case management, communication, workflow capabilities and analytics in a secure and cloud-based format that links staff, faculty, advisors, and students in a connected and coordinated network, to improve targeted support and proactive care. Additionally, the Core Platform provides curated guidance and onboarding tools directly to students.

Capabilities include, but are not limited to:

- Student Profile
- Coordinated Care Network
- Cases & Referrals
- Automated Workflow Builder
- Automated Alerts
- Automated Messaging
- Two-Way SMS & Email
- Campaigns & Template Library
- Appointments & Events
- Post-Appointment Surveys
- Notes & Attachments
- Faculty Progress Reports

- Email & Calendar Integrations
  - Advanced Query Builder
  - Data Visualizer
  - Templated & Scheduled Reports
  - Automated Workflow from Reports
  - Population Health Analytics
  - Activity Analytics
  - Intervention Effectiveness
  - iOS and Android Apps
  - Student Success Network
  - Campus Resources
  - Appointment Scheduling
  - Hand Raise
  - Document Center
  - Class Schedule
  - Event Calendar
- **Strategic Care** – The Strategic Care module is comprised of comprehensive case management, communication and workflow capabilities. It includes secure, cloud-based tools that link staff, faculty, advisors and students in a connected and coordinated network, ensuring targeted support and proactive care. Key capabilities include, but are not limited to:
    - Smart Student Profile
    - Advanced Search
    - Campaign Management
    - Appointment Scheduling
    - Multi-Modal Student Communications
    - Coordinated Care Network
    - Strategic Care Analytics
- **Recruitment Management** - Recruitment Management is a module purpose-built for community colleges that seek cost-effective efficiencies in managing the student lifecycle – before and after enrollment. Recruitment Management provides schools with a targeted prospect and student management system to help maximize enrollment and success efforts, through capabilities such as:
    - Prospect Profile
    - Automated Messaging
    - Two-Way SMS
    - Campaigns & Template Library
    - To-Dos & Forms
    - Appointments & Events
    - Native Common App Integration
    - Advanced Query Builder



- Data Visualizer
- Templated & Scheduled Reports
- Automated Workflow from Reports
- Prospect Engagement Hub
  - Application Management
  - Application Status Tracking
  - Documents Submission
  - Forms
  - To-Dos
- **Historical and Predictive Analytics (Undergraduate Students Only)** – Historical and Predictive Analytics is comprised of a comprehensive suite of secure, cloud-based data analytics which help administrators and leaders proactively assess, understand, and manage student success. Capabilities include, but are not limited to:
  - Student Success Predictive Analytics
  - Historical Trend Analytics
- **Student Engagement Hub** – Student Engagement Hub helps you connect with students where they are and on their terms. The student app—available for iPhone, Android, and on desktop—provides structure for the college journey and proactive guidance at students’ pivotal moments. EAB offers support for your student adoption efforts via an optional tailored email outreach program to drive adoption and utilization of the Student Engagement Hub to spur impactful outcomes for students.

**Student Engagement Hub**

- In-app Notifications
- To-Dos
- Surveys
- Holds Center
- Study Buddies
- Financial Planner
- Program Explorer
- Student Milestone Analytics
- Survey Analytics

**Advanced Student Engagement Hub**

- Student Journeys
- Program Advising Tools
- Advisor Plans
- Program Guides
- Shared Workspace
- Student Schedule Builder

- **Life Success Tools** – Organizations with any Navigate360 module may have access to one or more of the following offerings and/or links to other sites maintained by EAB related to post-graduate opportunities for students, including:
  - Platforms and resources that help students prepare for the workforce and/or life after college, including early career recruiting support
  - Tools and resources related to skills development and experiential learning
  - Apply Advance, designed to help students explore pathways that are aligned with their long-term educational and career goals
    - Students engage on the site with a self-assessment that matches them to career paths based on their selected responses and introduces them to relevant jobs, degrees, and programs of interest.
    - Participating colleges and universities are also able to access lead level student information in order to identify and connect with their students who are potentially 'right-fit' for their graduate and degree completion programs. In this process, all students provide explicit consent to allow colleges and universities to reach out to them for recruitment purposes.
  - EAB may also support your adoption efforts through an optional tailored email outreach program designed to increase interest and awareness in these life success tools, ultimately aiming to foster impactful outcomes for students.
  
- **Learning Management System Integration**
  - EAB will retrieve LMS data elements through an automated file extraction to feed into the Navigate360 Student Profile and Advanced Search features
  - LMS data elements include Login Data (last login to LMS, last activity with a course) and Assignment Data (course name, assignment name, due date, points received/available, assignment type, assignment status)
  - Using this data, partners will be able to:
    - View student's LMS activity data to prompt deeper course engagement if necessary
    - Use relevant LMS data within the Advanced Search to run intervention campaigns
    - Display faculty insights directly in Navigate360 without requiring duplicative efforts or staff to view information across platforms
  
- **AI Capabilities**
  - AI Message Content Creator
  - AI Report Assistant
  - AI Knowledge Bot

## C. Best Practice Sharing and Organization Networking

The Program will also include access to services fostering networking across the cohort and sharing knowledge of how subscribing organizations are leveraging the Program to drive increased student retention, degree completion, and graduation success, including:

- Case studies profiling practice successes
- Research briefs on best practices
- User group conference calls
- Organization Networking Summit



- Insights from Organization national dataset

## D. Implementation, Change Management, and Ongoing Support

To address Organization's strategic priorities of promoting student success and retention, EAB has crafted a service model to provide implementation, change management and support at the outset of, and improve outcomes across, the Program Term. This service model combines an in-depth partnership between EAB's service team and Organization to prepare the institution for effective platform adoption and ongoing utilization as follows.

- **EAB's Service Team:** Organization will have access to the following EAB staff resources who are available as outlined during and after implementation to partner with and support Organization staff:
  - **Strategic Leader:** Serves as primary contact and partner to Organization's leadership team, responsible for understanding institutional goals and priorities. Following implementation, they will provide guidance and support to expand utilization and drive more strategic use of the platform to further Organization's student success goals.
  - **Launch Consultant:** Works with the Strategic Leader during implementation to set expectations, make recommendations, and support the roll-out strategy.
  - **Technical Project Manager:** Manages technical aspects of the implementation process in coordination with Organization's technical team and administrators.
  - **Technical Support Team:** Following platform launch, responsible for managing data transfer or technical issues identified by Organization's application administrators. The team will partner with Organization's engineers and business analysts to resolve issues.
  - **Project Support Team:** Following platform launch, responsible for Tier 1 support by investigating, triaging and solving issues and configuration set-up. In addition, provides administrator support programs like office hours and intensives.
- **Onsite Working Sessions:** During the first twelve months of the Program Term, EAB staff will travel to an Organization institution for up to three (3) one-day working sessions with Organization staff to support the platform launch. In each Year of the Program Term after Year 1, EAB staff will travel to an Organization institution for up to one (1) one-day working sessions with Organization staff to provide ongoing strategic support.
- **Leadership Check-In Calls:** During the first twelve months of the Program Term, EAB staff will schedule monthly (or more frequent as determined by EAB staff during key phases of implementation) leadership check-in calls to discuss progress on implementation and confirm next steps. Following implementation, EAB staff are available for check-in calls with leadership teams monthly and with executive sponsors quarterly.
- **On Demand Phone and Email Support:** EAB staff are also available to provide additional support via email and phone outside of scheduled leadership calls and onsite. The typical response time is two (2) business days; however, full resolution or response may take longer depending on the request and EAB staff may request to resolve through a forthcoming scheduled call.

The following are some examples of the support EAB's Service Team can provide through the check-in calls and onsite working sessions.

- **Project Planning:**
  - Develop and monitor project plans for the implementation of the platform
  - Provide recommendations to support implementation and ongoing value delivery
  - Develop an annual service plan in partnership with Organization
  - Identify areas of opportunity to best leverage the technology
  - Identify how EAB's technology fits within Organization's existing technology ecosystem

- Partner with Organization in determining next phase roll-out strategy
- **Platform Configuration Support:**
  - Support configuration and implementation decisions
  - Partner on campaign calendar creation
  - Recommend configuration and content changes
  - Continue workflow best practice discussions
- **Training and Engagement:**
  - Develop action plan and/or facilitate sessions to enfranchise key leaders, stakeholders, and end-users
  - Assist with creation of promotion and communication plans
  - Facilitate a “Train the Trainer” workshop and refresher sessions (either virtually or in person)
  - Walkthrough student success toolkits
  - Delve into analytics with select academic leaders
  - Provide training and orientation on the resources available to your team including:
    - Self-service training resources
    - Release documentation and videos
    - Online training materials

## E. Organization Responsibilities:

Organization agrees to:

- Identify and maintain a staff member to serve in the following roles in the first 30 days of the Program Term:
  - Program Sponsor – Senior executive or Cabinet member responsible for outlining institutional student success and EAB partnership goals; responsible for setting goals and expectations for platform utilization and student success initiatives with key stakeholders on campus; provides project oversight and direction to ensure continued progress and project success.
  - Technical Sponsor - Senior IT executive who sets technical goals and priorities for Navigate360, regularly reviews the progress of Navigate360 in supporting necessary reporting and workflows, informs technical and data management needs, providing necessary resources and guidance and contributes in executive meetings to the vision setting of Navigate360 on campus.
  - Program Owner – Provides day-to-day project leadership and manages activities and progress of the leadership and build/engagement teams on an ongoing basis. Engages key stakeholder groups on campus as appropriate.
  - Technical Lead – Works with EAB to coordinate initial configuration, data extraction, data transfer through the implementation process (as outlined below) and directs team as it relates to ongoing maintenance.
  - Application/Content Administrator – Manages and owns all ongoing platform configurations, user access, and end-user support needs; leverages EAB documentation, training materials, and self-service resources as appropriate.
  - Care Unit Lead (s) – Sets goals, plan and expectations for use of Navigate360 within their unit and ensure users in their unit have access to training resources. Care Unit Leads review necessary configuration and content for their units with Application/Content Administrators, draw insights from analytics and reports at end of each term, and assess outcomes against goals for future term planning.



- Faculty Champion – Advocate for faculty perspectives by providing transparency to faculty through ongoing updates on Navigate360 project progress, strategies and data.
- Schedule and hold a “Kickoff” call with the Program Sponsor, Technical Lead, and EAB’s Strategic Leader within the first 30 days of the Program Term to discuss implementation plan
- Schedule and hold semiannual executive update calls with Executive Sponsor and Program Sponsor in each Year after Year 1 to discuss updates to institutional student success goals, project progress, and plan for the next six months
- Develop an annual service plan in collaboration with EAB’s Service team
- Complete an annual assessment to determine Organization status on Navigate360’s “Maturity Curve”
- Ensure assigned staff participate in the following:
  - Program Sponsor: check-in calls with EAB Strategic Leader up to once a calendar quarter
  - Program Owner: check-in calls with EAB Strategic Leader up to once a month
- Send at least one (1) staff member to the Program’s student success meeting, “CONNECTED” as travel funding and schedule allows each conference
- Provide ongoing feedback on the platform to help EAB drive ongoing product development and innovation, including but not limited to usability, functionality, bug reports, and test results
- Partner with EAB to develop and execute strategies to drive adoption (i.e., download product) and ongoing utilization of Student Pathways among students

## F. Data and Technical Requirements:

- Organization is responsible for preparing a valid set of data files to send to the secure data transfer location. Both historical (up to 10 years) as well as current data are required. EAB Data Integration Services are available to assist with the data extraction during the first twelve months of the Program Term at no extra cost. Data from the following system(s) are expected to be extracted and transmitted:
  - Student Information System (“SIS”)
- Organization will coordinate with EAB to ensure that the application data is reliable and valid. EAB will provide test cases for Organization to validate against their SIS. In addition to data from the above systems and other systems mutually agreed upon as relevant, Organization shall collaborate with EAB to configure application content, including, but not limited to, student tasks and events, intervention triggers, and interventions and support resources, both online and on-campus.
- The Program’s predictive models can ingest any data variables that meet the below requirements. For the EAB data science team to partner with Organization on integrating custom data fields into their predictive model, Organization is responsible for and must do the following:
  - Confirm the completeness and validation of the data requirements before data upload
  - Prepare the data in the required format (as explained in EAB’s technical documentation) for both historical and active student population
- Organization agrees to complete the following requirements by the specified dates or milestones:
  - Prepare comprehensive and valid data files within ten (10) weeks of the start of the Program Term
  - Share Single Sign On protocol to establish secure identity management between systems within the first six weeks of the start of the Program Term
  - Automate nightly feeds by the end of the technical implementation

## G. System Conversions and Material Upgrades

Program fees are based upon Organization's current SIS configuration. For any system conversions and/or material upgrades which impact integration points such as web-service APIs that require reprocessing, remapping and revalidation of data will require a one-time re implementation fee based on the source system impacted included in the table below. In addition, Organization agrees to notify EAB in writing at least six (6) months in advance of any system conversions and/or material upgrades which require reprocessing, remapping and revalidation of data. A signed addendum agreed by both parties must be completed prior to starting the re-implementation. EAB is not responsible for any impacts on or delays to the Program due to any system modifications.

Organization System	One-Time Fee
SIS	40% of one-time implementation fee
Degree Audit	25% of one-time implementation fee

## H. Authorized Users

EAB will provide access to a number of authorized users, designated by Organization, which is equal to the total number of academic advisors, other student services staff and administrators with oversight for the campus(es) that are covered by the Program. In addition, EAB will provide access to an agreed upon number of student users as set forth in the configuration section in the Program Order Form.

## I. Data Integration Services

EAB Data Integration Services are a set of highly recommended services available, if requested, to generate necessary data from the SIS to populate Navigate360 during implementation. EAB offers these Data Integration Services at no extra cost for the first twelve months of the Program Term. This service is available for following source systems: Banner, Peoplesoft, Colleague (SQL), Jenzabar CX, and Jenzabar EX. If you have a relational-based source system that is not on this list EAB will conduct a feasibility assessment to determine if EAB can provide Data Integration Services for those systems.

- **Implementation Support** - If applicable and feasible following the feasibility assessment, in providing the EAB Data Integration Services, EAB shall do the following, where possible in the first twelve months of the Program Term:
  - Outline source data fields required for implementation of Navigate360 in consultation with EAB staff and Organization subject matter experts
  - Create SQL queries to extract data or code in the Query Environment specified above to output data files for implementation of Navigate360
  - Develop query logic and/or code to generate regular updates of the output data files on a frequency needed by Navigate360
  - Work with Organization's staff to integrate the Data Integration Services queries or code into the production environment
- **Institution Support Requirements** - If applicable and feasible following the feasibility assessment, EAB is pleased to provide Organization with the Data Integration Services at no additional cost for the first twelve months of the Program Term. Shortly after enrolling in the Program, Organization and an assigned team of EAB employees will participate in a "Technical Planning Call" to discuss project implementation and utilization of the Data Integration Services and will provide a project implementation plan. Organization is required to provide access to the applications named above within two (2) weeks of the Technical Planning Call. In the event Organization does not provide access to the



required applications within two weeks, EAB may assess a one-time fee of up to \$15,000 per source system for the Data Integration Services pursuant to a written addendum.

- **Data Access Permissions** - Organization will coordinate the delivery to EAB of all confidentiality agreements, data use agreements, or similar agreements required by Organization's SIS vendor to permit EAB access to interact with Organization's SIS and deliver appropriate data feeds to Navigate360. All such documentation shall be delivered to EAB one week after the Technical Planning Call,



**Program Order Form**

Organization: Southern University System  
  
Attn: Dennis Shields  
J S Clark Administration Bldg #4  
Baton Rouge, LA 70813

Date: 4/30/2024

**Program and Program Fees:**

Organization will have access to the Program services set forth below (the "Services"), which are as described in greater detail in each applicable Program Scope.

During the Program Term, the Services will be delivered in all material respects as described in each applicable Program Scope.

**Southern University at New Orleans**

Navigate - <https://scopes.eab.com/navigate>

Program Term: October 1, 2024 - September 30, 2025		Quantity	Fees
Navigate360	1,812 Undergraduate		\$ 81,159.00
	200 New Graduate Students		\$ 4,962.00
	700 New Dual Enrollment Students		\$ 17,367.00
Core Platform			
Administrative & Travel Fee			\$ 0.00
Historic and Predictive Analytics			
Student Engagement Hub			
<b>Total</b>			<b>\$ 103,488.00</b>

Program Term: October 1, 2025 - September 30, 2026		Quantity	Fees
Navigate360	1,812 Undergraduate		\$ 83,594.00
	200 New Graduate Students		\$ 5,111.00
	700 New Dual Enrollment Students		\$ 17,888.00
Core Platform			
Administrative & Travel Fee			\$ 0.00
Historic and Predictive Analytics			
Student Engagement Hub			
<b>Total</b>			<b>\$ 106,593.00</b>



Program Term: October 1, 2026 - September 30, 2027		Quantity	Fees
Navigate360	1,812 Undergraduate		\$ 86,101.00
	200 New Graduate Students		\$ 5,264.00
	700 New Dual Enrollment Students		\$ 18,425.00
Core Platform			
Administrative & Travel Fee			\$ 0.00
Historic and Predictive Analytics			
Student Engagement Hub			
<b>Total</b>			<b>\$ 109,790.00</b>

Program Term: October 1, 2027 - September 30, 2028		Quantity	Fees
Navigate360	1,812 Undergraduate		\$ 88,684.00
	200 New Graduate Students		\$ 5,422.00
	700 New Dual Enrollment Students		\$ 18,977.00
Core Platform			
Administrative & Travel Fee			\$ 0.00
Historic and Predictive Analytics			
Student Engagement Hub			
<b>Total</b>			<b>\$ 113,083.00</b>

Program Term: October 1, 2028 - September 30, 2029		Quantity	Fees
Navigate360	1,812 Undergraduate		\$ 91,345.00
	200 New Graduate Students		\$ 5,585.00
	700 New Dual Enrollment Students		\$ 19,547.00
Core Platform			
Administrative & Travel Fee			\$ 0.00
Historic and Predictive Analytics			
Student Engagement Hub			
<b>Total</b>			<b>\$ 116,477.00</b>

**One Time Fee:**

Program Term: October 1, 2024 - September 30, 2025		Fees
Navigate360	Implementation Fee	
	200 New Graduate Students	\$ 2,220.00
	700 New Dual Enrollment Students	\$ 7,780.00
<b>Total</b>		<b>\$ 10,000.00</b>

**Southern University at Shreveport:**

Navigate - <https://scopes.eab.com/navigate>

During the Program Term, the Services will be delivered in all material respects as described in each applicable Program Scope.

Program Term: October 1, 2024 - September 30, 2025		Quantity	Fees
Navigate360	2,745 Undergraduate		\$ 117,920.00
	1,000 New Dual Enrollment Students		\$ 24,810.00
Core Platform			
Administrative & Travel Fee			\$ 0.00
Historic and Predictive Analytics			
Student Engagement Hub			
<b>Total</b>			<b>\$ 142,730.00</b>

Program Term: October 1, 2025 - September 30, 2026		Quantity	Fees
Navigate360	2,745 Undergraduate		\$ 121,457.00
	1,000 New Dual Enrollment Students		\$ 25,554.00
Core Platform			
Administrative & Travel Fee			\$ 0.00
Historic and Predictive Analytics			
Student Engagement Hub			
<b>Total</b>			<b>\$ 147,011.00</b>

Program Term: October 1, 2026 - September 30, 2027		Quantity	Fees
Navigate360	2,745 Undergraduate		\$ 125,101.00
	1,000 New Dual Enrollment Students		\$ 26,321.00
Core Platform			
Administrative & Travel Fee			\$ 0.00
Historic and Predictive Analytics			
Student Engagement Hub			
<b>Total</b>			<b>\$ 151,422.00</b>



Program Term: October 1, 2027 - September 30, 2028		Quantity	Fees	
Navigate360		2,745 Undergraduate	\$	128,854.00
		1,000 New Dual Enrollment Students	\$	27,111.00
Core Platform				
Administrative & Travel Fee			\$	0.00
Historic and Predictive Analytics				
Student Engagement Hub				
<b>Total</b>			\$	<b>155,965.00</b>

Program Term: October 1, 2028 - September 30, 2029		Quantity	Fees	
Navigate360		2,745 Undergraduate	\$	132,719.00
		1,000 New Dual Enrollment Students	\$	27,924.00
Core Platform				
Administrative & Travel Fee			\$	0.00
Historic and Predictive Analytics				
Student Engagement Hub				
<b>Total</b>			\$	<b>160,643.00</b>

**One Time Fee:**

Program Term: October 1, 2024 - September 30, 2025		Fees	
Navigate360			
Additional Student Implementation Fee			
		1,000 New Dual Enrollment Students	\$ 10,000.00
<b>Total</b>			\$ <b>10,000.00</b>

Southern University and A&M College – Baton Rouge:

Navigate - <https://scopes.cab.com/navigate>

Program Term: October 1, 2024 - September 30, 2025		Quantity	Fees
Navigate360	5,149 Undergraduate		\$ 213,500.00
	400 New Dual Enrollment Students		\$ 9,924.00
	525 New Graduate Students		\$ 13,025.00
	825 New Law Center Students		\$ 21,089.00
Student Success Collaborative (SSC) - Strategic Care			
Administrative & Travel Fee			\$ 0.00
Historic and Predictive Analytics			
Student Engagement Hub			
Advanced Student Engagement			
<b>Total</b>			<b>\$ 257,538.00</b>

Program Term: October 1, 2025 - September 30, 2026		Quantity	Fees
Navigate360	5,149 Undergraduate		\$ 219,680.00
	400 New Dual Enrollment Students		\$ 10,222.00
	525 New Graduate Students		\$ 13,416.00
	825 New Law Center Students		\$ 21,722.00
Student Success Collaborative (SSC) - Strategic Care			
Administrative & Travel Fee			\$ 0.00
Historic and Predictive Analytics			
Student Engagement Hub			
Advanced Student Engagement			
<b>Total</b>			<b>\$ 265,040.00</b>

Program Term: October 1, 2026 - September 30, 2027		Quantity	Fees
Navigate360	5,149 Undergraduate		\$ 226,045.00
	400 New Dual Enrollment Students		\$ 10,528.00
	525 New Graduate Students		\$ 13,818.00
	825 New Law Center Students		\$ 22,373.00
Student Success Collaborative (SSC) - Strategic Care			
Administrative & Travel Fee			\$ 0.00
Historic and Predictive Analytics			
Student Engagement Hub			
Advanced Student Engagement			
<b>Total</b>			<b>\$ 272,764.00</b>



Program Term: October 1, 2027 - September 30, 2028		Quantity	Fees
Navigate360	5,149 Undergraduate		\$ 232,602.00
	400 New Dual Enrollment Students		\$ 10,844.00
	525 New Graduate Students		\$ 14,233.00
	825 New Law Center Students		\$ 23,045.00
Student Success Collaborative (SSC) - Strategic Care			
Administrative & Travel Fee			\$ 0.00
Historic and Predictive Analytics			
Student Engagement Hub			
Advanced Student Engagement			
<b>Total</b>			<b>\$ 280,724.00</b>

Program Term: October 1, 2028 - September 30, 2029		Quantity	Fees
Navigate360	5,149 Undergraduate		\$ 239,355.00
	400 New Dual Enrollment Students		\$ 11,170.00
	525 New Graduate Students		\$ 14,660.00
	825 New Law Center Students		\$ 23,736.00
Student Success Collaborative (SSC) - Strategic Care			
Administrative & Travel Fee			\$ 0.00
Historic and Predictive Analytics			
Student Engagement Hub			
Advanced Student Engagement			
<b>Total</b>			<b>\$ 288,921.00</b>

**One Time Fee:**

Program Term: October 1, 2024 - September 30, 2025		Fees
Navigate360		
Implementation Fee		
	400 New Dual Enrollment Students	\$ 4,325.00
	525 New Graduate Students	\$ 5,675.00
	825 New Law Center Students	\$ 8,280.00
<b>Total</b>		<b>\$ 18,280.00</b>

Southern University System:

Edify - <https://scopes.eab.com/edify>

Rapid Insight - <https://scopes.eab.com/rapidinsight>

Program Term: October 1, 2024 - September 30, 2025	Quantity	Fees
<b>Edify</b>		\$ 232,610.00
Technology Platform Fee	Included Storage: Up to 2 TB	
Professional Service - Gold	Included Hours: 400	
<b>Rapid Insight</b>		
<b>Total</b>		\$ 232,610.00

Program Term: October 1, 2025 - September 30, 2026	Quantity	Fees
<b>Edify</b>		\$ 235,883.00
Technology Platform Fee	Included Storage: Up to 2 TB	
Professional Service - Gold	Included Hours: 400	
<b>Rapid Insight</b>		
<b>Total</b>		\$ 235,883.00

Program Term: October 1, 2026 - September 30, 2027	Quantity	Fees
<b>Edify</b>		\$ 239,255.00
Technology Platform Fee	Included Storage: Up to 2 TB	
Professional Service - Gold	Included Hours: 400	
<b>Rapid Insight</b>		
<b>Total</b>		\$ 239,255.00

Program Term: October 1, 2027 - September 30, 2028	Quantity	Fees
<b>Edify</b>		\$ 242,727.00
Technology Platform Fee	Included Storage: Up to 2 TB	
Professional Service - Gold	Included Hours: 400	
<b>Rapid Insight</b>		
<b>Total</b>		\$ 242,727.00



Program Term: October 1, 2028 - September 30, 2029		Quantity	Fees
<b>Edify</b>			\$ 246,304.00
Technology Platform Fee	Included Storage: Up to 2 TB		
Professional Service - Gold	Included Hours: 400		
<b>Rapid Insight</b>			
<b>Total</b>			\$ 246,304.00

The fees offered in this Program Order Form are based on the Program(s) above and any other existing Programs you may have purchased from us. In the event you terminate or discontinue any Program, including any Program in this Program Order Form, prior to the expiration of its Program Term, the Fees may be subject to increase. Any Fees, unless denoted as one-time, reflect the annual price for each year of the Program Term or any portion thereof (each, a "Year").

The Program Order Form is made pursuant to the Master Agreement attached hereto, which along with the applicable Program Scope which are incorporated herein by reference, form the entire agreement between the parties with respect to the Programs (and together with any other applicable agreements or supplements, the "Agreement").

EAB will include the number of graduate students and dual enrollment students as listed in the tables above (the "Graduate Student Population" and the "Dual Enrollment Student Population") in the product modules to the extent that EAB generally can include graduate and dual enrolled students in these modules. For avoidance of doubt, Organization acknowledges and agrees that the Graduate Student and Dual Enrolled Student Populations may not be included in the modules to the same extent as the undergraduate students included under the Program Order Form.

**Invoicing:**

Services will commence on the initial date of the first Program Term (the "Start Date"). EAB will invoice Organization in advance of Services and payment is due within 30 days of the invoice date. Any One-Time Fees will be invoiced at 100% with the Program Fees on the initial invoice of each Year of this Agreement as outlined below.

All Program Fees for the first Year will be billed and due within 30 days of the signature of this Agreement or Start Date, whichever is later. In subsequent years, all Program Fees will be billed and due on or before the start of each Year.

Each party represents and warrants to the other that the individual signing below on its behalf is authorized to enter into this Agreement and bind such party. The parties agree and acknowledge that any purchase order or other document subsequently provided by Organization with respect to the Programs above that contain additional, conflicting, or different terms and conditions or otherwise would amend, modify, or supplement this Agreement are unenforceable and shall be deemed null and void.

Please sign this Program Order Form and return it to Taylor Laudino (laudino@eab.com) to initiate your participation in the Program(s) no later than 5/31/2024 (after which fees and terms set forth above are subject to change).

**EAB Global, Inc.:**

Signature: *Alyssa M. Franklin*  
Name: Alyssa Franklin  
Title: Executive Director  
Date: 4/30/2024

**Southern University System:**

Signature: \_\_\_\_\_  
Name: Dennis J. Shields  
Title: President-Chancellor  
Date: \_\_\_\_\_

**OPTIONAL FOR BILLING PURPOSES ONLY**

Invoices should be sent by EAB to this Email Address: \_\_\_\_\_  
Billing Contact Name: \_\_\_\_\_  
Billing Contact Email Address: \_\_\_\_\_  
Billing Contact Phone: \_\_\_\_\_  
Purchase Order No. (if applicable): \_\_\_\_\_

## Mission Statement

Through shared governance, leadership, and a diverse system of unique institutions, the mission of the Southern University and A&M College System is to deliver affordable world-class education, a trained workforce, state-of-the-art research, creative scholarship, and transformational public service to the State of Louisiana, the Nation, and the World.

## PERSONNEL AFFAIRS COMMITTEE

(Following Legal Affairs Committee)

### AGENDA

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

#### A. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SUBR)

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Dawn Barnes	<b>Head Volleyball Coach</b> <i>Athletics</i>	Existing Position New Appointment	<i>Search</i>	\$70,000.00	70,000.00	State
2. Debra Pogue	<b>Dir of Simulation Center and Skills Lab</b> <i>School of Nursing</i>	New Position New Appointment	<i>Search</i>	-	\$97,000.00	State
3. Wilbert Rosette	<b>Dir of Risk Management</b> <i>VC for Finance and Admin</i>	Existing Position New Appointment	<i>Search</i>	\$59,917.00	\$73,000.00	State
4. Stephanie Smith	<b>Associate Comptroller for Sponsored Program Activity, Policy Dev, and Compliance Ops</b> <i>Comptroller's Office</i>	Existing Position New Appointment	<i>Search</i>	-	\$ 80,000.00	State

#### B. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SUAREC)

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Joynetta Bell Kelly	<b>Nutrition and Health Outreach Specialist</b> <i>SU-CEP</i>	New Position New Appointment	<i>Waived</i>	-	\$90,000.00	Federal



C. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SUSLA)

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Kim Hinkson	<b>Instructional Design</b> <i>E-Learning</i>	Existing Position New Appointment	<i>Search</i>	-	\$65,000.00	State

D. Request Approval of Leave of Absence for Dr. VerJanis Peoples through 6/30/2024 (SUBR)

E. Request Approval of Leave of Absence for Professor George Kirk 4/2/2024-8/12/2024 (SUBR)

6. Other Business

7. Adjournment

**MEMBERS**

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



**SOUTHERN  
UNIVERSITY**  
AND AGRICULTURAL & MECHANICAL COLLEGE

**DEPARTMENT OF ATHLETICS**

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

April 29, 2024

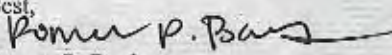
Dawn Harris  
Human Resources Director  
Southern University and A&M College  
J.S. Clark Administration Annex Building—1st Floor  
Baton Rouge, La. 70813

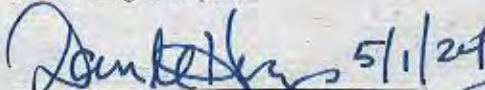
The Department of Athletics is requesting to waive the advertisement for the Head Volleyball Coach position. This position will be full-time with a salary of \$70,000 effective tentatively June 1, 2024. A qualified candidate has been identified therefore, this letter serves as an official recommendation of employment for Dawn Barnes, Head Volleyball Coach, here at Southern University. Dawn Barnes brings over 20 years of invaluable experience in coaching volleyball at various levels, making her exceptionally qualified for this role.


In light of recent events and the urgent need for a capable leader to guide our volleyball program during this transitional period, I believe that Dawn Barnes is the ideal candidate to step into the role of Head Volleyball Coach. Her extensive background in coaching, coupled with her passion for the sport and commitment to player development, make her an excellent choice to lead our team. Coach Barnes has demonstrated exceptional leadership skills throughout her career, fostering a positive and supportive environment for her players while instilling in them the values of teamwork, dedication, and sportsmanship. Her coaching philosophy aligns perfectly with the values and goals of Southern University Athletics, and I am confident that she will make a significant impact on our volleyball program.

Furthermore, Dawn Barnes expertise in strategy development, player recruitment, and program management will be invaluable assets as we navigate this period of transition and work towards the continued success of our volleyball program.

Thank you for your attention to this matter. Should you require any further information, please do not hesitate to contact me.

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

 5/1/24  
Dawn Harris  
Human Resources Director  
Southern University and A&M College

  
Desiree Honore Thomas  
Associate Vice President  
Senior Administrative Operations Officer  
Southern University and A&M College

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



POS CLASS				
EMP CLASS				
III		RT		LV

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	2	M	9	1	7	3
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CAMPUS: SUS \_\_\_\_\_ SUBR  \_\_\_\_\_ SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

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

TYPE OF APPOINTMENT:  
 \_\_\_\_\_ Academic (Fac)  Non-Academic (Uncl) \_\_\_\_\_ Civil Service  
 \_\_\_\_\_ Part-time ( 100 % 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 \_\_\_\_\_ Permanent Status

Previous Employee Toby Rens Reason Left Resignation  
 Date Left April 17, 2024 Salary Paid \$70,000.00

**Profile of Person Recommended**

Length of Employment May 1, 2024 To June 30, 2025  
 Effective Date of Employment May 1, 2024

Name Dawn Barnes SS# \*8841 Sex F Race\* \_\_\_\_\_  
(Last 4 digits only)

Position Title: Head Volleyball Coach Department: Athletics

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

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

Years Experience 30+ Years Southern University Experience 0  
 Degree(s): Type/Discipline (BA-Education): \_\_\_\_\_ Institution/Location (SU-Baton Rouge): \_\_\_\_\_ Year: \_\_\_\_\_  
BA- Psychology Marycrest College 1993  
MS- Allied Health Professions Eastern Kentucky University 1996-1997

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

**Personnel Action**

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

Annual Salary \$70,000 Salary Budgeted \$70,000 Hourly Rate, if applicable: \_\_\_\_\_

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

Source of Funds: State Identify Budget: \_\_\_\_\_ Location: \_\_\_\_\_

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

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

List total funds currently paid this employee by

Source of Funds (Current)	Amount
218900-21809-61002-29000	\$70,000

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

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

Roman J. Banks 4/26/24 Supervisor Date  
Roman J. Banks 4/26/24 Dean/Unit Head Date  
[Signature] 5/01/24 Vice Chancellor Date  
[Signature] Director/Personnel Date  
[Signature] Chancellor Date  
[Signature] Vice President/Finance Date  
[Signature] 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 state laws and does not affect employment consideration.

APR 30 2024

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

Hispanic or Latino  Non-Hispanic or Non-Latino

*[Signature]*  
COMPTROLLER OFFICE

**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:**

Dawn Barnes will be the Head Volleyball Coach effective May 1, 2024 receiving a salary of \$70,000.00

**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 (see receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, 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	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-“Practical Work Experience”)	F0	

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

- PAF APPROVAL PROCESS CHECKLIST** (Must have the information outlined below, the forms are located at Downloadable Forms on the HR website at [www.subr.edu/humanresources](http://www.subr.edu/humanresources)).
- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
  - Position Vacancy Announcement (position advertised before processing PAF, if applicable)
  - Application for Employment Form-Admin/Fac/Incl 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

**DAWN MARIE BARNES**

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Passionate volleyball coach with all the experience and success both on and off the court, committed to NCAA regulations and track record of meeting expectations and requirements for athletics and academics, quickly able to adapt to athletic and educational activities. Excellent oral and written communication skills.

**COLLEGE COACHING EXPERIENCE**

**Phoenix College – Head Coach** **Aug 2023-Present**

**Head Coach responsible for all aspects of NJCAA Div 2 program**

- Organized and managed all aspects of the program

**South Carolina State University – Head Coach** **Aug 2020-Oct 2022**

**Head Coach responsible for all aspects of NCAA Division 1 program in MEAC Conference**

- Organize all practices, technical training, managed budget, ordered all gear/supplies for program
- Coordinated all video exchange using HUDL/VolleyMetrics
- Supervised Assistant Coaches, targeting one on one pre game prep and game strategies
- Worked with Academic Advising and Student Success Center to monitor scholastic progress of student-athletes
- Planned and formulated student activities designed to implement educational objective and performance standard

**Malcolm X College – Head Coach (PTE)** **Aug 2019-June 2020**

**Indiana Univ Northwest – Head Coach (PTE)** **July 2017-Nov 2017**

- Coach, technical trainer, manage budget, scheduling
- Responsible for all operations of NJCAA program: recruiting Midwest Region

**Responsible for all operations of NAIA program, including recruiting, team training, scheduling and budgeting**

- Inherited a team of nine players, finished sixth in A.I.I. Conference and 8-22 Overall
- Academic Liaison, Study Hall Coordinator – planned and formulated activities designed to implement educational objective and performance standard
- Conducted student athletic mtgs to review progress towards degree and time management skills

**Chicago State University**

**Interim Head Volleyball Coach** **May 2014 – Feb 2015**

**Assistant Coach** **Feb 2013 – May 2016**

**Interim Head Coach, responsible for all aspects of NCAA Div. I program in the Western Athletic Conference. As Assistant Coach, served as Offensive Coordinator, practice planner, opponent scouting and technical training. Coordinated all video/Data Project systems. Served on Midwest Region Committee for 2014 NCAA tournament.**

- Offensive expertise... trained team's OHs to lead in team hitting percentage for WAC Conf.; 1<sup>st</sup> time ever
- Financial savvy: managed full program budget of approx. \$300K with strict adherence to regulations
- Coached WAC Libero of the Year, including six WAC All-Academic and All-Conference players
- Academic Liaison... 2014 winner of Athletic Dept. Honors for highest team GPA, 3.87: RPA - 1000
- Supervised two Assistant Coaches; targeting one on pre-game preparations, the other on in-game strategy
- Fitness and Wellness Coordinator, scheduled workers and oversee campus rec activities

**George Mason University – Volunteer Assistant Coach** **Aug 2012 – Jan 2013**

**Assisted in all day-to-day operations of NCAA Division I program in Colonial Athletic Conference**

- Logistics proficient: Assisted in administration, operations and coaching for summer camp programs

**Howard University – Head Coach** **May 2009 – Dec 2010**

**Head Coach responsible for all facets of development of a women's volleyball program in the Mid-East Athletic Conference (MEAC), including program budget, team scheduling/travel, game strategy and recruiting**

- Results: twice 4<sup>th</sup> in MEAC; two 1<sup>st</sup> Team, one 2<sup>nd</sup> Team All-Conference and five All-Academic players
- Coached MEAC Player of the Year; achieved program's 2<sup>nd</sup> appearance in MEAC Tournament
- 980 Academic Performance Rate maintained over two years; 2 players graduated w 4.0 GPA
- Developed complete Howard Volleyball Camp program...generated revenue and built community
- Expertly managed budget of \$75K...stretched dollars to upgrade training, uniforms and video equipment



## DAWN M. BARNES

**University of Pittsburgh – Volunteer Assistant Coach**

**May 2009 – Apr 2010**

Served as assistant coach and assistant Volleyball Operations Director responsible for technical team practice coordination, physical training and match preparation, as well as co-Camp Director for all Pitt summer camps

- 20-11 record; 12-2 Big East...2<sup>nd</sup> in Big East, tourney appearance, school record – most conference wins
- Coached Big East Player of the Year, Libero of the Year, Big East Scholar Athlete of the Year

**Vassar College – Assistant Men's & Women's Coach**

**1997 – 1998**

**Eastern Kentucky University – Graduate Assistant**

**1996 – 1997**

**Augustana College – Assistant Coach**

**1993 – 1995**

- Vassar: Won Regional Conference Championship with Sam Shweisky...now Head Coach at Princeton
- Eastern Kentucky: coached under Dr. Geri Polvino (1966 – 1997) eight-time OVC Coach of the Year
- Augustana: Won the first CCIW Conference Championship

### CLUB & USA VOLLEYBALL EXPERIENCE

**AZ Storm Elite VBC**

**2023-Present**

**Upward Stars VBC Columbia, SC**

**2019-2023**

**Michio Volleyball Club**

**2013 – 2020**

**1<sup>st</sup> Alliance VBC & City Lions Technical Coordinator**

**2016-2017**

**Northern Virginia Volleyball Academy (NVVA) – Director of Recruiting**

**2011 – 2013**

**Metro American**

**2010 – 2011**

In my near two decades of club involvement, I have held nearly every position possible, including the following:

- Lead Coach: developed practices plans and training programs for all coaches/all teams with a club
- Coaching Coordinator for 11 – 15 year old teams; practice planner for entire club program
- Head Coach and Lead Trainer for 15 – 18 year old players, focusing on skill and athletic development
- Recruiting Coordinator: work directly with coaches, players and parents to navigate the recruiting process
  - Coached dozens who went on to play in college, including Dee Dee Harrison, 1<sup>st</sup> Team All SEC

**USA High Performance: Tryouts and Summer Volleyball Camps**

**2006 - 2021**

- Summer Camp IIP Court Coach – Atlanta, Baltimore, Chicago & Indianapolis; A3 Development Coach
- HP Assistant Coach for Select Youth National Team, Central Oklahoma University; July 2013
- Butler University Volleyball/Team Camps; 7/16;
- Christ Presbyterian Academy High School finished 7<sup>th</sup> in State of Tennessee
  - CPAHS broke school record of Regional and Sectional Champions – 2008 Season

### NCSA ATHLETIC RECRUITING

**NCSA Recruiting Head Scout**

**NCSA**

**August 2016 – Feb 2017**

- Met daily w/25 families/students via phone or video conferencing to guide them in recruiting process
- Completed NCSA Head Scout training; expert knowledge of every level of the recruiting process

### OLYMPIC ADMINISTRATION

**1998 Winter Olympic Games Tryouts – Lake Placid, NY**

Invited to Olympic Training Center (USOC) as an Asst. Coach for Paralympic Men's Team under Mike Hulet

**1996 Summer Olympic Games – Atlanta, GA**

Assistant Supervisor of Athlete Services...liaison for all Olympic Teams...supervised practices for Volleyball

### EDUCATION

**Bachelor of Arts – Psychology**

**Marycrest College**

**December 1993**

- 4 yr. volleyball and basketball starter and letter winner...All-Conference and All-Region honors

**Graduate Assistant – Allied Health Professions Eastern Kentucky University**

**August 1996-May 1997**

### Professional Associations & Playing Accomplishments

*2023 Graduate of NCAA Coaches Academy 2.0 Class #6; 2022 Women Coaches Academy Class 51 – Impact Award Winner; American Volleyball Coaches Association • Black Coaches Association • USAV Impact Certified World University and National Team tryouts •*

### References

Name: Vanessa Fuchs  
Address: WeCOACH Woman's Academy  
Address: PO Box 5194  
Tallahassee, FL 32314-5194  
Phone: 850-728-4875  
Email: [vanessa@wcoachsports.org](mailto:vanessa@wcoachsports.org)

Name: Toby Rens Head Coach  
Address: Morningside College  
Address: 1501 Morningside Ave. Sioux City, IA 51106  
Phone: 712-331-4464  
Email: [renst@morningside.edu](mailto:renst@morningside.edu)

Dave Shondell, Head Coach  
Address: Purdue University 900 John R. Wooden Drive  
Address: West Lafayette, IN 47907  
Phone: 765-427-3788  
Email: [dshondell@purdue.edu](mailto:dshondell@purdue.edu)

Name: Ingrid Wicker McCree, CEO  
Address: WM Leadership & Legacy Coaching, LLC  
Address: Durham, NC  
Phone: 919-672-0054  
Email: [iwickermccree@gmail.com](mailto:iwickermccree@gmail.com)

Name: Dr. Matthew Guah/Department of Business School  
Address: South Carolina State University  
Address: 300 College St NE, Orangeburg, SC 29117  
Phone: 803-614-2597  
Email: [mguah@scsu.edu](mailto:mguah@scsu.edu)





**College of Nursing and Allied Health**

J.K. Haynes Building 170  
School of Nursing (Dean's Suite 171)  
Post Office Box 11794  
Baton Rouge, LA 70813  
Phone: (225) 771-3266  
Fax: (225) 771-2641

Date: April 12, 2024

To: John K. Pierre, JD  
Chancellor, Southern University and A&M College

From: Sandra C. Brown, DNS, APRN, FNP-BC, CNE, ANEF, FAANP, FAAN  
Dean and Professor, College of Nursing and Allied Health

RE: Request to Waive Advertisement for Director of Simulation Center and Skills Lab for the College of Nursing and Allied Health

REC'D - ADMIN AFFAIRS  
2024 APR 22 4:35 PM

This communication serves as a request for permission to waive advertisement and hire Dr. Debra Pogue as the Director of Simulation Center and Skills Lab for the College of Nursing and Allied Health.

The School of Nursing is expanding the infrastructure of its Simulation Center and Skills Lab to provide an environment for students to practice and demonstrate nursing skills, physical assessment skills, and critical thinking skills necessary for clinical performance. The use of simulation serves as an effective pedagogy in nursing education to improve clinical judgement and reasoning skills, while enhancing knowledge and confidence with the purpose of improving patient safety and health outcomes. The Simulation and Skills Lab supports undergraduate and graduate student learning through innovative teaching using state of the art technology such as human patient simulation.

Dr. Pogue is academically and experientially qualified for this position. She earned a PhD in Nursing Education from the Graduate School of Biomedical Sciences at the University of Texas Medical Branch at Galveston. Having served as a Simulation Specialist in Graduate Medical Education training medical students, she has knowledge of healthcare simulation modalities within an academic environment. Dr. Pogue is credentialed as a Certified Simulation Healthcare Educator. She is a simulation expert in integrating advanced technology into the simulation environment for nursing students and faculty. She has participated in scholarly activities that enhance the development of high-quality simulated learning environment including but not limited to new technology integration, outcome assessment, and interdisciplinary simulation.

Dr. Pogue will bring a wealth of knowledge to our students and faculty as it relates to simulation. She has served as a clinical nursing adjunct faculty for the School of Nursing and is familiar with the vision and mission of the School of Nursing. This position is a 12-month position with a salary of \$97,000 and will utilize funds from a previous vacant position 2M9327. If favorably approved, the effective start date of the position is July 1, 2024. Attached is a copy of the Position Vacancy Authorization Form, the Position Vacancy Announcement, and curriculum vita.

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

Chancellor John K. Pierre

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

President Dennis Shields



JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER									
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REC'D - HR/PA/PT/ST/2500 APR 24 2024

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

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

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

Previous Employee Vacant Position 2M9327 Reason Left \_\_\_\_\_  
 Date Left \_\_\_\_\_ Salary Paid \_\_\_\_\_

**Profile of Person Recommended**

Length of Employment \_\_\_\_\_ To \_\_\_\_\_  
 Effective Date July 1, 2024

Name Debra T. Pogue, PhD APRN ACNS-BC CCRN CHSE SS# \_\_\_\_\_ Sex Female Race\* Black  
(Last 4 digits only)

Position Title: Director of Simulation Center and Skills Lab Department: School of Nursing

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

U	S
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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 PAR, if applicable.)

Years Experience <u>21</u>	Southern University Experience <u>14</u>
Degree(s): Type/Discipline (BA-Education): <u>PhD</u>	Institution/Location (SU-Baton Rouge): <u>University of Texas Medical Branch Galveston, Texas</u> Year: <u>2022</u>
<u>Master of Nursing</u>	<u>Louisiana State University Health Sciences Center, New Orleans, LA</u> <u>2011</u>
<u>Bachelor of Science in Nursing</u>	<u>Southern University and A&amp;M College, Baton Rouge, LA</u> <u>2003</u>

Current Employer Our Lady of the Lake Regional Medical Center Hospital

**Personnel Action**

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

Recommended Salary \$97,000 Salary Budgeted \_\_\_\_\_

Source of Funds State

Identify Budget: 211001 22403 61003 21000 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):

Sanjeev C. Brown 4/23/2024  
 Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
Lurisa Young 4/24/24  
 Vice Chancellor \_\_\_\_\_ Date \_\_\_\_\_  
Sanjeev C. Brown 5/03/24  
 Director/Personnel \_\_\_\_\_ Date \_\_\_\_\_

Sanjeev C. Brown 4/23/2024  
 Dean/Unit Head \_\_\_\_\_ Date \_\_\_\_\_  
John K. Pierce 4/24/24  
 Chancellor \_\_\_\_\_ 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 America, and who maintains cultural identification through tribal affiliation or community recognition.

**COMMENTS:**

**EMPLOYEE REGULAR WORK SCHEDULE:** 12 Month Faculty  
**EMPLOYEE DIRECT SUPERVISOR:** Dean Sandra C. Brown  
**SUPERVISOR/DEPARTMENT CONTACT NUMBER:** 225.771.3266  
**NUMBER OF EMPLOYEES SUPERVISED, (if any):** 6

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

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

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

- 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 SYSTEM**  
I certify that the above purchase(s) is (are) correct.  
Date: 4/30/24  
Doc. I.D.# 21100-2246260221

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

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

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

## CURRICULUM VITAE

**Debra T. Pogue, PhD APRN ACNS-BC CCRN CHSE**

### PRESENT POSITION AND ADDRESS:

Simulation Lab Specialist  
Our Lady of the Lake Regional Medical Center Hospital  
Division of Academic Affairs

### BIOGRAPH

Citizenship: United States of America  
Languages: English

### EDUCATION:

- 8/2017-12/2022 **PhD – Nursing Defended August 8, 2022 “The Effect of Integration of TeamSTEPPS® Strategies Within an Orientation Program on New Graduate Nurse Team Attitudes”**  
University of Texas Medical Branch at Galveston  
PhD in Nursing Education - Graduate School of Biomedical Sciences  
UTMB GSBS, Galveston, TX \**Highest Honors ~ December 19, 2022*
- 8/2007-12/2011 **Master of Nursing – Adult Health Clinical Nurse Specialist**  
**Scholarly Project: “Improving Delirium Recognition and Treatment”**  
Louisiana State University Health Sciences Center, New Orleans, LA  
Honor Graduate
- 2003 **Commissioned – Congregational Nurse**  
**Basic Preparation for Parish (Congregational) Nurses**  
The McFarland Institute, New Orleans, LA
- 5/1999-5/2003 **Bachelor of Science in Nursing**  
Southern University School of Nursing, Baton Rouge, LA  
Honor Graduate
- 8/1984-5/1988 **High School Diploma**  
Scotlandville Magnet High School, Baton Rouge, LA



## **CERTIFICATIONS & TRAINING:**

Expires 1/31/2026	Basic Life Support (BLS) American Heart Association
Expires 1/31/2026	Advanced Cardiac Life Support (ACLS) American Heart Association
12/2017	Center For Medical Simulation Comprehensive Instructor Course
8/2017	GE @ Lakelean Change Acceleration Process Workshop
5/2017	TeamSTEPPS Master Trainer Course, Tulane University
2009 to 2027	Certified Critical Care Registered Nurse (CCRN) American Association of Critical Care Nurses
2014	Lean Six Sigma Project Management - Yellow Belt
2013 to present	Advanced Practice Registered Nurse (APRN), Louisiana State Board of Nursing
2013 to 2028	Board Certified Adult Health Clinical Nurse Specialist (ACNS-BC) American Nurses Credentialing Center
2013 to 2017	Trauma Neuro Critical Care Nurse (TNCC) Emergency Nurses Association
2006 to 2011	Peripherally Inserted Central Catheter (PICC), Provider Bard
2004 to 2006	Chemotherapy & Biotherapy Provider, Oncology Nurses Society (ONS)

## **PROFESSIONAL AND TEACHING EXPERIENCE:**

### **Professional Experience:**

10/2014 to Present	<b>Simulation Lab Specialist   Simulation Lab Manager</b> , Graduate Medical Education, <i>Our Lady of the Lake Regional Medical Center, Baton Rouge, Louisiana</i> *Position Title Changed From Latter
7/2023 to 12/2023	<b>Substance Abuse Newborn Nurse Examiner</b> , Strike Team, <i>Department of Children and Family Services, Baton Rouge, Louisiana</i>
11/2016 to 5/2017	<b>Registered Nurse PRN, AICU</b> , <i>Woman's Hospital, Baton Rouge, Louisiana</i>

- 11/2012 to 10/2014      **Clinical Educator 2**, Critical Care Service Line, *Our Lady of the Lake Regional Medical Center*. Baton Rouge, Louisiana
- 2005 to 2012              **Registered Nurse 3**, Adult Intensive Care Unit, *Earl K. Long Memorial Hospital*. Baton Rouge, Louisiana
- 5/2003 to 4/2013        **Registered Nurse 1**, Medical-Surgical Unit, *Earl K. Long Memorial Hospital*. Baton Rouge, Louisiana

**Teaching Experience:**

- 8/2013-05/2017        **Adjunct Clinical Instructor**, Nursing 410  
Southern University School of Nursing, Baton Rouge, LA
- 8/2003-05/2012        **Nursing Clinical Preceptor**, Nursing 420  
Southern University School of Nursing, Baton Rouge, LA
- 8/2003-05/2012        **Nursing Clinical Preceptor**, Nursing 410 & 415  
Southern University School of Nursing, Baton Rouge, LA
- 8/2003-05/2012        **Clinical Preceptor**, Adult Intensive Care Unit  
Baton Rouge EMS (EMT's), Delta College (LPN students)
- 8/2003-05/2012        **Nursing Clinical Preceptor**  
Southeastern Louisiana University School of Nursing, Baton Rouge, LA

**Technical Skills and Experience:**

**Computer Skills:** Microsoft Office, Word, Excel, Powerpoint, LLEAP Software, SimCapture, SimPaging, Scenario Cloud, SimDesigner, Symbionix Systems Mentor Learn, Lacerdal Legacy Software, Sonosim Casebuilder, EPIC EMR, SPSS

**MEMBERSHIPS IN PROFESSIONAL SOCIETIES:**

***National:***

- 2003 – 2005              Sigma Theta Tau International (Tau Pi Undergraduate Chapter)
- 2009 – Present          Student Member, American Association of Critical Care Registered Nurses (AACN)
- 2011 – Present          National Association of Clinical Nurse Specialist (NACNS)
- 2011 – Present          American Nurses Association (ANA)
- 2012 – Present          Sigma Theta Tau International (Epsilon Nu Graduate Chapter)
- 2017 - Present          The National Society of Leadership and Success Honor Society (Sigma Alpha Pi) National Engaged Leader



Selected by campus administration to participate among top students in a leadership program including:

- Leadership Training Day: Coached in leadership and success skills via an introspective and interactive training session.
- Speaker Events: Participated in seminars led by celebrities and best-selling authors on topics such as leadership, time management, and goal setting.
- Success Networking Teams:
  - Participated in peer based leadership development teams
  - Experience in setting and achieving goals, receiving coaching, coaching others, and holding others accountable to commitments.
- Recipient of The National Engaged Leader Award (NELA)

2020 – 2024	Society for Simulation in Healthcare (SSH)
2020	Sigma Theta Tau International Invite Letter to Alpha Delta Chapter
April 2018-2020	Delta Sigma Theta Sorority, Incorporated Project XIII Coordinator/Charitable Partnerships, Chair
April 2020-2022	Delta Sigma Theta Sorority, Incorporated International Awareness & Involvement, Chair
April 2021-January 2023	Baton Rouge Delta Development Corporation Executive Board, Executive Board Member
April 2021 to present	Louisiana NIH Community Engagement Alliance Against Covid Disparity LA -CEAL Community Ambassador
February 2022 to present	Louisiana Community Engagement Alliance Against Covid Disparity Community Advisory Board Board Member
2003 – 2005	Louisiana State Nurses Association (LSNA)
2011 – Present	Louisiana State Nurses Association (LSNA) Baton Rouge District Nurse's Association
2011 – Present	(BRDNA)

**BOARD/DISCIPLINE CERTIFICATIONS:**

July 2022 to July 2026	Certified Simulation Healthcare Educator®	CHSE® #9723
June 2018 to June 2028	Adult Health Clinical Nurse specialist	ACNS-BC
2008 to February 2025	Critical Care Registered Nurse	CCRN

## LICENSURE INFORMATION:

July 2003 to January 31, 2025	Louisiana Registered Nurse	RN 107571
October 2013 to January 31, 2025	Clinical Nurse Specialist –AH	APRN 07578

## HONORS, AWARDS & SCHOLARSHIPS:

2023	Baton Rouge Delta Alumnae Chapter's Diva of the Year Award
2022	Alpha Delta Chapter/SIGMA STTI 2022 Nursing Showcase of Excellence Poster Winner (1 <sup>st</sup> ) Original Research Category University of Texas Medical Branch Title: <i>The Effect of Integration of TeamSTEPPS® Strategies Within an Online Program on New Graduate Nurse Teamwork Attitudes</i>
2022	Doctoral Program of the School of Nursing Scholarship
2022	Marquis Who's Who In America
2021	Graduate School of Biomedical Sciences 50/50 Award
2021	Laura Bassi Foundation Publication/Editorial Assistance
2020	Crawford & Hattie Jackson Foundation Award
2019	Gale Foundation Academic Achievement Award
2019	The John P. McGovern Chair in Nursing Award ( <i>UTMB; Galveston, TX</i> )
2018	UTMB School of Nursing Alumni Association Fund – GSBS Scholarship
2018	The John P. McGovern Chair in Nursing Award ( <i>UTMB; Galveston, TX</i> )
2018	J. Michael Legger, PhD, RN Family Nursing PhD Scholarship
2018	Crawford & Hattie Jackson Foundation Award
2018	Baton Rouge Delta Alumnae Chapter's Diva of the Year Award
2011	Joyce Travelbee Award (LSUHSC; New Orleans, LA)
2011	Who's Who Among Students in American Universities and Colleges
2005	Chi Eta Phi Sorority Novice Nurse of the Year
2003	Southern University School of Nursing Faculty Award
2003	Louisiana League for Nursing Sister Mary Agnes Fortier Award



## COMMUNITY SERVICE, ACTIVITIES AND APPOINTMENTS:

Ongoing	Political Awareness and Social Involvement Committee Delta Sigma Theta Sorority, Incorporated Member	
Ongoing	International Awareness and Involvement Committee Delta Sigma Theta Sorority, Incorporated Member	
Ongoing	Physical and Mental Health Committee	
Ongoing	Cajun Classic Wheelchair Tennis Tournament	Volunteer
Ongoing	Port Allen Care Center/Legacy Rehab Nursing Home Ministry Member	
Ongoing	Louisiana State Police Barracks Prison Ministry	Member
Ongoing	The King's Children Youth Group Sponsor	Member
Yearly	Capitol Area American Heart Walk Captain	Team
Yearly	Susan G. Komen Race for the Cure Participant	
Yearly	American Society for Suicide Prevention Out of the Darkness Walk	
Yearly	St. Jude Run Captain	Team
Yearly	Ryan's Run for Sickle Cell Awareness Captain	Team
Yearly	A Walk to Remember Alzheimer's Foundation Participant	
Yearly	Sisters Network Breast Cancer Run for African American Women	
Monthly	Parish/Congregational Nursing	Facilitator
11/17/2018	Habitat for Humanity RESTORE Service Project	
10/13/2018	Chapter and Development Center Cleanup	
02/2014 -01/2015	ICU Pressure Ulcer Prevention Workgroup Our Lady of the Lake RMC Educator	Critical Care
04/2018	Cultural Diversity and Inclusion Council	Representative Division of Academic Affairs
01/2019 to present	Our Lady of the Lake Diversity, Equity & Inclusion Member	Council
02/2019	OLOL DEIC Black History Month Workgroup	
02/2021	OLOL DEIC Black History Month Workgroup	
02/2022	OLOL DEIC Black History Month & MLK Day, Evergreen Community Health Push Card Workgroup	
02/2023	OLOL DEIC Black History Month & MLK Day Workgroup	
2021	Alliance of Independent Academic Medical Centers (AIAMC) Justice Equity Diversity and Inclusion (JEDI) Initiative VIII Team OLOL Medical Education	

2022 – present	Technology Chair, Baton Rouge Delta Alumnae Chapter Delta Sigma Theta Sorority, Incorporated
2022 – 2023	Elections Chair, Baton Rouge Delta Alumnae Chapter Delta Sigma Theta Sorority, Incorporated
2022 – 2023	Membership Intake Team, Baton Rouge Delta Alumnae Chapter Delta Sigma Theta Sorority, Incorporated
2016-2017 Team Member	DAA Flood Relief Support
10/2016	ACGME Excellence in Academics Workgroup                      Master Educator Interprofessional Education Committee
5/2013	“Life Begins at 50”, Our Lady of the Lake Regional Medical Center, Baton Rouge River Center                      Volunteer registered nurse

## **BIBLIOGRAPHY:**

### **Oral presentations:**

- **Debbra T. Pogue**. The Cognitive Comundrum: Improving Delirium Recognition and Treatment”. *Gerontology 101 Conference (Our Lady of the Lake Regional Medical Center)*. November, 2001 CE credits awarded.
  - **Debbra T. Pogue, Keeley Harmon & Claude D’antonio**. TeamSTEPPS Essentials for Simulation Health Professionals. *Laerdal MiniSUN Conference (Franciscan University)*. May, 1, 2018
  - **Debbra T. Pogue**. The Anatomy of the Code Blue: Why Critical Elements Matter for Everyone. *Greater Baton Rouge American Association for Professional Coders (GBRAAPC) Quarterly Meeting, August 17, 2023*
  - **Debbra T. Pogue**. Using Simulation to Improve Recognition of Patient Decline & Deployment of Rapid Response Teams in New Graduate Nurses: A Mixed Methods Study. *Laerdal SUN 2023, November 1-4, 2023, Orlando, Florida.*
  - **Debbra T. Pogue, D’antonio, C., Yola, Ibrahim, M.** Using Simulation to Improve Recognition of Patient Decline & Deployment of Rapid Response Teams in New Graduate Nurses: A Mixed Methods Study, SM-TEC 2024. \*April 19, 2024. *New Orleans, Louisiana.*
  - **Debbra T. Pogue, D’antonio, C., Yola, Ibrahim, M.** Capturing & Classifying Data for RQI | Improving Recognition of Patient Decline & Deployment of Rapid Response Teams in New Graduate Nurses: A Mixed Methods Study, *Laerdal SUN 2023, \*October 28, 2024, Las Vegas, Nevada.*
- \*Upcoming Invitation to Present***

### **Poster presentations:**

- **Debbra T. Pogue**. TeamSTEPPS & Interprofessional Simulation to Enhance Team Skills of Students. *2016 Safety and Quality Day (Our Lady of the Lake Regional Medical Center)*. April 5, 2016



- **Debbra T. Pogue**. The Effect of Integration of TeamSTEPPS® Strategies Within an Orientation Program on New Graduate Nurse Teamwork Attitudes. *Alpha Delta Chapter/SIGMA STTI 2022 Nursing Showcase of Excellence (University of Texas Medical Branch)*. Winner Original Research Category. October, 2022
- **Debbra T. Pogue**. The Effect of Integration of TeamSTEPPS® Strategies Within an Orientation Program on New Graduate Nurse Teamwork Attitudes. *2023 OLOL Annual TRIPP Conference. Our Lady of the Lake Regional Medical Center. October 27, 2023*
- **Debbra T. Pogue, et al.**. Using Simulation to Improve Recognition of Patient Decline & Deployment of Rapid Response Teams in New Graduate Nurses: A Mixed Methods Study. OLOL Research & Quality Day. \*May 2, 2024. Baton Rouge, Louisiana.

#### **PUBLICATIONS:**

- Pogue, D. & O'Keefe, M.** (2023) An Interprofessional Precision Health Model for Assessment of Caregiver Impact on Polypharmacy in Elderly Intensive Care Unit Patients: A Team-Based Proposal, *Critical Care Nursing Clinics of North America*. ISSN 0899-5885 <https://doi.org/10.1016/j.cnc.2023.07.001>. (<https://www.sciencedirect.com/science/article/pii/S0899588523000734>)
- Pogue, D. & O'Keefe, M.** (2021). The Effect of Simulation-Enhanced Orientation on Graduate Nurses: An Integrative Review. *The Journal of Continuing Education in Nursing*, 52(3), 150–156. <https://doi.org/10.3928/00220124-20210216-10>
- Caffery, D'Antonio, C., Pogue, D., & Musso, M. W.** (2022). Pilot Study for Assessing Nontechnical Skills in Emergency Medicine Residents: Why We Should C.A.R.E. *The Ochsner Journal*, 22(1), 43–47. <https://doi.org/10.31486/toj.21.0086>

#### **REFERENCES:** Available upon request.



**SOUTHERN UNIVERSITY SCHOOL OF NURSING**  
**Director of Simulation Center and Skills Lab**  
**DUTIES & RESPONSIBILITIES**

**GENERAL DESCRIPTION**

Under the direction of the Dean, the Director of Simulation Center and Skills Lab is responsible for the overall leadership, strategic direction, oversight, and implementation of the clinical simulation center and skills lab in the School of Nursing using advanced simulation technology and simulation scenarios, for the education & evaluation of student performance, to include but not limited to, critical thinking, clinical reasoning & application of theory and concepts of clinical nursing, as well as faculty development for the advancement of simulation practices throughout the School of Nursing.

**Duties and Responsibilities**

- Provide day to day oversight in the planning, organization, and implementation of the clinical simulation and skills lab for undergraduate and graduate curricula in the School of Nursing.
- Develop a strategic plan for the development of a high quality simulated clinical learning environment based on QSEN Competencies and International Association for Clinical Simulation and Learning (INACSL) standards.
- Serve as the simulation expert in developing simulation experiences that integrate QSEN competencies and align with the INACSL standards.
- Create policies and procedures to support and sustain simulation and clinical skills activities within the School of Nursing
- Develop and implement simple to complex simulation scenarios, as well as effective evaluation tools, for clinical nursing students.
- Provide oversight in the planning and scheduling for students and faculty by ensuring structured lab utilization times are available and communicated and appropriately resourced.
- Collaborate with program faculty in reviewing, modifying, and revising the simulated clinical learning experiences available to all respective programs.
- Collaborate with program faculty in achieving course and program goals as they relate to simulation and clinical skills learning activities.
- Serves as a resource to faculty during course planning and integration of simulation activities and clinical skills within curriculum.
- Coordinates the integration of advanced technology into the simulation laboratories, as well as researching and implementing new technologies within the simulation environment.
- Supports faculty with simulation laboratory instruction, including feedback and evaluation of activities & procedures.
- Serve as a resource to faculty and students in daily operation of equipment and learning tools available in the skills lab and simulated clinical environment, including training for technological tools and high-fidelity simulators available in the simulated clinical environments.
- Develop and set up the various simulated and skills lab environments to meet the faculty and student learning needs.
- Provide leadership in development of effective teaching and learning strategies by keeping abreast of the current research in regard to learning strategies, technology, research, and innovation.
- Participate in scholarly activities that enhance the development of high-quality simulated learning environment including but not limited to new technology integration, outcome assessment, and increase in interdisciplinary simulation.
- Maintains the inventory of the simulation center and skills lab and the effective operation of simulators and related equipment. Serves as a liaison with vendors to assure proper maintenance and ongoing function for all simulation and support systems.
- Identify funding sources (i.e. grants, donors) and marketing needed to meet the goal of high quality simulated clinical learning environment.
- Maintains continued professional development and related certifications in simulation
- Advises the Dean on strategic simulation initiatives; Develops faculty development using simulation.
- Other duties as assigned (i.e. provide guest lectures)

**Knowledge, Skills & Abilities**

- Demonstrates knowledge and/or experience with learning outcomes assessment; Effective problem-solving, critical thinking, decision-making skills and clinical competence. Certification in Simulation preferred.
- Ability to build clinical simulation case studies for teaching purposes using pertinent patient medical history.
- Knowledge in information technology to include simulation, networks, virtualization, and database development.
- Knowledge of simulation equipment and advanced nursing technology. Commitment to the concepts of innovation and excellence in nursing education; Knowledge of healthcare simulation modalities within an academic environment and/or training program
- Demonstrates leadership and management skills.
- Effective communication and interpersonal skills, including oral and written communication abilities. Knowledge regarding LSBN approval and CCNE Accreditation Standards. Knowledge regarding the development of faculty focused programs tailored to faculty with varying degrees of simulation expertise.





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3<sup>rd</sup> Floor, J.S. Clark Administration Building  
Post Office Box 9820  
Baton Rouge, Louisiana 70813  
Office: 225-771-2360

May 13, 2024

Mr. Dennis Shields  
President-Chancellor  
Southern University  
Baton Rouge, La 70813

Dear President-Chancellor Shields:

I have attached a recommendation to hire Mr. Wilbert Rosette II as the Director of Risk Management at Southern University's Baton Rouge campus.

I am requesting approval to add Mr. Rosette to the May 16, 2024, Board of Supervisors' Personnel agenda. Mr. Robert Nissen, the current Director of Risk Management, will be retiring on May 31, 2024. Unfortunately, the employee in the office with Mr. Nissen has submitted his letter of resignation, effective May 31, 2024.

It is crucial that we have a Director of Risk Management in place before Mr. Nissen retires and the other employee leaves. Therefore, I request that we do not wait until the next scheduled Board meeting in June 2024.

Your approval of this request will be greatly appreciated.

Sincerely,

John K. Pierre  
Interim Executive Vice President

APPROVED: \_\_\_\_\_  
Dennis J. Shields, President-Chancellor



Vice Chancellor for Finance and Administration  
Post Office Box 9212  
Baton Rouge, LA 70813  
Office: 225-771-5021

May 9, 2024

Mr. Dennis Shields  
President-Chancellor  
Southern University A & M College  
Baton Rouge, La 70813

Dear President Shields:

I am recommending Mr. Wilbert Rosette II for the Director of Risk Management position at Southern University—Baton Rouge campus. Mr. Rosette will replace Mr. Robert Nissen who is retiring.

Mr. Rosette is a Southern University and A&M College graduate with a vigorous background in safety and risk management. He is a Certified Safety Professional (CSP) and has obtained various certifications in the areas of occupational workplace safety, and construction safety.

Mr. Rosette's profound understanding of occupational safety and health will undoubtedly enhance the university's risk management capabilities.

I am requesting an annual salary of seventy-three thousand dollars (\$73,000.00). The effective start date will be June 3, 2024, pending approval.

If you have any questions or concerns regarding this correspondence, please contact me at 3-5021.

Sincerely,

  
Desiree Honore Thomas  
Associate Vice President/Senior Administrative Operations Officer  
Acting Vice Chancellor for Finance and Administration

APPROVED:   
John K. Pierre, Interim Executive Vice President



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 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 Robert Nissen Reason Left Retiring  
 Date Left May 31, 2024 Salary Paid \$59,917

**Profile of Person Recommended**

Length of Employment June 3, 2024 To \_\_\_\_\_  
 Effective Date June 3, 2024

Name Wilbert Rosette II SS# \_\_\_\_\_ Sex M Race\* B  
(Last 4 digits only)

Position Title: \_\_\_\_\_ Department: \_\_\_\_\_

Director of Risk Management Vice Chancellor for Finance and Administration

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

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

Years Experience 5 Southern University Experience \_\_\_\_\_  
 Degree(s): Type/Discipline (BA-Education): Bachelor of Science – Business Management Institution/Location (SU-Baton Rouge): Southern University – Baton Rouge Year: 2017

Current Employer Louisiana Workforce Commission

**Personnel Action**

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

Recommended Salary \$73,000.00 Salary Budgeted \$73,000.00

Source of Funds 211001-26355-61002-27000

Identify Budget: \_\_\_\_\_ Location \_\_\_\_\_  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_  
 Change of: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

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

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

\*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
211001-26355-61002-27000	\$73,000.00

\*See Reverse Side

Graduate School signature (if, applicable):

Supervisor: [Signature] Date 5/13/2024  
 Vice Chancellor: [Signature] Date 5/10/24  
 Director/Personnel: \_\_\_\_\_ Date \_\_\_\_\_

Dean/Unit Head: [Signature] Date \_\_\_\_\_  
 Chancellor: [Signature] Date \_\_\_\_\_  
 Vice President/Finance Business Affairs/Comptroller: \_\_\_\_\_ Date \_\_\_\_\_

President \_\_\_\_\_ Date \_\_\_\_\_ Chairman/S.U. Board \_\_\_\_\_ 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: 8:00 am - 5:00 pm (Monday - Friday)

EMPLOYEE DIRECT SUPERVISOR: Desiree Honoré Thomas

SUPERVISOR/DEPARTMENT CONTACT NUMBER 3-5021

NUMBER OF EMPLOYEES SUPERVISED, (if any) 12

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
I certify that the above purchase(s) is/are made under the terms and conditions of the budget or award agreement... EXPIRES
RA
FI
21001-2635-2900

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)



APPROVED: \_\_\_\_\_  
Dennis J. Shields, President-Chancellor

**Safety Manager / Fleet Manager**  
**National Water Infrastructure**

05/2018 to 05/2023  
Geismar, LA

- Directed safety and occupational health functions; strategized the development and enforcement of robust policies and procedures in accordance with company objectives, and regulatory standards.
- Championed a safety-first culture, ingraining the company's safety vision across all departments, fostering shared values, and encouraging constructive safety dialogues.
- Conducted rigorous incident investigations, employing root cause analysis, HAZOP studies, and knowledge of HS&E regulations and permits, identifying causal factors and devising strategies to prevent future incidents.
- Engineered a comprehensive safety inspection framework to facilitate uniformity in safety criteria, ease risk identification, and enhance mitigation of safety hazards.
- Executed regular safety audits of workplaces, processes, products, and fleet; diligently appraising potential hazards and assessing compliance with safety, occupational health standards, and vehicle operation regulations.
- Developed and delivered immersive training programs on safety, occupational health topics, and vehicle and equipment maintenance; armed employees at all levels with crucial skills and fostered a culture of responsibility.
- Analyzed new and existing projects, construction sites, processes, products, systems, and fleet conditions; systematically assessed the existence, severity, probable outcomes of hazards, and maintained fleet safety.
- Developed deep expertise in health, safety, and fleet regulations landscape; ensured compliance with all relevant federal, state, local laws, and HSE policies.
- Collaborated with stakeholders to disseminate safety policies; reinforced compliance and understanding throughout the organization and promoted HS&E standards through standard work and visual management.
- Designed and executed emergency response procedures; ensured immediate, coordinated action during unforeseen incidents, mitigating potential damage and ensuring safety.
- Participated in company's strategic planning, integrated safety, occupational health, and fleet considerations into overall business goals.
- Monitored safety metrics; utilized data to inform decision-making, guide improvements, assess the effectiveness of safety interventions, and identified improvement opportunities discussed during tiered meetings.
- Kept pace with the latest industry best practices, advancements in safety technology, and changes in regulatory standards; ensured the company stayed at the forefront of safety innovation and complied with all HSE concepts.
- Directed fleet operations, managing acquisition, utilization, maintenance, disposal of vehicles; upheld stringent maintenance standards, streamlined asset management processes, and strategized cost-effective operation practices.
- Acted as the primary point of contact for vehicle fleet operations; provided expert advice and support, ensured vehicle safety, reliability, and roadworthiness.
- Managed department personnel; fostered a positive work environment through coaching, training, and performance evaluation.
- Developed training modules for vehicle and equipment use and maintenance; promoted a culture of care and responsibility.
- Ensured compliance with fleet-related regulations; mitigated legal risks, managed procurement, and disposal processes, collaborated with departments on vehicle purchase specifications.

**Site Safety Professional / Fireproofers**  
**Lloyd N. Moreau Construction**

09/2012 to 04/2018  
Pineville, LA

- Participated in the supervision, training, evaluation, and direction of office staff, playing an integral role in work assignment, scheduling, and the hiring process.
- Assisted in the strategic planning and development of the safety and occupational health program, recommending regulations and directives to enhance accident prevention.
- Collaborated in the creation and upkeep of the Emergency Response Plan, serving as an on-site trainer for emergency response, safety, and health protocols.
- Implemented targeted safety and occupational health education programs, focusing on areas with the highest exposure levels to reduce potential hazards.
- Conducted safety and occupational health training sessions for employees, fostering a proactive safety culture.
- Performed regular inspections of facilities, equipment, and job sites, proactively identifying and mitigating safety, and occupational health risks.
- Carried out field audits of employees engaged in equipment operation, ensuring compliance with established procedures.



- Aided in the investigation of unsafe working conditions and practices, providing insights for improvements.
- Analyzed work practices and assignments for conformance with established safety and occupational health codes, procedures, and principles.
- Participated in investigations involving property, equipment, or personnel to determine the cause and corrective action.
- Facilitated safety and occupational health meetings, reinforcing understanding and adherence to daily safety practices.
- Assisted in training new hires, ensuring they were equipped to perform duties safely and effectively.
- Participated in tasks such as the transportation, mixing, and application of fireproofing to structures, foam insulation application, and material management.
- Contributed to site maintenance activities and scaffold erection and dismantling, ensuring adherence to safety standards.

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## EDUCATION

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**Bachelor of Science:** Business Management, 12/2017 | **Southern University and A & M College** - Baton Rouge, LA

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## CERTIFICATION AND TRAINING

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- **CSP:** Certified Safety Professional – 11/2020
- **COSM:** Certificate for Occupational Safety Managers – 40 hours – 12/2019
- **COSS:** Certified Occupational Safety Specialist – 40 hours – 10/2019
- **Authorized OSHA Outreach Trainer for Construction:** OSHA 10 and 30 Instructor
- **OSHA 500:** Trainer Course for the Construction Industry – 40 hours – 05/2018
- **CSST/CSSS:** Construction Site Safety Tech/Construction Site Safety Supervisor – 90 hours – 05/2016
- **Sustainable Workplace Alliance:** Hazardous Materials Instructor Training – 40 hours – 03/2019
- **National Trench Safety:** Confined Space Safety Train the Trainer – 16 hours – 06/2018
- **National Trench Safety:** Excavation Safety Train the Trainer – 8 hours – 06/2018
- **OSHA 30:** Construction – 30 Hours – 06/2017
- **OSHA 510:** Occupational Safety and Health Standards for The Construction – 40 hours – 02/2018
- **TWIC Transportation Worker Identification Card**

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## PROFESSIONAL ORGANIZATIONS

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**President** 06/2022 – 06/2023

**American Society of Safety Professionals** Baton Rouge, LA

- Provided strategic leadership as Chapter President for ASSP, aligning operations with the organization's mission and vision. Key duties involved moderating committee sessions, developing succession plans, ensuring compliance with mandatory reporting, and representing the chapter at critical meetings. Attained intensive training and appointed significant roles within the chapter, demonstrating proficiency in leadership, strategic planning, and project management. Successfully oversaw operational plans, submitted annual reports, and supported volunteer recruitment, while broadening professional network through effective communication with diverse audiences.

**Vice President** 10/2021 – 06/2022

**American Society of Safety Professionals** Baton Rouge, LA

- As Vice President for ASSP, provided strategic support to the chapter president, aligning operations with the organization's mission. Assisted in succession planning, attended meetings, supervised committees, and facilitated smooth transitions. Completed training, supported volunteer recruitment, and contributed to the chapter's annual plan. Developed leadership and strategic planning skills in a team-oriented environment.

**Secretary**

06/2021 – 10/2021

**American Society of Safety Professionals**

Baton Rouge, LA

- As Secretary for ASSP, played a vital role in maintaining the chapter's historical records and ensuring a seamless member experience. Responsibilities included organizing and retaining chapter files, recording meeting minutes, and distributing timely notices to members. Collaborated with the communications team to maintain consistent messaging across various channels. Assisted the chapter president with reports and occasionally fulfilled the role of treasurer. Developed leadership, recordkeeping, and communication skills while upholding chapter guidelines and facilitating smooth transitions.

**Chairman of Membership**

07/2020 – 06/2021

**American Society of Safety Professionals**

Baton Rouge, LA

- As Membership Chair for the chapter, played a crucial role in monitoring and expanding the chapter's membership base. Responsibilities included coordinating recruitment and retention campaigns, setting targets, and implementing strategic activities to meet membership goals. Prepared reports on membership benefits and engagement opportunities, while ensuring a meaningful member experience through new member orientation and committee coordination. Attended chapter meetings and collaborated with the executive committee to enhance the membership experience. Developed leadership, organization, and communication skills while promoting chapter events and fostering member involvement in ASSP communities.

**Chairman of Communication**

07/2019 – 06/2020

**American Society of Safety Professionals**

Baton Rouge, LA

- As Communications Chair for the chapter, played a vital role in facilitating effective communication between the chapter's Executive Committee and its members. Responsibilities included publishing the chapter newsletter, managing social media accounts, and maintaining an accurate and updated chapter website. Acted as the primary contact for communication with ASSP and local media outlets. Supported significant safety campaigns and attended chapter meetings as needed. Developed leadership and communication skills while expanding professional networks.



Associate Vice Chancellor for Financial Operations  
Post Office Box 9212  
Baton Rouge, LA 70813  
Fax: 225 771-2018  
Office: 225 771-3282

April 16, 2024

Mrs. Desiree Honoré Thomas  
Associate Vice President/Senior Administrative  
Operations Officer and Vice Chancellor for  
Finance and Administration  
Southern University  
Baton Rouge, LA 70813

Dear Mrs. Thomas:

This correspondence is to recommend Ms. Stephanie Smith for the Associate Comptroller for Sponsored Program Activity, Policy Development and Compliance Operations position at Southern University – Baton Rouge campus.

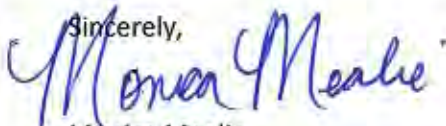
Ms. Smith is a Louisiana State University graduate with a B.S. in General Business Administration and a Master's of Professional Accountancy. She has approximately 26 years of experience in the finance area.

Ms. Smith has a wealth of knowledge in finance. She possesses expertise in financial planning, policies, procurement, and grant management.

I am requesting an annual starting salary of eighty thousand dollars for this position (\$80,000.00). The effective start date will be April 29, 2024, pending approval.

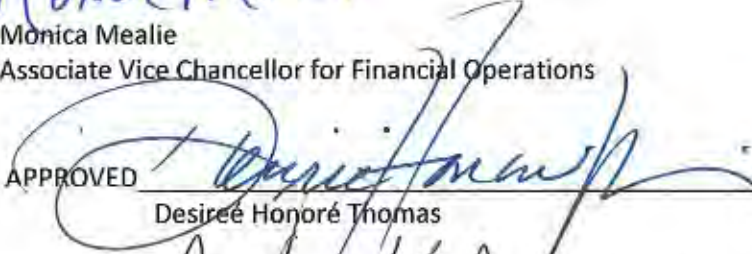
If you have any questions or concerns regarding this correspondence, please contact me at 3-3282.

Sincerely,

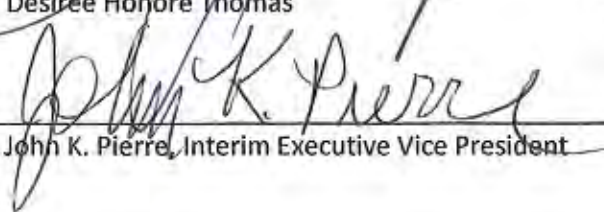


Monica Mealie  
Associate Vice Chancellor for Financial Operations


APPROVED

  
Desiree Honoré Thomas

APPROVED

  
John K. Pierre, Interim Executive Vice President

APPROVED

  
Dennis J. Shields, President-Chancellor

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 \_\_\_\_\_ X OTHER \_\_\_\_\_ (Specify) \_\_\_\_\_

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

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

**Profile of Person Recommended**

Length of Employment May 20, 2024 To \_\_\_\_\_  
Effective Date May 20, 2024

Name Stephaute S. Smith SS# xxx-xx-2893 Sex F Race\* B  
(Last 4 digits only)

Position Title: Associate Comptroller for Sponsored Program Activity, Policy Development, and Compliance Operations Department: Comptroller's Office

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 28 Southern University Experience \_\_\_\_\_  
Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:  
Bachelor of Science - Business Administration LSU-Baton Rouge 1986  
Master of Professional Accountancy Southern University - Baton Rouge 1990

Current Employer NA

**Personnel Action**

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

Recommended Salary \$80,000.00 Salary Budgeted \$80,000.00

Source of Funds 211001-26102-61002-26000

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

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

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

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
211001-26102-61002-26000	\$80,000.00

\*See Reverse Side

Graduate School signature (if, applicable):

[Signature] 4/15/2024  
Supervisor Date  
[Signature] 4/15/2024  
Vice Chancellor Date  
[Signature] 4/16/2024  
Director/Personnel Date

[Signature] 4/16/24  
Dean/Unit Head Date  
Chancellor  
[Signature]  
Vice President/Finance Date  
Business Affairs/Comptroller

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



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

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

Hispanic or Latino  Non-Hispanic or Non-Latino

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

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

**COMMENTS:**

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

**EMPLOYEE DIRECT SUPERVISOR:** Monica Mealie

**SUPERVISOR/DEPARTMENT CONTACT NUMBER:** 3-3282

**NUMBER OF EMPLOYEES SUPERVISED, (if any):** 7

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

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

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

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

**TYPE**

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

**SOUTHERN UNIVERSITY SYSTEM**  
 Identify that the above purchase(s) is (are) allowable under the terms and conditions of the appropriation, budget or award agreement and in accordance with federal, state, local, and university policies and procedures requirements. **COMPLIANCE EXPIRES**  
 /Allowability/Compliance Verified By: [Signature]  
 /Encumbered/Funds Available By: [Signature]  
 Doc ID # RA Date: 2/11/01 - 2/6/02 - 6/10/02 - 2/6/00

**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)



# STEPHANIE S. SMITH

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## Chief Financial Officer - Accountant Administrator

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### Objective

**Extensively experienced and goal-oriented CFO with an objective to provide professional accounting and budgetary experience along with an educational background necessary to complement your fiscal staff.**

### Experience

#### **2007- 2023 Department of Veterans Affairs Accountant Administrator / Chief Financial Officer**

Served as the Chief Financial Officer for Veterans Affairs. Perform Executive Fiscal Management responsibility for reviewing and directing all fiscal and fund management policies and activities for all LDVA programs and funding sources including headquarters agency 130 Administration, Finance and Management, LaVerCorps, MFA Fund, Veterans Outreach, Contact Assistance, Appeals Division, Cemetery Program, State Approval Agency as well as the operational budgets of LDVA's five veterans' homes. Prepare budget projections and fiscal reports for the Secretary/Deputy Secretary. Update and monitor fiscal policies for LDVA and the homes. Also, ensuring that the fiscal staff are properly trained and following the procedures. Directs the fiscal office and all fiscal activities including budget preparation and the annual financial statement and the SEFA for the agency. Prepares and monitors the budget for the Department of Veterans Affairs programs and activities, accounts payable and accounts receivable. Also testifies before all legislative and/or fiscal committees on such budgets. Approves all expenditure and revenue budget transactions for the Department and the homes, and approves the PO's and contracts. Prepares request for budget adjustments (BA-7's) that are submitted for committee review and testifies before the Joint Legislative Committee on the Budget (JLCB). Sets fiscal and performance objectives, and monitors accomplishment of objectives, and approves all performance data in the Louisiana Performance and Accountability System (LaPAS). Prepares or directs the preparation of all financial reports of agency expenditures and revenues, monitors and forecasts budget activities and initiates expenditure control methods. Directs the development, compliance and modification as necessary of all internal fiscal procedures and all of the fiscal operations of the five homes, programs, and activities within the department. The budget for all programs/agencies is over \$87 million. Directs the development of software files and program adaptations for use in the fiscal office to increase the efficiency of data accumulation, compilation and reporting. Direct supervision and prepares annual performance appraisals and/or service ratings for subordinate supervisors/managers. Supervision includes the 35 field accountants of which five are Accountant Managers, and the headquarters fiscal staff of four positions (one Accountant Manager). Direct training and oversight of new accounting employees. Consults with external and internal auditors, state, federal and local officials regarding the financial operations of the entity. Serves the department in the design, development and implementation of new management information, accounting and reporting systems and in the enhancement and modification of existing systems.

#### **2004-2007 Department of Public Safety Baton Rouge, LA Auditor**



\* Independently conducts internal audits of registrants under the International Registration Plan to protect the integrity of the vehicle registration laws of all jurisdictions for the Department of Public Safety, including making arrangements for audits, conducting entrance and exit conferences, maintaining files of all work papers, preparing individual audit plans, maintaining all appropriate documentation, and preparing a non-standardized report of audit findings. Responsible for the performance of internal audits necessary to verify compliance statutes, policies, procedures, laws and regulations, and all International Registration Plan (IRP) fieldwork functions. Work is performed in accordance with Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).

\* Inspects and evaluates the registrant's reporting system and internal accounting controls, Perform inventory audits, Inspects Driver's Trip Reports, Daily Logs, Pay Records, Fuel Reports, Computer Summaries, Weekly, Monthly, Quarterly, and Annual Summaries to verify fleet distance traveled to determine a valid representative sample. Represents the Department of Public Safety as necessary in defending audit findings in formal adjudicatory hearings or informal forums concerning the audit findings.

\* Accomplishes audits as lead auditor, supervises audits, and prepares non-standardized audit report of findings. Make recommendations for changes to existing systems before implementation. Develop individual audit plans, programs, and procedures for each audit performed. This requires an extensive knowledge of the registrant's internal controls, methods of operation, policies and procedures. Submit changes and additions to the audit plan to the supervisor for approval. Review and analyze prior audits to determine audit risk and the extent of the audit sampling. Interface with the OMV HQ IRP Section, to determine any areas of concern. Prepare and maintain all work papers, including appropriate documentation and support for audit findings and recommendations. Prepare written audit reports, including appropriate schedules, detailing the scope of the audit. Submit audit reports, with my recommendations, to my supervisor for review prior to distribution to appropriate levels of management. Confirm and evaluates the corrective action taken.

\* 1) Attend auditing meetings and conferences with other state & local government auditors for the purpose of gathering information, exchanging ideas, and discussing recent developments and trends in the accounting and auditing profession. 2) Member of the Government Finance Officers Association of Louisiana (GFOA), and the Association of Government Accountants (AGA).

**2002-2004 Department of Public Safety Baton Rouge, LA  
Budget Manager**



\* Prepare the assigned budget request documents and track revisions during the legislative session for the State Fire Marshal, The Highway Safety Commission, LP Gas Commission and the Training Academy Cafeteria. Functional supervision over departmental/agency/program staff regarding budgetary matters. Coordinates, prepares, and/or reviews the preparation of composite large office final budget requests by doing research and gathering data individually and/or from program managers. Establishes, issues, and monitors implementation of budget development standards, policies, and guidelines and provides advice.

\* Confers with executive management, Assistant Secretaries, program/unit personnel, and division directors to ascertain plans and financial requirements analyze requests and propose adjustments to requests. Prepares statistical analysis, narratives, tables, and charts to plot trends and project future status of entity. Supervises the preparation of fund transfers and budget adjustment documents. Provides fiscal impact statements to legislature regarding the effects of proposed legislation. Analyzes financial condition of entity to develop recommendations for improved control and use of funds.

\* Drafts legislation and responds to requests for information of both a programmatic and budgetary nature. Assists in formulation of current and long-range plans and policies for the entire department. May prepare or oversee the preparation of complex reports to the Governor, Legislature, or Division of Administration. Confers with program/unit managers to evaluate use of funds, recommend alternatives, and identify and resolve potential problems.

\* Consults with other state agencies, the Division of Administration, Legislative Fiscal Office, and House and Senate staff to provide and obtain information on complex matters and resolve complex problems. Performs training function for the department and/or unit personnel on matters relating to budget preparation as well as expenditure and revenue projections.

\* Prepares and /or oversees the preparation of correspondence, special reports, projects involving complex and sensitive issues affecting the Department; assist in the statistical analysis and development of reports, charts and graphs utilizing sophisticated software packages. Assist in preparation of budgetary position statements.

\* Uses various software packages to develop a database information system. Prepares and oversees the preparation of ad hoc reports using Info-maker in the states Integrated Statewide Information System (ISIS). May testify before legislative committees to justify requests and explain program costs. Reviews projects, reports and proposes changes to performance indicators. Reviews and approves Department contracts, purchase requisitions, supply room purchases, fiscal agent agreements, leases, and any other document obligating funds to ensure availability of funds and budget authority.

Monitors federal grant activity through federal grants management system. Drafts amendments to the General Appropriation Bill and other bills as necessary. Monitors and reconciles payroll coding organizational chart and personnel database changes. Monitors and may approve the filling of vacant positions to determine compliance with Department authorized table of organization. May plan and direct the work of a



team of Budget Analysts assigned to budget responsibilities for a certain area of programs within a department appropriation.

**1997 to 2002 Division of Administration Baton Rouge, LA  
State Budget Management Analyst**

Prepares and submits detailed financial reports to Budget Director and/or Commissioner of Administration tracking agency spending patterns to detect anomalies. Maintained several of these reports/projects per month to balance expenditures with revenues. Works with agency administrators to avoid deficit spending. Maintains tracking system for budget changes, contracts, etc. Assist the State Economist with the revenue forecast and with tax policy. Assistance includes updating the actual revenue collection database, Integrates program strategic and operational plans and performance indicators into the Executive Budget decision-making process;

Monitors compliance of executive orders, executive guidelines, legislative policies, and state and federal regulations related to assigned agencies. Works with personnel within budget units on the preparation of their annual request documents. Receive, balances and performs an analysis of and recommendations on: annual operating budget requests, annual ancillary requests, and annual capital outlay requests; Monitors departments/agencies expenditures and revenues to determine compliance with executive and legislative intent; studies spending and income trends to assess budget status with respect to projected status; confers with departments/agencies managers to effect corrective actions; reviews/approves/disapproves agencies' contracts for professional services, rental properties, and equipment to ensure availability of funds and budgetary authority.

\* Utilizes accepted accounting principles and analytical procedures in making analysis of approved spending levels. Interprets and evaluates department/agency policies, strategic plans, operational plans, and progress reviews to determine efficiency and effectiveness of programs and activities. Conducts performance and program evaluations to assess performance of assigned departments/agencies; identifies potential problems such as duplication of effort, escalating program costs, and revenue reduction factors; develops and proposes actions to resolve problems. Serves on special task forces or committees to develop policy or procedures to address major issues, resolve problems, and/or improve quality and efficiency of state services.

\* Confers with and maintains an effective working relationship with agency administrators, agency fiscal and program personnel, pertaining to budgetary matters of assigned agencies. Confers with agency administrators to provide proper corrective actions as needed. Researches and interprets the complex relationships of both proposed and enacted federal, state, and local funding laws, rules, and regulations to assess fiscal impact on assigned departments/agencies and the state. Examines federal, state, and local regulations and procedures to analyze the effects of these relationships on the resources of assigned departments/agencies. Conducts program evaluation to assess current and long-range plans of assigned

agencies; identifies potential problems such as duplication of effort, escalating program costs, and revenue factors; develops and proposes plan revisions to resolve problems.

**1996 to 1997 SMG/Riverside Centroplex Baton Rouge, LA  
Accounting Manager**

\* Prepares required financial statements and fiscal reports which includes the compilation and analysis of data required for the preparation of specialized federal monthly, quarterly and annual reports.

\* Produce event settlements and deposits, reconcile checking accounts, disburse checks, accounts payable/receivable Develop computerized accounting system using Windows, utilize Accu-term accounting from the mainframe and reference person for Human Resources Department.

**Education**

**Master of Professional Accountancy, 1990 - Southern University, Baton Rouge, LA**

**Bachelor of Science in Business Administration; minor Accounting, 1986, LSU, Baton Rouge, LA**

**Interests**

Association of Government Accountants (AGA)

Government Finance Officers Association of Louisiana (GFOA)

National Association of Accountants (NAA)

The Accounting Society

Teen Ministry Director - Ministry of Reconciliation Fellowship

Youth Ministry Superintendent - Ministry of Reconciliation Fellowship

Children's Ministry Director - North Boulevard Macedonia Church





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

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

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

OFFICE OF THE CHANCELLOR-DEAN

April 29, 2024

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

**Re: Selection of a Nutrition and Health Outreach Specialist/Co-Director, Nutrition Hub for the Southern University Agricultural Research and Extension Center**

Dear President Shields:

This communication comes seeking your support relative to the appointment of Dr. Joynetta Bell Kelly as the Nutrition and Health Outreach Specialist/Co-Director, of the Nutrition Hub for the Southern University Agricultural Research and Extension Center. Her 20 years of experience in various sectors, including state and federal government, nonprofit health systems, and Fortune 500 companies, demonstrate her versatility and ability to navigate different environments effectively. With her wealth of experience, Dr. Kelly brings valuable insights into leveraging resources to improve health outcomes, education, and advocacy for diverse populations. Her track record suggests she's adept at creating impactful programs and initiatives that promote nutrition and health in communities.

Dr. Kelly has participated in an extensive search process and is the selected candidate by the committee, which in turn has made a written recommendation for her employment to me.

Therefore, I am recommending the appointment of Dr. Joynetta Bell Kelly as the Nutrition and Health Outreach specialist/Co-Director, Nutrition Hub at an annual salary of \$90,000 effective June 1, 2024. I solicit your approval and consideration while convening the next scheduled Board of Supervisors Meeting.

Should you have any questions or require clarification, please do not hesitate to contact me.

Sincerely,

Orlando F. McMeans, PhD  
Chancellor-Dean

Approval: \_\_\_\_\_

Dennis J. Shields  
President-Chancellor

Date



JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

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

CAMPUS: SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

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

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

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

**Profile of Person Recommended**

Length of Employment 6/1/2024 To 9/30/2024  
 Effective Date June 1, 2024

Name Joynetta Bell Kelly SS# \_\_\_\_\_ Sex F Race\* \_\_\_\_\_  
 (Last 4 digits only)

Position Title: Nutrition and Health Outreach Specialist Department: SU-CEP

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 0

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Southern University</u>	<u>Baton Rouge, LA</u>	<u>2000</u>
	<u>Hofstra University</u>	<u>New York, NY</u>	<u>2019</u>
	<u>Nova Southeastern University</u>	<u>Fort Lauderdale, FL</u>	<u>2022</u>

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

**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 Grant Funds

Identify Budget: 622332-62250-63000 Location A.O. Williams Hall  
 Form Code: US 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):

[Signature] 4/11/24  
 Supervisor Date  
[Signature] 4/11/24  
 Vice Chancellor Date  
[Signature] 4/24/24  
 Director/Personnel Date

[Signature] 4/11/24  
 Dean/Unit Head Date  
[Signature] 4/15/2024  
 Chancellor Date  
[Signature]  
 Vice President/Finance Date  
 Business Affairs/Comptroller

President \_\_\_\_\_ Date \_\_\_\_\_

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

[Signature]  
4.24.2024



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:** 8:00 AM-5:00 PM  
**EMPLOYEE DIRECT SUPERVISOR:** De'Shoin York  
**NUMBER OF EMPLOYEES SUPERVISED, (if any):** 0  
**HR USE ONLY: STATUS (circle one):** EXEMPT  NON-EXEMPT

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

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

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

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	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")	OPT	

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.  
Doc ID #: 11  
By: [Signature] Date: 4.24.2024  
Expiration Date: 3/14/2029

**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)



**Nutrition & Health Outreach Specialist –  
SUAREC/USDA Nutrition Hub  
Job Description**

**GENERAL DESCRIPTION:**

This position will provide leadership and coordination of educational programs and research outreach in nutrition and wellness, and public health education, and lead educational programs in the areas of chronic disease and obesity prevention, and individual and community public health through policy, systems, and environmental changes (PSE's). This position will work closely with and co-direct the SUAREC/USDA Nutrition Hub with the USDA ARS Nutrition and Health National Program Leader Researcher.

**LINE OF AUTHORITY:**

The Specialist – Nutrition and Health Outreach reports to the Vice Chancellor for Extension and Outreach.

**SPECIFIC TASKS TO BE PERFORMED:**

- Develop, design, and implement outreach programming in obesity prevention and wellness, healthy community food systems, and health education and promotion consistent with public health approaches, the socio-ecological model of health, social determinants of health, and the full spectrum of prevention.
- Provide leadership for nutrition education and emerging health extension programs with emphasis on policy, systems, and environmental change efforts.
- Provide leadership and advising support to all federally funded nutrition education programs related to delivery of direct education to encourage healthy eating and physical activity among various limited-resource ethnic and cultural populations.
- Guide on-going strategic and annual planning for the Nutrition Hub, evaluating programs and providing necessary training in nutrition and public health education.
- Develop and review nutrition and public health content for online newsletters/blogs/websites/social media and publish in peer-reviewed publications.
- Work collaboratively with the Southern University –Baton Rouge Campus Student Health Center to develop/coordinate campus wellness initiatives.
- Work collaboratively with the 1890 Center of Excellence for Nutrition, Health, and Wellness at Southern University and partner together with other 1890 leaders and systems to facilitate broader dissemination of Nutrition Hub products.
- Work collaboratively with Extension and Agriculture Experiment Stations to enhance transfer of knowledge from the nutrition research and education domains to the public.
- Provide leadership in the development and submission of new extramural grants/contracts that support nutrition and public health education.
- Communicate the value of Extension and USDA by developing effective relationships and providing relevant program outcome information to public officials, legislators, the public and other interested parties.
- Be responsive to evolving position, program, office, and organizational needs.
- Other duties as assigned.



## **EVALUATION AND REPORTING**

- Prepares and submits all reports in accordance with existing guidelines and policies.
- Assist in evaluating the effectiveness of Nutrition Hub outreach and Extension programs at all levels and specifically in assigned area of responsibility.
- Ensuring adherence to federal/state guidelines governing all grants/contracts and prepare annual federal, consortium and university reports.

## **PROFESSIONAL DEVELOPMENT**

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

## **MINIMUM REQUIREMENTS:**

- Terminal Degree in Nutrition, Food and Nutrition, Nutritional Science, Public Health, or closely related discipline.
- Understanding of and commitment to principles of learner-centered education and strategies for implementing effective educational programming.
- Demonstrated educational program development skills including planning and implementing programs, evaluating learning experiences, and communicating program impact and value to stakeholders.
- Demonstrated skills in interpreting, utilizing, and applying evidence-based information and research findings and publishing peer-reviewed research.
- Strong interpersonal relationship and problem-solving skills in a team setting.
- Effective communication and presentation skills using a variety of methods and technologies.
- Ability to promote Cooperative Extension and USDA and its programs through various media and public relations strategies.
- Knowledge of the legacy Cooperative Extension as part of the U.S. system of land-grant institutions, dedicated to service in the public good.
- Must be free to travel up to 25% of working time (travel allowance will be provided – Personal Auto required) and be available to attend state, regional, and national conferences/meetings as required.
- A minimum of five years of experience in nutrition, community nutrition, or related areas.

## **PREFERRED** *(In addition to minimum requirements):*

- Registered Dietitian



**Nutrition & Health Outreach Specialist –  
SUAREC/USDA Nutrition Hub  
Job Description**

**GENERAL DESCRIPTION:**

This position will provide leadership and coordination of educational programs and research outreach in nutrition and wellness, and public health education, and lead educational programs in the areas of chronic disease and obesity prevention, and individual and community public health through policy, systems, and environmental changes (PSE's). This position will work closely with and co-direct the SUAREC/USDA Nutrition Hub with the USDA ARS Nutrition and Health National Program Leader Researcher.

**LINE OF AUTHORITY:**

The Specialist – Nutrition and Health Outreach reports to the Vice Chancellor for Extension and Outreach.

**SPECIFIC TASKS TO BE PERFORMED:**

- Develop, design, and implement outreach programming in obesity prevention and wellness, healthy community food systems, and health education and promotion consistent with public health approaches, the socio-ecological model of health, social determinants of health, and the full spectrum of prevention.
- Provide leadership for nutrition education and emerging health extension programs with emphasis on policy, systems, and environmental change efforts.
- Provide leadership and advising support to all federally funded nutrition education programs related to delivery of direct education to encourage healthy eating and physical activity among various limited-resource ethnic and cultural populations.
- Guide on-going strategic and annual planning for the Nutrition Hub, evaluating programs and providing necessary training in nutrition and public health education.
- Develop and review nutrition and public health content for online newsletters/blogs/websites/social media and publish in peer-reviewed publications.
- Work collaboratively with the Southern University –Baton Rouge Campus Student Health Center to develop/coordinate campus wellness initiatives.
- Work collaboratively with the 1890 Center of Excellence for Nutrition, Health, and Wellness at Southern University and partner together with other 1890 leaders and systems to facilitate broader dissemination of Nutrition Hub products.
- Work collaboratively with Extension and Agriculture Experiment Stations to enhance transfer of knowledge from the nutrition research and education domains to the public.
- Provide leadership in the development and submission of new extramural grants/contracts that support nutrition and public health education.
- Communicate the value of Extension and USDA by developing effective relationships and providing relevant program outcome information to public officials, legislators, the public and other interested parties.
- Be responsive to evolving position, program, office, and organizational needs.
- Other duties as assigned.



## **EVALUATION AND REPORTING**

- Prepares and submits all reports in accordance with existing guidelines and policies.
- Assist in evaluating the effectiveness of Nutrition Hub outreach and Extension programs at all levels and specifically in assigned area of responsibility.
- Ensuring adherence to federal/state guidelines governing all grants/contracts and prepare annual federal, consortium and university reports.

## **PROFESSIONAL DEVELOPMENT**

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

## **MINIMUM REQUIREMENTS:**

- Terminal Degree in Nutrition, Food and Nutrition, Nutritional Science, Public Health, or closely related discipline.
- Understanding of and commitment to principles of learner-centered education and strategies for implementing effective educational programming.
- Demonstrated educational program development skills including planning and implementing programs, evaluating learning experiences, and communicating program impact and value to stakeholders.
- Demonstrated skills in interpreting, utilizing, and applying evidence-based information and research findings and publishing peer-reviewed research.
- Strong interpersonal relationship and problem-solving skills in a team setting.
- Effective communication and presentation skills using a variety of methods and technologies.
- Ability to promote Cooperative Extension and USDA and its programs through various media and public relations strategies.
- Knowledge of the legacy Cooperative Extension as part of the U.S. system of land-grant institutions, dedicated to service in the public good.
- Must be free to travel up to 25% of working time (travel allowance will be provided – Personal Auto required) and be available to attend state, regional, and national conferences/meetings as required.
- A minimum of five years of experience in nutrition, community nutrition, or related areas.

## **PREFERRED (In addition to minimum requirements):**

- Registered Dietitian

## Joynetta Bell Kelly, DHSc, MA

*\*Public Health Practitioner \*Equity, Diversity & Inclusion \*Engagement \*Capacity Building  
\*Sustaining Partnerships \*Systems Change \*Improvement Strategy \*Culturally Sensitive  
\*Innovation Champion \*Educator*

**Career Statement:** *As a Public Health Professional and educator, I am committed to promoting equitable and human resource services by creating opportunities and improving access to the underserved; building stronger public health programs and policies; and bridging sustainable relationships with members of the community, healthcare providers, and clinicians through the bandwidth of local, state and federal government resources, nonprofit, academic, corporate, and community partnerships.*

### **Professional Experience**

#### **Northwell Health, Long Island**

*Feinstein Institutes for Medical Research*

*Vice President of Health Equity Research and Strategic Partnerships*

*Long Island & New York City, NY*

*10/2022-5/2023 (Department closure due to system-wide budget cut)*

#### **Summary of Key Notable Accomplishments:**

- Created, developed, and executed the first research program for food insecurity prevention intervention; Principal advisor for nutrition, cancer, and chronic disease research;
- Developed and implemented the inaugural chronic disease, cancer, food insecurity prevention, and public safety partnership with corporate, academia, nonprofit, and community leaders;
- Thought leader for the health system's first Center for Maternal Health research group, prioritizing victims of mistreatment and morbidity
- Created the inaugural health equity training for the health system, medical providers, and stakeholders, bringing awareness to social determinants of health impacting marginalized communities;
- Conceptualized research regarding the mistreatment of marginalized communities in clinical trials and the implementation of interventions to gain trust within the community

#### **Specific Roles and Responsibilities:**

Chief policy advisor and systemwide liaison of governmental affairs within the research institution and across the health system; Primary liaison and thought leader of local, state, and federal government policy relating to health equity and health systems improvement;



Served as chief of partnerships among public, private, and nonprofit organizations; Chief advisor to the Dean of the Zucker School of Medicine, Hofstra University, on new policy developments impacting health equity, clinical advancements, and recruitment strategies among minority serving communities; Health system representative at legislative meetings, community hearings; Created talking points, white papers, and briefings on legislative issues for senior leadership; Consulted with legal affairs and marketing/communications leadership regarding branding and upholding legal/ethical policies; Maintained relationships with legislators by educating on health equity policy development, such as the CMS Action Plan's 5-Pillar improvement plan for maternal health; Recommended operational, clinical, educational changes based on policy, trends, and political landscape;

Co-created, executed, and monitored a comprehensive and strategic framework to support diversity, equity, inclusion, and belonging (DEIB) efforts and overall program design; Evaluated emerging trends and facilitated the movement of the overall DEIB strategy. Implemented a full range of initiatives that support ongoing efforts to ensure organization-wide understanding, adoption, and adherence to the DEIB policy. Ensured data is used to inform the overall direction and to define and set thresholds/goals for structural elements of the DEI and Health Equity Strategy including the identification and tracking of metrics for monitoring of progress and barriers. Completed long term mapping of existing programming to diversity categories and collected data on program outcome effectiveness, resources, and sustainability;

Created and implemented evidence-based resolutions for identifying health disparities and strategies to improve health equity; Maintained a systemwide state of readiness, awareness, and execution of public health advancement and intervention in all programs and services based on system data and research; Systemwide advisory board in multi-divisional collaboration to inform research outcomes & explore opportunities which are informed by research;

Created systematic communications prioritizing evidence-based research areas as well as pertinent health issues and news in health; Utilized social media and other platforms to educate diverse demographics; Created "trusted messaging" for the public, according to recent developments in research and public health;

Created and sustained global, national, statewide, county-wide, and local partnerships with diverse leaders in public health interventions; Created priorities aligned with leveraging, eliminating and dismantling determinants of health associated with priority topics (diabetes, hypertension, mental/psychological disease, and maternal morbidity); Created consultation consortium with national organizations, academic institutions, and community partners to share best practices, policies, data, and interventions;

Adopted, taught, and implemented respectful care models; Created equity, racism, and bias training accountability systems for staff based on research and how outcomes play a role in health outcomes; Developed innovative solutions to improve overall community health knowledge and clinical trial participation.



Advocated for Health in All Policies impacting community health; Facilitated translational pathway of care delivery innovation from dissemination and implementation to policy; Supported and advocated for evidence-based technology and solutions in order to advance treatments that will improve health outcomes

*Northwell Health-Department of Community and Population Health*  
*Vice President of Strategic Community Partnerships*  
1/2022- 10/2022  
Long Island, NY

*Summary of Key Notable Accomplishments:*

- Created, developed, and executed the first food insecurity prevention intervention model for community and internal low-wage staff members; Served on New York City's Mayor Eric Adams' taskforce for health eating and creation of community gardens in underserved areas; Educated legislators on connection of food insecurity, chronic diseases, and morbidity and mortality in order to author policies restricting harmful ingredients and food preparation, storage, and preparation practices
- Created a connection and advocated for the funding of the resurrection of Questlove's "Summer of Soul" documentary and community festival, bringing awareness to chronic disease prevention, obesity, food insecurity, and maternal mortality in the Harlem, NYC and global communities
- Developed and implemented the inaugural chronic disease, cancer, food insecurity prevention, and public safety partnership with community leaders of disproportionately impacted communities;
- Co-created and developed the mission, goals, strategic plan, and community intervention model for the maternal health center (reducing black maternal deaths within the system)
- Created the inaugural public safety townhall and collaboration consortium among public safety officials and members of "stop and frisk" communities;
- Created human trafficking awareness and prevention networks to dismantle abuse, kidnapping, and displacement of women, girls, and members of LGBT+ communities

*Specific Roles and Responsibilities*

Chief policy advisor and systemwide liaison of governmental affairs within the research institution and across the health system; Primary liaison and thought leader of local, state, and federal government policy relating to health equity and health systems improvement; Served as chief of partnerships among public, private, and nonprofit organizations; Chief advisor to Northwell Health system leadership and the Senior Vice President of legislative affairs on new policy developments impacting health equity, clinical advancements, and medical school, nursing school, and law school recruitment strategies among minority serving communities; Health system representative at legislative meetings, community hearings; Created talking points, white papers, and briefings on legislative issues for senior leadership; Consulted with legal affairs and



marketing/communications leadership regarding branding and upholding legal/ethical policies; Maintained relationships with legislators by educating on health equity policy development, such as the CMS Action Plan's 5-Pillar improvement plan for maternal health; Recommended operational, clinical, educational changes based on policy, trends, and political landscape;

Co-created, executed, and monitored a comprehensive and strategic framework to support diversity, equity, inclusion, and belonging (DEIB) efforts and overall program design; Evaluated emerging trends and facilitated the movement of the overall DEIB strategy. Implemented a full range of initiatives that support ongoing efforts to ensure organization-wide understanding, adoption, and adherence to the DEIB policy. Ensured data is used to inform the overall direction and to define and set thresholds/goals for structural elements of the DEI and Health Equity Strategy including the identification and tracking of metrics for monitoring of progress and barriers. Completed long term mapping of existing programming to diversity categories and collected data on program outcome effectiveness, resources, and sustainability;

Responsible for the development, integration and administration of strategic partnerships between agencies, educational institutions, community groups and Health System facilities and practices. Developed and implemented programs that enhance the Health System's responsiveness to the health care needs and wellness of the community members from diverse cultural and socio-economic backgrounds; Managed collaborations between regional entities to leverage sustainable community engagement and partnerships in new/emerging locations;

Engaged and fostered dialogue with interested community boards, elected officials, community advisory boards and community groups to build and enhance community partnerships with Northwell Health; Identified and developed new business initiatives and opportunities consistent with the mission and strategic direction of the health system; Ensured active communication with external and internal constituencies to establish relationships that are complimentary and consistent with organizational goals and strategic needs; Developed and implemented strategic approach to build targeted partnerships for the improvement of health and other community indicators within the Region; Directed the development of a regional outreach strategy for engagement with emergent communities.

Provided financial and administrative oversight and problem resolution guidance; Developed and oversees operational, personnel and capital budgets.

Monitored and evaluated the impact of industry trends on the department's current activities and future endeavors; Ensured active communication with all external and internal constituencies to establish strong relationships that are complimentary and consistent with organizational goals and strategic needs; Conducted cost benefit feasibility studies to determine the viability of new business initiatives; Developed partnership initiatives and serves as official liaison to communities served by the Health System; Served as conduit of information for the Health System regarding community



issues and concerns; Represented the Health System at community and global forums, activities and events.

Ensured compliance with federal, state and local rules, regulations and tax laws; Stayed abreast of federal regulations, congressional actions and deliberations and state and local activities;

Developed and oversaw implementation of inclusive, voluntary, team member driven Business Employee Resource Groups (BERG) as exchange forums for innovation, communication, professional development and diversity talent recruitment; Developed and facilitates BERG strategic business plans to expand Health System branding and market reach and enhance community partnerships; Developed collaborative relationships system-wide to increase employee membership and BERG participation; Collaborated with BERG leadership in the development of business proposals, data and analyses to enhance community partnerships.

Served as an official liaison with local community boards, elected officials and community advisory councils; Maintained relationships and collaborates with Health System Pastoral Care and Chaplaincy Services and community faith-based leaders and groups to enhance community relationships.

Oversaw the assessment of services and development of new programs and research projects to ensure future organizational growth and prosperity.

#### **Northwell System-wide Steering Committees/Advisory Board Involvement**

- Food Insecurity Coalition
- Chronic Disease Prevention and Nutrition Collaborative
- Public Safety/Gun Violence Prevention
- Human Trafficking
- Climate Change Taskforce
- Environmental Sustainability Committee
- Health Equity Taskforce
- Maternal Mortality Review Board
- Center for Maternal Health Strategy and Steering Committee
- Social Determinants of Health Taskforce
- Workforce Development/Total Wellbeing Advisory Board
- Corporate Strategy Advisory Board
- Monoclonal Advisory Council
- United Health Fund Bridging Quality and Equity in Health Care Delivery Taskforce

#### **Donald and Barbara Zucker School of Medicine Northwell/Hofstra University**

Assistant Professor of Science Education

Hempstead, NY

3/2022 to 5/2023



- Lecture: Interactions between Communities, Social Needs and Health (MY-1 Students, May 13, 2022)
- Lecture: Medicine & Society
- Facilitation/Lecture: Poverty Simulation: Health Providers & Society
- Lecture: Pathways to Success in Medicine and Healthcare Administration
- Lecture: ENHANCE Series for Medical Residents (Internal; Peds; Family); Cultural Humility; Anti-bias; Social Determinants of Health
- NUR 204: Nursing and Population Health, June 2022
- NUR 306: Nursing and Health Policy, April 2022
- Lecture: Pipeline to Nursing, March 2022; July 2022

### **Centers for Disease Control and Prevention**

*National Center for Immunization and Respiratory Diseases (NCIRD), Immunization Services Division/Interim Adult Immunization Program*

*Public Health Analyst & Advisor/Section Team Lead: Community Engagement and Vaccine Equity Consultation; Vaccination Taskforce Co-lead of Disproportionately Affected Adult Racial & Ethnic Populations; Project Official for National Organizations Atlanta, GA*

*2/2021 to 1/2022*

#### Summary of Key Notable Key Accomplishments:

- Conceptualized, advocated, and persuaded government Agencies to fund over 50 million dollars to all national historically black fraternities and sororities for COVID-19 outreach and vaccination efforts;
- Created inaugural social media COVID-19 myth-busting platform with community partners, leveraging relationships with media, legislators, celebrities, and entertainers
- Co-created first COVID-19 provider-centered education hub supporting patient education and advocacy
- Advocated for, advised, and monitored the funding of over 400 million dollars to 35 national organizations to further COVID-19 education efforts in disproportionately impacted communities

#### Specific Roles and Responsibilities

Created an inclusive engagement and health equity strategic planning process via internal culture shifting as well as recommendations to inform how CDC/NCIRD allocates resources and conducts grantmaking.

Assessed equity, diversity and inclusion, and work with teams to develop consistent goals, strategies, tactics, and measures of success. Built frameworks promoting measurable action.



Established clear and measurable equity plans for the Adult Immunization Program with specific equity standards germane to team and function outlining accountability protocols.

Developed, articulated, and implemented a strategy to embed equity into all functions based on their distinct characteristics including Program Development, Research/Measurement/Evaluation; Funded Partners; and Communications.

Informed overall strategic direction of the Engagement and Health Equity section through an EDI lens, with special emphasis on internal CDC culture.

Created, developed, and provided vision, innovation, energy, and leadership for NCIRD's focus on equity, diversity, and inclusion in partnership with senior leadership, while working to promote health equity, both internally and externally.

Provided equity advice to CDC leadership; Served as a key advisor and counsel to the Branch Chief and CDC Director's leadership team on health equity, communications, engagement, and development.

Project Officer and advisor of National Organizations: UnidosUS, National Council for Negro Women, NAACP, National Minority Quality Forum, National Alliance for Hispanic Health, and their subrecipients; Created collaborative opportunities with local organizations, connecting with National organizations utilizing common interests and strategy

Worked closely with COVID-19 Vaccine Taskforce Communications and NCIRD communications leadership to strategize and create innovative communications, messaging, and marketing

Led a public health program through research proposals and effective communication and collaboration with internal and external partners, in order to further the mission of the organization.

Evaluated the effectiveness of complex inter-related public health programs by examining methods used in study protocols, collaborating with internal and external contacts, and meeting established timelines in order to support the mission of the organization.

Comprehensively developed program reviews that include recommendations on curtailing or expanding programs, consistent with the organization's mission and short- and long-term goals.

Fostered and demonstrated appropriate collaboration across organization units.

Disseminated information through written documents, presentations, and by maintaining key relationships in order to support the effective accomplishment of public health initiatives.



Managed complex and inter-related program activities conducted through grant, cooperative agreement, or contract mechanisms. Creates funding opportunities for national organizations.

Served as speaker, moderator, panelist, or keynote presenter on COVID-19 vaccination webinars, townhalls, trainings, conferences, and community resource outlets.

## **Louisiana Department of Health**

*Office of the Secretary*

*Office of Community Partnerships and Health Equity*

*Associate Deputy Director*

*Baton Rouge, LA*

*4/2019 to 2/2021*

### Summary of Key Notable Accomplishments

- Co-Created the first health equity policy framework and strategic plan for the Louisiana Department of Health
- Created, implemented, and executed COVID-19 trainings focused on food insecurity, community gardening, elder care, homelessness, chronic disease and obesity prevention
- Co-authored the inaugural Smoke and Tobacco Free legislation with Louisiana legislators

### Specific Roles and Responsibilities

COVID-19 Community Capacity Director/Educator: Created, conceptualized, organized, and conducted bi-weekly train-the-trainer series webinars focusing on: COVID-19 101 and Community Engagement; Understanding Health Inequities; social unrest factors; mental health awareness; eldercare; multicultural engagement; violence prevention; food sustainability; chronic illnesses and immigrant relations engagement; Organize resource and response service for vulnerable/minority communities;

Built policy strategy and implementation plans for service delivery for all Offices and Bureaus within the Department of Health; Assessed service delivery policies and best practices, creating and submitting recommendations to interagency Directors (which include HR and Legal); Performed assessments, administer evaluations, and submit recommendations to each Office/Bureau of the LA Dept. of Health to ensure equitable delivery of services; Organized Office's budget and make recommendations on cost saving and return-on-investment strategies; Ensure that public health accreditation standards are upheld through Agency-wide assessment and policy changes; Implicit Bias education policy advisor;

Intergovernmental liaison to legislators by providing information used to author bills, resolutions, and proposals; educated legislators on chronic disease prevention and other public health issues; Developed and applied new or revised program methods,



organizational structures, and technologies to carry out program objectives; Prepared annual budget and/or requests for funding based on information received from subordinate activities; Applied analytical methods and techniques necessary for working within the framework of a public health organization and carrying out program functions;

Developed public health messages with subject matter experts into appropriate end-products for communicating public health information to priority audiences;

Co-created the first Health Equity Plan for the Louisiana Dept. of Health, a multi-faceted statewide plan that eliminates disparities and inequities among vulnerable Louisiana populations; Created the first health equity Statewide Advisory Board engaging all nine health regions by focusing reviewing, advising, and implementing health equity practices throughout the state;

Engaged with diverse populations throughout the state ranging from legislators, public health leadership, health clinicians, educators, and grass-roots community leaders on methods of educating community members; Specialized in capacity building efforts by directing and leading OCPHE's education platform;

Served as proxy for the Secretary of the LA Dept. of Health and Deputy Director of the Office of Community Partnerships and Health Equity during requests for speakers; panel discussions, etc.; Worked with stakeholders to identify funding opportunities to further the reach of LDH;

Mentored student workers and supervised staff members, on developing career goals and navigating educational experiences; Collaborated with health system leadership to create their organization's health equity programming/best practices/standards for internal staff/clinicians

***Office of Public Health  
Bureau of Policy, Planning, and Performance  
Health Equity and Disparities Program Manager  
Baton Rouge, LA  
4/2017—4/2019***

**Summary of Key Notable Accomplishments**

- Co-Created the first health equity policy framework and strategic plan for the Louisiana Department of Health
- Created, implemented, and executed COVID-19 trainings focused on food insecurity, community gardening, elder care, homelessness, chronic disease and obesity prevention
- Co-authored the inaugural Smoke and Tobacco Free legislation with Louisiana legislators

**Specific Roles and Responsibilities**



Co-led the first national accreditation efforts for the Agency (Accredited 2018). Worked with partners to identify statewide, regional, parish, and local health priorities to implement policies and influence programming that will serve citizens of the state; Assisted the Bureau Chief in standing up LDH's health equity program in concert with the OPH Assistant Secretary's and LDH Secretary's health priorities; Worked closely with other LDH bureaus and state agencies in addressing social determinants of health;

Solely researched, created, drafted and initiated approval and implementation of the first OPH-wide health equity policy; Worked with state bureaus to lead the charge of editing 3 the policy and implementing strategic measures to make the policy "livable"; Conducted OPH-wide and Reducing Health Disparities Workgroup-wide reviews of the policy for content revisions and planning;

Maintained and developed health equity partnerships throughout Louisiana State; Created, developed, and led all health equity strategic plans, activities, and initiatives for the Office of Public Health; In collaboration with the Office of Minority Health Access, served as the statewide Native American Tribal Liaison and health ambassador; Ensured that health equity measures were in accordance with Public Health Accreditation Board requirements; Developed metrics to track strategic planning priority areas; Strengthened relationship with statewide tribal nations by collaborating with the Office of Minority Health and the Governor's Office of Tribal Affairs.

***Bureau of Chronic Disease Prevention and Health Promotions, Office of Public Health***

***Tobacco Control and Cessation Program Manager***

***Baton Rouge, LA***

***8/2016—4/2017***

***Summary of Key Notable Accomplishments***

- Co-authored the inaugural Smoke and Tobacco Free legislation with Louisiana legislators

***Specific Roles and Responsibilities***

Developed and Maintained the statewide tobacco strategic plan's six goal areas: Prevent initiation of tobacco use among young people; Eliminate exposure to secondhand smoke; Promote quitting among adults and young people; Eliminate disparities related to tobacco use; Coordinate a statewide evaluation and surveillance plan; and develop the statewide mass media tobacco education plan;

Served as the Grant Administrator and Manager of the State Tobacco Program; Directly supervised and coordinated activities for a staff of two contractors and two interns who worked throughout LA state on health policy and health disparities; Sole owner and responsible party for all Tobacco Core and Quitline grant and performance reporting (state and federal grants); Maintained and grew tobacco control consortium partnerships



throughout Louisiana State; Provided oversight of the Health Policy Manager to ensure that all policies are in concert with the platform of the Executive Branches of State Government; and managed the statewide Tobacco Quitline; Educated legislators on the effects of tobacco; Worked closely with epidemiologists and surveillance teams to develop statewide and nationwide statistics of tobacco use among various populations; and Informed communities of the current laws and educate stakeholders on tobacco cessation practices and resources available throughout parishes and municipalities.

**United States Department of Health and Human Services (HHS)**

Office of the Secretary, Intergovernmental Affairs, Regional Director's Office

Public Health Affairs Specialist/Regional Outreach Specialist

New York, NY

8/2010-7/2015

*Summary of Key Notable Accomplishments*

- Led the Affordable Care Act enrollment efforts of over 700,000 citizens of New York, New Jersey, Puerto Rico, and the Virgin Islands
- Created relationships with celebrities to market "Obamacare" efforts in concert with the White House
- Served as Michelle Obama's proxy for "Let's Move" chronic disease prevention, physical activity, and nutrition initiatives
- Co-advised "My Plate" initiatives with the FDA and Let's Move
- Served as former Surgeon General Regina Benjamin's proxy for Million Hearts Initiative, bringing awareness to chronic disease prevention, nutrition education, and physical activity

*Specific Roles and Responsibilities*

Created, developed, and managed Affordable Care Act outreach and education efforts for HHS Region II's Office (including New York State, New Jersey State, Puerto Rico, the US Virgin Islands, and Native American Tribal Organizations); Maintained relationships with diverse stakeholders throughout Region II by building community capacity through education and outreach; Collaborated with HHS Operating Divisions and other federal agencies to maximize resources and outreach opportunities for the ACA; Support the Regional Director in the gathering and analysis of information about the implementation of ACA in the region;

Analyzed existing or proposed systems, strategies, services and other international health related matters for long range implementation and administration of international public health programs (i.e. HIV/AIDS; Minority Health; Women's Health; and Obesity Prevention); Analyzed and evaluated the effectiveness of information and communication programs and develop programs/activities that inform the public about the policies, programs, and services of the agency in furthering its goals/objectives;

Conducted IEA's Public Affairs Program which includes (1) developing and providing staff direction involving all public information, internal information, and community



relations activities; (2) establishing and maintaining effective working relationships with print and broadcast media representatives in disseminating information or answering inquiries about the organizations' operations or activities; (3) advising directors and others involved regarding activity operations and handling problems and incidents related to IEA's regional public affairs programs; (4) writing articles and speeches, and preparing and/or publishing a variety of IEA's or HHS' publications; and (5) arranging for an organization's representative(s) to speak to local or civic or service groups, informs local community of activities through various media;

Collaborated with city and state government as well as community-based organizations, to create and promote both hi-level and local activities; Partnered with the Surgeon General as well as fortune 500 companies and highly recognized organizations to further the education and sustainability of Let's Move!; Personally recognized by Newark, NJ Mayor Booker and New York City Mayor Bloomberg for creating successful Let's Move! programs and activities for communities of New Jersey, and New York City.

### **Centers for Disease Control and Prevention (CDC)**

Creative Services

Public Health Communications Writer/Editor, National Center for Health Marketing  
Health Communications Specialist Detail with Office of Diversity and EEO

Atlanta, GA

4/2007-6/2010

#### *Specific Roles and Responsibilities*

Received, wrote, and edited media updates/scientific publication summaries on a weekly basis, which included statistical reports, web site articles, news releases, health statistics, and congressional policy, in a form and level suitable for intended audiences; Wrote and edited responses daily to inquiries of various public health issues coming from Congressional Offices, other Federal offices, and the general public regarding public health issues such as influenza, HIV/AIDS, Maternal and Child Health Issues, Chronic Diseases, and other infectious diseases;

Maintained liaison and fostered exchange of information with other government, media, and private consulting sources in order to gather and develop pertinent information for release to both government and private entities; Researched, compiled, and edited information, such as Freedom of Information Act, Media, and Congressional Hearings, to develop in order to release to hi-level government officials and various media exchanges; Developed and distributed media relations products, including press releases, media advisory, fact sheets, etc. to build awareness of research and scientific findings;

Under the direction of former Interim Director Dr. Richard Besser and former Director Gerberding, enhanced CDC's image through the creation and management of the Secretary's 90-Day Forecast Report—a White House report that details vital and current happenings  
(including health statistics, congressional testimony, conferences, meetings, symposia,



forums, hearings, briefings, as well as activities with the press, media, and national or international radio);

Collaborated with senior public affairs officers and colleagues assigned to state and local health departments, volunteer organizations, academic institutions, and other professional and partner organizations to exchange scientific and health information, plan and implement news events, collaborate during meetings/conferences, and support joint campaigns and announcements; and Gathered information from policymakers and implemented changes to standard government operating procedures; Managed the development and presentation of technical and scientific information and evaluated the effectiveness of different communication strategies; Practiced privacy and security policy with sensitive or controversial media issues;

Served in a temporary role as Health Communications Specialist in the Office of Diversity and EEO, assigned with reviewing policy to ensure best practices and equitable relations within reasonable accommodations, equal employment opportunity, and diversity and inclusion; Developed policy and reviewed existing best practices for diversity and inclusion and reasonable accommodations throughout CDC's operating divisions and CIOs

**The Coca-Cola Company**

External Affairs Agent

Atlanta, GA

1/2001-4/2007

Wrote press releases for both Coca-Cola and Minute Maid/Dannon Water brands; Advised public interest groups on health effects and changes in product ingredients; Suggested policy and handling procedures that decreased agent response time of the consumer question/feedback site from 48 hours to 24 hours for minutemaids.com; Received, answered, and tracked routine media calls; Served as spokesperson for media and press inquiries relating to brand ingredients; Generated positive publicity and enhanced brand reputation; Responded verbally to late-breaking events and press inquiries; Maintained stakeholder and media relationships; Strengthened company image by promoting brands to consumers; Publicized company's activities and programs through variety of communication channels

**Education**

***Doctorate of Health Sciences***

Nova Southeastern University, Ft. Lauderdale, FL

Concentrated Studies: Health Sciences Education; Health Promotion; Disease Prevention; Healthcare Ethics; Healthcare Educator's Curriculum and Theory; Patient Safety; Narrative Medicine; Conflict Resolution in Healthcare; and Healthcare Leadership; and Statistics



### ***Master of Arts in Health Law***

Hofstra University School of Law, Hempstead, NY  
Concentrated Studies: Contracts Law; Torts; ADA Statutory Interpretation;  
Bioethics and the Law; Law of Medical Products Discovery Development;  
Business Transactions in Healthcare; Public Health Law, Policy, and Ethics;  
Representing Healthcare Providers; Healthcare Compliance; and Constitutional  
Law

### ***Bachelor of Arts in English Liberal Arts***

Southern University, Baton Rouge, Louisiana

### **National Conference Presentations & Keynote Addresses**

1. Bell, Joynetta, Simpson, Hillary. "Prevention of Youth Tobacco Initiation: How Sports Imitates Life". National Conference of Tobacco Control Programs, Austin, TX, March 2017
2. Kelly, Joynetta. Building Health Equity Practices within State Government. National Association of the Advancement of Colored People. September 26, 2019.
3. Kelly, Joynetta. "Diversity in Healthcare: Leading through a Pandemic". American Association for Individuals with Intellectual/Developmental Disabilities. Virtual Conference, September 16, 2020.

### **Additional Skills and Interests**

Capacity Building; Public Health Education; SPSS v. 26; LEAN Six Sigma; Professional Change Management; Project Management; Public Health Outreach; Relationship 7 Building; Adapting languages for diverse literacy-level audiences (3rd Grade Reading levels and beyond); Grant review and drafting

### **Professional Organizations:**

American Psychological Association, 2017  
American Heart Association Multicultural Leadership Committee, 2016  
American Public Health Association Member, 2017  
Baton Rouge Board of Directors, Smoke-free Air Taskforce Action Plan Committee, 2017  
Geographic Health Equity Alliance, 2017  
International Society of Female Professionals, 2022  
Louisiana Public Health Association Member, 2017  
National Rural Health Association Member, 2018  
National Association of Health Services Executives, 2022

### **Volunteerism and Community Service**

#### ***Mentor***

Hofstra University School of Medicine  
Hofstra University School of Nursing/Physician Assistant Studies

Hofstra University School of Law

*Mentor*

Baldwin Youth Leadership Forum  
New York, NY

*Mentor*

Fiver Children's Foundation  
New York, NY

*Mentor*

Emory University  
Atlanta, GA

*Health Committee Lead*

Community Board Member-Harlem Community (New York City)

*Health Committee Member and Contributor*

Communities of Harlem Health Revival

*Lifetime Member and Health & Wellness Committee Chair*

Delta Sigma Theta Sorority, Incorporated





Dr. Aubra J. Gantt  
CHANCELLOR

OFFICE OF THE CHANCELLOR  
SOUTHERN UNIVERSITY AT SHREVEPORT

AGANTT@SUSLA.EDU  
OFFICE: (318) 670-9312  
FAX: (318) 670-6374

May 3, 2024

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

**RE: Permission to Appoint Dr. Kim Hinckson as Instructional Designer**

Dear President Shields:


Please accept this communication as an official request to appoint Dr. Kim Hinckson to the position of Instructional Designer. Dr. Hinckson holds a Doctor of Philosophy in Educational Leadership and Administration, a Master of Education in Educational Leadership, and a Bachelor of Arts in Biological Science. Her extensive educational background, complemented by multiple teaching certificates, reflects her deep understanding of effective teaching methodologies aligned with the needs of Southern University at Shreveport.

With significant experience in developing engaging course content and ensuring accessibility for diverse student populations, Dr. Hinckson has held key roles such as K-12 principal, Assistant Principal of Instruction, Assistant Principal of Administration, and Science Professor. Her proven project management skills and commitment makes her an ideal candidate for this role. Dr. Hinckson's collaborative approach with subject matter experts, faculty, staff, and students will facilitate the efficient development, implementation, and professional enhancement of our online courses.

We firmly believe that Dr. Hinckson will greatly contribute to Shreveport University's online team and further the mission of the Office of eLearning and the institution as a whole. In keeping with Southern University policies and procedures, I am therefore seeking your permission/approval to move forward with this offer therein, permitting us to advance and fill this much needed position at SUSLA.

The salary required is \$65,000.00 annually with an effective start date of May 20, 2024.

Respectfully Submitted,

  
Aubra Gantt, Ed.D.

Attachments

\_\_\_\_ APPROVED:

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

\_\_\_\_\_  
Date

JOB CLASS				
JOB CODE				
CAL ID				

# SOUTHERN UNIVERSITY SYSTEM

## Personnel Action Form

POSITION NUMBER	5	M	9	1	4	6
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CAMPUS: SUS \_\_\_\_\_ SUBR \_\_\_\_\_ SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA x

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

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

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

### Profile of Person Recommended

Length of Employment \_\_\_\_\_ To \_\_\_\_\_  
 Effective Date May 20, 2024

Name Kim Hinckson SS# \_\_\_\_\_ Sex F Race\* B  
 (Last 4 digits only)

Position Title: Instructional Designer Department: E-Learning

Check One  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 28 Southern University Experience \_\_\_\_\_  
 Degree(s):  

Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
<u>Ph.D. -Educational Leadership</u>	<u>Keiser University, Ft Lauderdale</u>	<u>2014</u>
<u>Master-Educational Leadership</u>	<u>Northwestern State University, Natchitoches, LA</u>	<u>2008</u>
<u>Bachelors - Biological Sciences</u>	<u>Fisk University, Nashville, TN</u>	<u>1998</u>

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

### Personnel Action

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

Recommended Salary \$65,000 Salary Budgeted \_\_\_\_\_

Source of Funds \_\_\_\_\_

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

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

	<u>From</u>	<u>To</u>
Position	_____	_____
Status	_____	_____
Salary Adjustment	_____	_____

Financial Aid signature (if, applicable): \_\_\_\_\_

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
592024-52040-61002-55000	\$65,000



\*See Reverse Side

Comments: (Use back of form)

Empty table with 2 columns and 2 rows.

\*See Reverse Side

Graduate School signature (if, applicable):

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Vice Chancellor \_\_\_\_\_ Date 5/3/24  
Director/Personnel \_\_\_\_\_ Date \_\_\_\_\_

Dean/Unit Head \_\_\_\_\_ Date \_\_\_\_\_

Chancellor \_\_\_\_\_ Date \_\_\_\_\_

Vice President/Finance \_\_\_\_\_ Date \_\_\_\_\_

Business Affairs/Comptroller \_\_\_\_\_ Date \_\_\_\_\_

President \_\_\_\_\_ Date \_\_\_\_\_

Chairman/S.U. Board \_\_\_\_\_ Date \_\_\_\_\_

of Supervisors \_\_\_\_\_ Date \_\_\_\_\_

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

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

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

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

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

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

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

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

**COMMENTS:**

**EMPLOYEE REGULAR WORK SCHEDULE:** \_\_\_\_\_

**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	

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**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)



# KIM HINCKSON, PH.D.

## EDUCATION

<b>Doctor of Philosophy (Ph.D.) in Educational Leadership and Administration</b> Keiser University, Ft. Lauderdale, FL	June 2014
<b>Master of Education (M. Ed) in Educational Leadership</b> Northwestern State University, Natchitoches, LA	May 2008
<b>Bachelor of Arts (BA) in Biological Sciences</b> Fisk University, Nashville, TN	May 1988

## CERTIFICATIONS

<b>Provisional Principal, A476885; Lifetime Teaching Certificate</b>	June 2008
<b>Provisional Secondary School Principal; Lifetime Teaching Certificate</b>	June 2008
<b>Parish/City School Supervisor of Instruction; Lifetime Teaching Certificate</b>	September 2008
<b>General Science and Biology, B090502; Lifetime Teaching Certificate</b>	July 2008   October 2001

## PROFESSIONAL EXPERIENCE

<b>Caddo Parish Public Schools, Shreveport, LA</b>	July 2009–Aug 2023
<b>Principal, Southwood High School (retired)</b>	January 2020–Aug 2023

Campus instructional leader who developed, implemented, and led job-embedded professional development to ensure alignment of Louisiana State Standards and The National Institute for Excellence in Teaching (NIET) instructional rubric. Increased implementation of College and Career Readiness through Advanced Placement courses, Dual Enrollment offerings, Jobs for Graduates (JAG), ACT tutorial program, Career Compass, and BioTech Magnet program. Strategically planned, developed, and implemented an effective master schedule to include collegiate, technical, and Response to Intervention (RTI) courses for students and common planning for teachers. Obtained \$124,000 in funding from the Biomedical Research Foundation, Cyber.org, CenterPoint Energy, and Quality Science and Mathematics (QSM) for clinical course development and support, and ACT preparation. Recruited, hired, onboarded, and evaluated employees. Created a pipeline of Teacher Leaders. Regularly observed and provide immediate feedback to teachers on instruction. Active member of PTSA, PTSA Executive board, and Dads On Duty. Provided Adverse Childhood Experiences (ACE) professional development to all staff and Positive Behavior Intervention and Supports (PBIS) to support the social emotional health of students and staff. Supervised campus extracurricular programs. District president (2022-2023) for the Louisiana Athletic Association 1-5A for 14 sports. Developed and managed campus budget, verified all campus expenditures, check request, monthly ledgers, employee timesheets, fundraisers, overtime requests, and fund transfers. Developed and managed the Title 1 School Improvement Plan and budget of \$500,000 for instructional improvement. Facilitated collaboration between teachers, administrators, and community stakeholders. Linked campus to community resources and supports for instruction and behavior. Monitored and ensured teachers and students utilized Canvas and other instructional technological tools to include SmartBoard for online, hybrid, and face-to-face instruction daily.



**Assistant Principal of Instruction, Northwood High School**

July 2012–Dec 2019

**Assist. Principal of Instruction, Huntington High School**

July 2010–July 2012

**Assist. Principal of Administration, Huntington High School**

July 2009–July 2010

Drive instructional improvements for 958 students in urban and rural schools. Increase students' college/career readiness by utilizing Common Core State Standards (CCSS) and grade level expectations. Implement professional learning communities (PLC) across multiple schools to support instructional changes and students' achievements. Supervise, lead, and mentor 70+ teachers, counselors, staff, and administrative team. Develop and implement school improvement plans and master schedules to address learning needs and available resources. Proactively resolve concerns and conduct staff meetings, parent-teacher conferences, classroom observation, and evaluations of teachers.

#### ***Vision & Data-Driven Achievements***

- Led instructional improvements and professional development of teachers resulting in an increase of 4-year diploma, graduation rates from 74% in 2015 to 79% in 2016 and students proficient in college/ career readiness from 61% in 2014/15 to 69% in 2015/16.
- Achieved increases in school performance scores: 12% in 2014/15 – 5.2% in 2013/14 – 15% in 2012/13 by analyzing student achievement data to target school-wide improvements, fostering atmosphere of achievement, providing leadership that supports vision, and monitoring/adjusting to reach improvement goals.
- Built consensus, provided instructional support, and gained buy-in to educational initiatives with professional learning communities (PLC) implementing research-based best practices.
- Fostered culture of learning and student achievement by sharing instructional practices, supporting school goals, and building relationships with parents, district personnel, community leaders, and stakeholders.

#### ***Instructional & Leadership Culture***

- Facilitated collaboration with Caddo Career Center and coordinated implementation of Introduction of Teaching Professions courses for students in grades 10th-12th interested in entering teaching profession.
- Improved instructional leadership skills, classroom management, and student performances by mentoring new and existing teachers on Common Core Standard, analysis of student data, setting measurable objectives, and using assessments reflective of Common Core rigor.
- Played key role in the implementation of Common Core Standards, STEM initiatives, literacy and numeracy initiatives within and across curriculum.
- Enhanced professional growth and development of pipeline of teacher leaders by collaborating with district-level personnel on development on implementation of individualized support plans for new and struggling teachers.

#### ***Student Achievement***

- Recognized by Louisiana State Department of Education for increasing graduation rate by 10% in 1 year.
- Reduced academic failure rates 69%; addressed student educational deficiencies and behavioral concerns.
- Improved pass rates with all classes from 67% in 2014/15-2015/16 to 70% in 2016/17 for at-risk students targeted for truancy, behavior, and academic with Response to Intervention plans
- Established individual education plans to address learning concerns and identify educational goals for academically challenged students, which contributed to reducing dropout rates.



## ***School Improvements***

- Achieved AdvancED school accreditation and served on team for district-wide accreditation; led and coordinated accreditation processes within school systems.
- Advanced culture of learning by identifying and implementing programs to improve student achievement; coordinated Falcons Academy of Medical and Engineering (FAME) program, supervised faculty, and oversaw curriculum design to prepare 125 students for post-secondary education in STEM industries.
- Created professional development program led by teacher leaders to review/analyze achievement data and provide recommendations/action plans to drive school improvements.

## ***Selected Highlights:***

- Gained approval from LA Department of Education to implement large group testing for standardized testing starting Spring 2017 as first school test coordinator in Caddo Parish Public Schools.
- Supported advancement of schools statewide by serving as Lead Evaluator for Beekman Charter School and Associate Lead Evaluator for Ascension Parish Public Schools during external review of school-wide accreditation through AdvanceED.

Caddo Parish Public Schools, Shreveport, LA

August 1996–January 2006

### **Science Teacher | Huntington High School**

August 2008–July 2009

Taught General Science and Biology I classes to secondary students. Served as administration principal designee. Sponsored organizations that prepared students for future leadership roles: National Beta Club, National Honor Society, Flag Line, and Majorettes. Conducted professional development training to enhance teaching techniques and drive learning.

- Met 100% of program goals while participating in yearlong Caddo Parish Administrative Internship program to prepare for school leadership and administration.
- Served on the School Improvement Plan committee to improve student achievement school wide.
- Functioned as Teacher Leader in Freshman Academy to improve instruction and minimize discipline infractions.

## **ACADEMIC AFFILIATIONS**

Western Governors University, Salt Lake City, UT

November 2015–October 2016

### **Course Evaluator, Curriculum/Instruction and Educational Leadership**

Participated in meetings and served as subject matter expert in development and maintenance of assessments. Utilized TaskStream Accountability Mgmt System.

- Served on team to modify rubrics for the Masters of Education, Curriculum and Instruction Program.



**PROFESSIONAL PRESENTATIONS**

Pendleton, K. H. (19 November 2021). School Safety and SEL: An innovative Strategy to Combine School Safety and Social Emotional Learning. 5th National Student Safety & Security Conference and Workshop. Las Vegas, Nevada.

Pendleton, K.H. (17 November 2021). Dads Step Up to Stop School Violence: Lessons Learned. 5th National Student Safety & Security Conference and Workshop. Las Vegas, Nevada.

Pendleton, K.H. "Data Driven Instruction." Caddo Parish Public Schools, Office of Exceptional Children, Shreveport, LA. March 2016

Pendleton, K.H. "What You Need to Know: Student Learning Targets." Caddo Association of Educators, Shreveport, LA. August 2015

Pendleton, K.H. et al. "Data Analysis Across the Curriculum." Northwood High School, Shreveport, LA. August 2015

Pendleton, K. H. et al. "Gauging ACT Data to Address Instructional Deficiencies Across the Curriculum." Northwood High School, Shreveport, LA. October 2014

Pendleton, K. H. "Data Analysis: A Teacher's Model." Northwood High School, Shreveport, LA. September 2014

Pendleton, K.H. et al. "Data Team Building to Guide Assessment of Learning." Northwood High School, Shreveport, LA. August 2014

Pendleton, K. H. "Misunderstanding and Miscommunication: How Stakeholders Interpret the Teacher Evaluation Process in Louisiana." South Florida Education Research Conference (SFERC), Miami, FL. June 2014

**PROFESSIONAL PRESENTATIONS CONTINUED**

Pendleton, K. H. "Misunderstanding and Miscommunication: How Stakeholders Interpret the Teacher Evaluation Process in Louisiana." Caddo Parish Public Schools: Superintendent's Leadership Cabinet. May 2014

**PROFESSIONAL AFFILIATIONS**

National Association of Secondary School Principals (NASSP), Member March 2017–Present

Association of Supervision and Curriculum Development (ASCD), Member December 2015–Present

The Higher Chronicle, Member January 2015–Present

Learning Forward, Member January 2015–Present







## Instructional Designer

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Careers at SUSLA

### DEADLINE

Full-time: Review of applications begins **Tuesday, November 07, 2023** and continues until the position is filled.

### SUMMARY

Southern University at Shreveport, Louisiana (SUSLA) is accepting applications for the Online Instructional Designer position. SUSLA is a comprehensive community college serving Shreveport, Bossier City, and surrounding areas in Northwest Louisiana. It is one of five campuses constituting the Historically Black Southern University System. The University serves approximately 3,000 undergraduate students and offers 32 undergraduate degrees and certificate programs in a variety of fields including Allied Health, Nursing, Aerospace Technology, Business Studies, Behavioral Science/Education and Science & Technology.

### POSITION SUMMARY

Southern University at Shreveport, Louisiana (SUSLA) is accepting applications for the **Instructional Designer** position. SUSLA is a comprehensive community college serving Shreveport, Bossier City, and surrounding areas in Northwest Louisiana. It is one of five campuses constituting the Historically Black Southern University System. The University serves approximately 3,000 undergraduate students and offers 32 undergraduate degrees and certificate programs in a variety of fields including Allied Health, Nursing, Aerospace Technology, Business Studies, Behavioral Science/Education and Science & Technology.

### RESPONSIBILITIES

The Instructional Designer will work with faculty to create expertly designed courses with engaging, accessible course content that can be delivered in the following modalities: online, virtual, hybrid, and face-to-face. Duties and responsibilities will include designing online course templates, creating standardized course content, conducting regular course reviews for content quality and accessibility, ensuring that course content is compliant with ADA Standards for Accessible Design, helping faculty with course alignment, and improving teacher-student interaction, via electronic communication, discussions, and web-based interactive learning activities. The Instructional Designer will also conduct faculty development training for improving quality teaching and active student learning within all modalities of learning.





- content that enhances knowledge transfer and retention.
- Reviews, evaluate, and enhance existing training programs.
- Redesigns courses for online presentations that are conducive to distance learning programs.
- Enhances, develop, and distribute learning materials (E-Learning, Manuals, Train the Trainer materials, etc.).
- Assists the Subject Matter Experts to build engaging course content for all modalities of learning.
- Manages multiple projects simultaneously.
- Participates in special projects as assigned.

**REQUIRED QUALIFICATIONS:**

- Master's Degree in Instructional Design, Educational Technology, Instructional Technology, Education, or related field
- A minimum of two (2) years of experience designing and developing courses, curricula, and instructional strategies for learning, and or online courses
- Knowledge of current compliance standards related to ensuring accessibility
- Demonstrated ability to provide high-quality online instructional design support using a dedicated learning management system
- Demonstrated ability to develop content that is compliant with ADA Standards for Accessible design
- Demonstrated ability to provide faculty professional development and training related to course design

**PREFERRED QUALIFICATIONS:**

- Ph.D. in Education, Educational or Instructional Technology or related field
- Quality Matters Certified Peer Reviewer
- Quality Matters Certificate in Applying the Quality Matters Rubric
- Open Educational Resource Experience

**COMPENSATION:** \$60,000-\$65,000

APPLICATION PROCEDURE: Send cover letter, resume, transcript(s), and three references to:

The application can be filled out online at the <https://www.susla.edu/ApplicationforEmployment>

Please attach cover letter, resume, transcript(s), and three references to application.

APPLICATION DEADLINE: Review of applications begins **Tuesday, November 07, 2023** and continues until the position is filled.





Criminal background check and reference verification is required.

Southern University at Shreveport, an institution within the Southern University and A & M System, seeks to provide quality education for its students, while being committed to the total community. This institution prepares students for careers in technical and occupational fields; awards certificates, diplomas and associate degrees; and offers courses and programs that are transferable to other colleges and universities. Dedicated to excellence in instruction and community service, this open enrollment institution promotes cultural diversity, provides developmental and continuing education, and seeks partnerships with business and industry.

Title IX is a federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. Title IX prohibits use of federal money to support sex discrimination in education programs and provides individuals protection against such practices.

In compliance with federal law and USDOE federal guidance, including provisions of Title VII of the Civil Rights Act of 1964 (Title VII), Title IX of the Education Amendments of 1972 (Title IX), Section 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, the Age Discrimination in Employment Act of 1967 (ADEA), Executive Order 11246, Executive Order 13988, the Vietnam Era Veterans Readjustment Assistance Act of 1974 as amended by the Jobs for Veterans Act, the Uniformed Services Employment and Reemployment Rights Act, as amended, and the Genetic Information Nondiscrimination Act of 2008, an institution of the Southern University System shall not discriminate against individuals on the basis of their race, sex, sexual orientation, gender identity, gender expression, religion, color, nation or ethnic origin, age, disability, military service, covered veteran's status, or genetic information in its administration of education policies, programs, or activities; admission policies; scholarship and loan programs; athletic or other institution-administered programs; or employment.

As part of their commitment to maintaining a community free of discrimination, and in compliance with Title IX's mandate, institutions of the Southern University System shall address allegations of power-based violence and sexual misconduct, including sexual harassment and sexual assault, in a timely and effective manner. Further, institutions of the Southern University System will provide resources as needed for affected persons (Reporters, Complainants, Respondents, and third parties within the institution's community) and will not tolerate retaliation against any person who reports or participates in the investigation of alleged power-based violence or sex/gender discrimination.

In accordance with the requirement of Title II of the Americans with Disabilities Act of 1990 and its Amending Act of 2008 (collectively "ADA"), the Southern University System (System) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. The System does not discriminate on the basis of disability.





qualified persons with disabilities so they can participate equally in the System's programs, services, and activities, including qualified sign language interpreters, assistive listening devices, documents in Braille, and other ways of making communications accessible to people who have speech, hearing, or vision impairments. The System will make reasonable modifications to policies, procedures, and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the System, should contact the ADA Coordinator. The ADA does not require the System to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden. Complaints that a program, service, or activity of the System is not accessible to persons with disabilities should be directed to the ADA Coordinator.

**-EOE-**

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Southern  
University  
at Shreveport



- > Accreditation
- > Careers
- > Chancellors Office
- > Military School
- > Mission

3050 Martin Luther King Jr. Dr.  
Shreveport, LA 71107  
(318) 670-6000

[STAFF DIRECTORY →](#)

- > Notice of Non-Discrimination
- > Accessibility Statement
- > Policy and Procedure
- > Title II 504 Compliance
- > Title IX



***Academic Affairs***

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3<sup>rd</sup> Floor, J.S. Clark Administration Building  
Post Office Box 9820  
Baton Rouge, Louisiana 70813  
Office: 225-771-2360

May 1, 2024

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

Dear President-Chancellor Shields:

Dr. VerJanis Peoples has made a request to take annual leave through June 30, 2024. Pursuant to the System Policy 7-008 requiring paid leave in excess of 30 days, I am asking that Dr. People's request for leave through June 30, 2024, be added to the Board agenda. Chancellor Pierre and I are in support of her request and ask that you and the Board approve the same.

Sincerely,

Luria S. Young, Ph.D.  
Interim Vice Chancellor



## **Mission Statement**

Through shared governance, leadership, and a diverse system of unique institutions, the mission of the Southern University and A&M College System is to deliver affordable world-class education, a trained workforce, state-of-the-art research, creative scholarship, and transformational public service to the State of Louisiana, the Nation, and the World.

## **SOUTHERN UNIVERSITY BOARD OF SUPERVISORS (Following Personnel Affairs Committee)**

### **AGENDA**

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Resolutions
6. Informational Item(s)
  - A. Legislative Updates
  - B. Presidential Report
  - C. Chancellor's Reports
7. Action Item(s) <sup>1</sup>
  - A. Approval of Minutes of the March 15, 2024, SUS Board of Supervisors Meeting
  - B. Request Approval of Committee Reports and Recommendations
  - C. Request Approval of DeCuir Clark Adam's contract (SUS)
  - D. Request Approval of Resolution for Nurse Managed Health Care Clinic (SUBR)
  - E. Request Approval to Appoint an Interim Chancellor of the Law Center (SULC)
  - F. Request Approval of President Dennis Shields' Amended Contract (SUS)
  - G. Request Approval of Chancellor John Pierre's Contract (SUBR)

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<sup>1</sup> Pursuant to Louisiana Revised Statute 42:17, executive session may be required

8. Other Business

9. Adjournment



## SPECIAL RECOGNITION COMMITTEE

April 19, 2024

Hilton Convention Center  
104 Market Street  
Shreveport, Louisiana 71101

### MINUTES

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Myron K. Lawson.

Board Chair Myron Lawson announced the convening of the Special Recognition Committee.

The invocation was given by Mr. Sam Gilliam. The Pledge of Allegiance was led by SUSLA Student

#### AGENDA ITEM 3: SPECIAL PRESENTATIONS

- A. Check presentation by Care South  
Mr. Darrin Dixon presented the check on behalf of Care South. Check was presented to Dr. Aubra Gantt in the amount of \$25K.
- B. Check presentation by Capital One  
Dr. Cheryl Taylor introduced Capitol One who presented a check to support young ladies in the amount of \$25K.
- C. Polysomnography Technology program (by Colton Wiggins, Program Director)  
Dr. Gantt introduced the director who was asked to come to the podium and give a summary of the program.
- D. Caddo Parish School Board (on Newton Smith Center for Workforce Solutions by Superintendent Lamar Goree)  
Ms. Dottie Bell introduced the Superintendent who came to the meeting to say hello and welcome the board members to Shreveport.
- E. Above and Beyond Award  
Dr. Gantt recognized Dr. Vance who awarded Mr. Bobby Rhines the Above and Beyond Award.

Recognition of Special Guests (Chairman Lawson)

Chairman Lawson recognized Dr. Ray Belton, Past President-Chancellor. He asked him to come to the podium to say hello. Chairman Lawson recognized student with 4.75 GPA that will be attending SU in the fall.

**AGENDA ITEM 4: ADOPTION OF THE AGENDA - Omit**

**AGENDA ITEM 5: PUBLIC COMMENTS - Omit**

**AGENDA ITEM 6: ADJOURNMENT**

A motion was made by Dr. Rani Whitfield to adjourn the meeting.

## **ACADEMIC AFFAIRS COMMITTEE**

**(Following Special Recognition Committee)**

Hilton Convention Center  
104 Market Street  
Shreveport, Louisiana 71101

### **AGENDA**

Board Chair Myron Lawson announced the convening of the Academic Affairs Committee. Member Dr. Leon Tarver called the committee meeting to order.

#### **Roll Call by Dr. Allen Vital**

**Present:** Dr. Leon Tarver – Chairman and Mr. Sam Gilliam – Vice Chairman, Atty Tony Clayton, Mrs. Maple Gaines, Mrs. Ann Smith, and Mr. Myron K. Lawson - Ex Officio

**Absent:** Dr. Arlanda Williams

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

There was a motion by Atty Tony Clayton and second by Mrs. Maple Gaines to adopt the agenda.

Motion passed.

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

None

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

There was a motion by Atty Tony Clayton and second by Ms Maple Gaines to approve Action Items 5 (A-D) in Global.

Motion passed.

- A. Request Approval of Spring Commencement Resolutions (SUNO, SUBR, SUSLA, SULC)
- B. Request Approval of Recommendations for the College of Humanities and Interdisciplinary Studies Curriculum Changes (SUBR)
- C. Request Approval of Degree Program Proposals (SUSLA)
  - 1. Construction Engineering Technology - CIP Code 15.1001
  - 2. Drone Engineering Technology - CIP Code 36.0207
  - 3. Engineering CIP Code - 14.0101
  - 4. Mechatronics CIP Code - 14.4201
  - 5. Alternative & Renewable Energy - CIP Code 15.0505
- D. Request Approval to Offer Existing Academic Program through Distance Learning Technologies -- *Associate of Applied Science in Polysomnographic Technology* (SUSLA)



**AGENDA ITEM 6: OTHER BUSINESS**

None

**AGENDA ITEM 9: ADJOURNMENT**

A motion was made by Atty Tony Clayton to adjourn the meeting.

**ATHLETICS COMMITTEE**  
**(Following Academic Affairs Committee)**

Hilton Convention Center  
104 Market Street  
Shreveport, Louisiana 71101

**MINUTES**

Board Chair Myron Lawson announced the convening of the Athletics Committee. Member Atty Domoine Rutledge called the committee meeting to order.

**Roll Call by President Shields**

**Present:** Atty Domoine Rutledge – Chairman, Dr. Rani Whitfield – Vice Chairman, Mr. Paul Matthews, Mrs. Ann Smith, Mr. Raymond Fondel, Atty. Tony Clayton and Mr. Myron K. Lawson - Ex Officio

**Absent:** None

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

There was a motion by Mr. Raymond Fondel and second by Chairman Lawson to adopt the agenda.

Motion passed.

**AGENDA ITEM 4: PUBLIC COMMENTS**

None

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

There was a motion by Mr. Raymond Fondel and seconded by Mrs. Ann Smith to approve action item 5A.

Motion approved.

A. Request Approval to Extend the Contract of Athletic Director Roman Banks (SUBR)

**AGENDA ITEM 6: OTHER BUSINESS**

None

**AGENDA ITEM 8: ADJOURNMENT**

A motion was made by Mr. Raymond Fondel to adjourn the meeting.



## FACILITIES AND PROPERTY COMMITTEE

(Following Academic Affairs Committee)

Hilton Convention Center  
104 Market Street  
Shreveport, Louisiana 71101

### MINUTES

Board Chair Myron Lawson announced the convening of the Facilities and Property Committee. Chair Atty Edwin Shorty called the committee meeting to order.

#### Roll Call by President Shields

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

**Absent:** NONE

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

Upon the motion by Atty Domoine Rutledge and second by Dr. Leon Tarver, II the agenda was recommended for adoption with amendment – Informational Item 5B – 5D) were added.

Motion passed with roll call vote.

#### AGENDA ITEM 4: PUBLIC COMMENTS

None

#### AGENDA ITEM 5: INFORMATIONAL ITEM:

- A. Request Approval of Servitude Agreement between Baton Rouge Water Works Company and Southern University and A & M College (SUS/SUBR)
- B. Request Approval to supplement Funding of Act 959 Projects
- C. Request Approval to Move forward w/ Due diligence and preliminary planning.
- D. Request Authority to develop SIMS Mgmt Team appointed by President and approved by Chairman of Board of Supervisors.

#### AGENDA ITEM 6: OTHER BUSINESS

None

#### AGENDA ITEM 8: ADJOURNMENT

A motion was made by Dr. Rani Whitfield to adjourn the meeting.

**FINANCE COMMITTEE**  
**(Following Facilities and Property Committee)**  
Hilton Convention Center  
104 Market Street  
Shreveport, Louisiana 71101

**MINUTES**

Board Chair Myron Lawson announced the convening of the Finance Committee. Vice Chair Mrs. Ann Smith called the committee meeting to order.

**Roll Call by President Shields**

**Present:** Mrs. Ann Smith -Vice-Chair, Mr. Sam Gilliam, Mrs. Christy Reeves, Atty. Domoine Rutledge, Dr. Leon Tarver II and Atty. Mr. Myron K. Lawson - Ex Officio

**Absent:** Mrs. Arlanda Williams- Chairman

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

Upon the motion by Mr. Sam Gilliam and seconded by Dr. Leon Tarver, II the agenda was recommended for adoption.

Motion passed.

**AGENDA ITEM 4: PUBLIC COMMENTS**

None

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

Dr. Carl Walton gave a summary of Action Item A. There was a lengthy discussion from board members.

The motion was made by Mr. Sam Gilliam and second by Dr. Leon Tarver, II

Motion approved.

A. Request Approval to Increase Residential Housing Fees (SUBR)

**AGENDA ITEM 6: OTHER BUSINESS:**

None

**AGENDA ITEM 7: ADJOURNMENT**

A motion was made by Ms. Christy Reeves to adjourn the meeting.



## LEGAL AFFAIRS COMMITTEE

(Following Finance Committee)

Hilton Convention Center  
104 Market Street  
Shreveport, Louisiana 71101

### AGENDA

Board Chair Myron Lawson announced the convening of the Legal Affairs Committee. Chair Tony Clayton called the committee meeting to order.

#### Roll Call by President Shields

**Present:** Atty Tony Clayton - Chairman, Atty. Domoine Rutledge – Vice Chair, Mrs. Maple Gaines, Mrs. Christy Reeves, Atty Edwin Shorty, Mr. Jyron Young, and Atty. Mr. Myron K. Lawson - Ex Officio

**Absent:** NONE

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

Upon the motion by Mr. Jyron Young and seconded by Atty Edwin Shorty the agenda was recommended for adoption.

Motion passed.

#### AGENDA ITEM 4: PUBLIC COMMENTS

NONE

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

There was a motion by Atty Edwin Shorty and seconded by Ms. Christy Reeves to approve action item 5A (1-6).

Motion approved.

1. Action Item(s)

A. Request Approval of Agreements Equal to or Greater than \$300,000.00.

Title	Description	Amount	Campus
1. Mobile Processing Trailers & Supply, LLC Purchase Agreement	The Southern University Agricultural Research and Extension Center will purchase one 2024 53' semi turnkey mobile processing trailer for the purpose of harvesting and processing live animals	\$356,000.00	SUS obo/ SUAREC
2. CLM Construction, LLC Contract	Bid Documents (Contract, Insurance and Bond Requirements, Affidavits, and General Terms & Conditions for the Restroom renovations at the Southern University Laboratory School.	\$522,622.00	SUS obo/ SULS

<p>3. <b>Kingdom Builders Construction, LLC</b> Contract</p>	<p>Bid Documents (Contract, Insurance and Bond Requirements, Affidavits, and General Terms &amp; Conditions for the exterior windows renovations at the Southern University Laboratory School.</p>	<p>\$442,773.00</p>	<p>SUS obo/ SULS</p>
<p>4. <b>Louisiana Public Service Commission</b> Award Agreement</p>	<p>Award Agreement for renovations on the John B. Cade Library</p>	<p>\$518,057.00</p>	<p>LA Public Service Comm SUBR</p>
<p>5. <b>Louisiana Public Service Commission</b> Award Agreement</p>	<p>Award Agreement for renovations on the F. G. Clark Activity Center</p>	<p>\$957,000.00</p>	<p>LA Public Service Comm SUBR</p>
<p>6. <b>Louisiana Department of Health (OBH)</b> Contract</p>	<p>State's Mental Health Promotion, Suicide Prevention Training g system for employees, contractors and other referrals from the Office of Behavioral Health (OBH)</p>	<p>\$807,876.00</p>	
<p>7. <b>G. E. C., INC.</b> Professional Service Contract</p>	<p>Contractor agrees to furnish services to the University as specified:                      1. Review existing utility documents.                      2. Geolocate and map utility assets across the main campus.                      3. Categorize the existing utility conditions, helping prioritize necessary projects.                      4. Assess current and prospective utility capacity for existing campus structures.                      5. Determine future utility capacity and routing for planned campus expansions.                      Utility Systems within the project to include potable water, sanitary sewer, natural gas, drainage, electrical, exterior lighting, data and telecommunications</p>	<p>\$ 1,300,000.00</p>	<p>SUS</p>

**AGENDA ITEM 6: OTHER BUSINESS:**

None

**AGENDA ITEM 7: ADJOURNMENT**

A motion was made by Atty Edwin Shorty to adjourn the meeting.



## PERSONNEL AFFAIRS COMMITTEE

(Following Legal Affairs Committee)

Hilton Convention Center  
104 Market Street  
Shreveport, Louisiana 71101

### MINUTES

Board Chair Myron Lawson announced the convening of the Personnel Affairs Committee. Chair Mr. Sam Gilliam called the committee meeting to order.

Roll Call by President Shields

**Present:** Mr. Sam Gilliam – Chairman, Mrs. Christy Reeves–Vice-Chair, Atty Tony Clayton, Ms. Zazell Dudley, Dr. Leon Tarver, II, and Mr. Myron Lawson - Ex Officio

**Absent:** Dr. Arlanda Williams

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

Upon the motion by Dr. Leon Tarver II and seconded by Ms. Zazell Dudley, the agenda was recommended for adoption.

Motion passed.

#### AGENDA ITEM 4: PUBLIC COMMENTS

Tracey L. Washington, Esq. – Southern University Law Center – Agenda Item 5B

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

The motion was made by Ms. Christy Reeves and second by Ms. Zazell Dudley that Action Item 5(A-D) be approved in global.

Motion Approved - One No Vote – Atty Clayton

A. Request Approval of Personnel Action on Positions Equal to or Greater than  
\$60,000.00 (SUNO)

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Monchielle Bolds	<b>Instructor</b> <i>School of Nursing</i>	New Position New Appointment	<i>Search</i>	-	\$75,000.00	Federal
2. Monique Hurst	<b>Program Coordinator, Title IV-E</b> <i>School of Social Work</i>	Existing Position Salary Adjustment	<i>N/A</i>	\$57,200.00	\$60,648.00	Federal
3. Ivan Johnson	<b>Asst. Director</b> <i>Financial Aid</i>	Existing Position New Appointment	<i>Search</i>	\$ 58,000.00	\$60,000.00	State
4. Shantel Lee-Hubbard	<b>Chief Disbursement Officer</b> <i>Comptroller</i>	Existing Position New Appointment	<i>Search</i>	\$59,987.00	\$ 62,000.00	State

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5. Courtney Smith	<b>Director</b> <i>Residential Life</i>	Existing Position New Appointment	<i>Search</i>	\$59,000.00	\$65,000.00	State
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B. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SUBR)

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Bianca Lloyd	<b>Staff Pharmacist</b> <i>Student Health</i>	New Position New Appointment	<i>Search</i>	-	\$ 103,000.00	State

C. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SUAREC)

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Previous	Suggested	
I. D'Andrea Lee	<b>Special Assistant for Stakeholder Engagement</b> <i>Communications/External Relations</i>	New Position New Appointment	<i>Waived</i>	-	\$100,589.00	State

D. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SUS)

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Darren Dixon	<b>Director of Alumni Affairs</b> <i>Institutional Advancement</i>	Existing Position New Appointment	<i>Waived</i>	-	\$90,000.00	State

The motion was made by Atty Tony Clayton and second by Dr. Leon Tarver, II that Action Item 5(E – H) be approved in global.

Motion Approved

E. Request Approval of Leave of Absence for Deleso Alford, Director of the Off-Campus Instructional Site (SULC)

F. Request Approval of Leave of Absence for Dr. Joycelyn Harrison (SUBR)

G. Request Approval of Retirement Incentive Plan (SULC)

H. Request Approval of Flexible Summer Hours Work Plan (SUNO)

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

Atty Rutledge commended Mr. Darrin Dixon on his new appointment as the director of alumni affairs/executive director of alumni federation. Mr. Myron Lawson acknowledged Mr. Carlton Jones, president of Alumni Federation

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

A motion was made by Ms. Zazell Dudley to adjourn the meeting.



## **SOUTHERN UNIVERSITY BOARD OF SUPERVISORS**

**(Following Personnel Committee)**

Hilton Convention Center  
104 Market Street  
Shreveport, Louisiana 71101

### **MINUTES**

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Myron Lawson

#### **PRESENT**

Atty Tony Clayton, Ms. Zazell Dudley, Mr. Raymond Fondel, Jr., Ms. Maple Gaines, Mr. Sam Gilliam, Mr. Myron Lawson, Ms. Christy Reeves, Mr. Paul Matthews, Mrs. Christy Reeves, Atty Domoine Rutledge, Atty Edwin Shorty, Mrs. Ann Smith, Dr. Leon Tarver, II, Dr. Samuel Tolbert, Rev. Dr. Rani Whitfield, Dr. Arlanda Williams and Mr. Jyron Young

#### **ABSENT**

Dr. Arlanda Williams

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

Chairman Lawson amended the agenda to defer Action Item 6F to next month. Upon the motion by Mr. Paul Matthews and second by Atty Domoine Rutledge, the agenda was recommended for adoption with amendment.

Motion passed.

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

Tracy L. Washington, Esq – Southern University Law Center – Action Item 6C

#### **AGENDA ITEM 5: RESOLUTIONS**

Dr. Allen Vital read resolutions for the following:

Resolutions

- Jayrick Ja'voy Washington
- Donald Ray Watson Sr.
- Rev (Col) Joseph Martin, Jr.
- Charlie B. Granger
- Dr. Rose Duhon-Sells
- Richard H. Hawkins

Commendations

- Angela Proctor

Addition:

Randall Gaines – Chair of LA Democratic Party – he was a previous board member.

Dr. Allen Vital – Interviewing for President of McNeese (Final Four)

**Board of Supervisors Meeting Minutes March 22, 2024**

There was a motion by Dr. Rani Whitfield to approve the read resolutions and Mr. Raymond Fondel second the motion.

Motion approved.

**AGENDA ITEM 6: ACTION ITEM(s):**

There was a motion by Atty Tony Clayton and Second by Atty Domoine Rutledge to approve action item 6(A – D, G) in global.

Motion passed.

- A. Approval of Minutes of the March 15, 2024, SUS Board of Supervisors Meeting (SUS)
- B. Request Approval of Committee Reports and Recommendations (SUS)
- C. Request Approval to Rename and Restructure the Office of Equity and Inclusion and Title IX (SULC)
- D. Request Approval to Proceed with Litigation to Recover for Fire/Water Damage at Shreve Library (SULC)
- E. Request Approval of Second Amendment to Service Agreement with Advanced Biomedics, LLC and to Authorize the President with Chairman Approval to Send any Notices Deemed Necessary and Appropriate. (SUAREC)
- ~~F. Request Approval to Extend the Contract of DeCuir, Clark & Adams, LLP for Professional Legal Services (SUS)~~
- G. Request Approval of Chancellor Orlando McMeans' Contract (SUAREC)

There was lengthy discussion around Action Item 6E.

Motion to go to executive session Dr. Tarver and seconded Mr. Fondel

Motion approved.

Motion to come out of executive session Dr. Whitfield and seconded Atty Rutledge.

Motion approved.

**AGENDA ITEM 7: OTHER BUSINESS**

None

**AGENDA ITEM 8: ADJOURNMENT**

A motion was made by Dr. Whitfield to adjourn the meeting.



STATE OF LOUISIANA

CONTRACT FOR PROFESSIONAL LEGAL SERVICES

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

1.

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

The scope of this contract does not include litigation or proceedings arising out of or involving tort or worker's compensation when covered by the State of Louisiana through the Office of Risk Management and/or the Department of Justice, Office of the Attorney General.

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

The Board hereby certifies, and Counsel hereby acknowledges that:

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

2.

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

- |          |   |
|----------|---|
| \$350.00 | PER HOUR FOR ATTORNEYS HAVING EXPERIENCE OF TEN YEARS OR MORE IN THE PRACTICE OF LAW  |
| \$275.00 | PER HOUR FOR ATTORNEYS HAVING EXPERIENCE OF FIVE YEARS OR MORE IN THE PRACTICE OF LAW |

\$225.00	PER HOUR FOR ATTORNEYS HAVING EXPERIENCE OF THREE TO FIVE YEARS IN THE PRACTICE OF LAW
\$175.00	PER HOUR FOR ATTORNEYS HAVING EXPERIENCE OF LESS THAN THREE YEARS IN THE PRACTICE OF LAW
\$ 80.00	PER HOUR FOR PARALEGAL SERVICES

The total of all sums payable under this contract including fees and reimbursement of expenses shall not exceed Three Hundred Fifty Thousand and 00/100 (\$350,000.00) in each year and shall be billed in accordance with Policy and Procedure Memo 50 (Attorney Case Handling Guidelines and Billing Procedures).

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

All legal fees and costs shall be paid in accordance with the State Agency or Division of Administration Attorney Case Handling Guidelines and Billing Procedures as set forth in PPM 50. Counsel shall be reimbursed for out-of-pocket expenses in accordance with the Division of Administration Travel Rules and Regulations as set forth in PPM 49. Travel time, at the direction and for the convenience of the State, is billable as services if done during normal working hours at one-half the agreed upon Attorney pay rate and shall not exceed eight hours per day without written justification. Counsel agrees to comply with the instructions on Attachment #1 when submitting invoices.

3.

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



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

4.

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

5.

This contract is in effect for the period commencing July 1, 2024, and ending on June 30, 2025.

The effective date of this contract may be extended only if an amendment to that effect is duly executed by the contracting parties and approved by the necessary authorities prior to said termination date. Requests for extensions may be initiated by either party by the mailing of such request to the party, via Certified Mail, return receipt requested, not less than thirty (30) days before the termination date provided for herein or thirty (30) days before the termination of the first extension of this contract. This contract may only be extended by an executed and approved amendment two (2) times.

If either party informs the other that an extension of this contract is deemed necessary, an amendment may be prepared by the State and forwarded to the other party for appropriate action

by the other party, and said amendment is to be returned to the State with appropriate information and signatures not less than fifteen (15) days prior to termination date. Upon receipt of the amendment it will be forwarded to the necessary authorities for their approval.

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

6.

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

7.

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

8.

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

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

If to Board: Dennis J. Shields, J.D., System President  
Southern University Board of Supervisors  
Southern Branch Post Office  
Baton Rouge, Louisiana 70813

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



9.

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

10.

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

11.

Counsel agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Counsel agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities.

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

12.

This contract is not effective until approved in writing by the Board, the Attorney General and the Office of State Procurement in accordance with La. R.S. 39:1565 and 39:1595.1. It is the

responsibility of the contractor to advise the State in advance if contract funds or contract terms may be insufficient to complete contract objectives.

13.

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

IN WITNESS WHEREOF, the parties have executed this Agreement as of this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

WITNESSES:

\_\_\_\_\_  
\_\_\_\_\_

COUNSEL:

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

BY:

\_\_\_\_\_  
**Brandon J. DeCuir**  
TAX IDENTIFICATION NUMBER: 72-1286643  
TELEPHONE NUMBER: (225) 346-8716

WITNESSES:

\_\_\_\_\_  
\_\_\_\_\_

SYSTEM:

BOARD OF SUPERVISORS OF SOUTHERN  
UNIVERSITY AND AGRICULTURE AND  
MECHANICAL COLLEGE

BY:

\_\_\_\_\_  
**DENNIS J. SHIELDS**  
SYSTEM PRESIDENT

WITNESSES:

\_\_\_\_\_  
\_\_\_\_\_

BOARD:

BOARD OF SUPERVISORS OF SOUTHERN  
UNIVERSITY AND AGRICULTURE AND  
MECHANICAL COLLEGE

BY:

\_\_\_\_\_  
**Myron Lawson,**  
BOARD CHAIRMAN



## ATTACHMENT #1

### INSTRUCTIONS FOR SUBMITTING INVOICES

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

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

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

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

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

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

**FIRST AMENDMENT TO THE EMPLOYMENT CONTRACT OF  
PRESIDENT OF SOUTHERN UNIVERSITY SYSTEM  
DENNIS J. SHIELDS**

This amendment is made and entered into on the 17<sup>th</sup> day of May 2024 between the **BOARD OF SUPERVISORS OF SOUTHERN UNIVERSITY AND A&M COLLEGE** (“Board”), a body corporate existing under the Constitution and law of the State of Louisiana, and **DENNIS J. SHIELDS** (“President”). This Amendment, along with the original employment contract constitutes the Employment Contract of the President of Southern University System (“System”) (collectively referred herein as “Parties”). This First Amendment shall be effective as of June 30, 2024, through the end of the contract term. The Parties wish to amend their agreement in the following respects. All other provisions not specifically addressed herein remain in effect.

The President relinquishes the title of Chancellor of the Southern University and Agricultural and Mechanical College.

The President’s Rights, Duties, and Responsibilities shall be consistent with the provisions of the Board’s Bylaws, specifically, Part II Article VII, Section 2 as currently published.

THE PARTIES hereto, acknowledging that this Agreement is subject to approval of the Board of Supervisors, have executed this Agreement on the day, month and year first above written.

PRESIDENT, SOUTHERN UNIVERSITY  
AND A&M COLLEGE SYSTEM

---

Dennis J. Shields

CHAIRMAN, BOARD OF  
SUPERVISORS OF SOUTHERN  
UNIVERSITY AND AGRICULTURAL  
AND MECHANICAL COLLEGE

---

Myron K. Lawson



STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

## EMPLOYMENT AGREEMENT

This Employment Agreement (“Agreement”) is made and entered into as of this 19<sup>th</sup> day of April, 2024, by and between the **BOARD OF SUPERVISORS OF SOUTHERN UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE** (“Board”), a body corporate existing under the Constitution and laws of the State of Louisiana, and **JOHN K. PIERRE**, (“Chancellor”), for **SOUTHERN UNIVERSITY AND A&M COLLEGE** (“SUBR”):

1. **Definitions.** For purposes of this Agreement, the following terms shall have the meaning shown:

1.1 “Base Salary Amount”: The annual sum of Three Hundred Fifty Thousand Dollars and 00/100ths (\$350,000.00); which amount may be increased as set forth herein in Section 5 below.

1.2 “Start Date”: July 1, 2024.

1.3 “End Date”: June 30, 2029.

2. **Term.** The term of this Agreement shall be for a definite term of five (5) years, commencing on the Start Date and ending on the End Date unless terminated sooner in accordance with Section 8 of this Agreement.

3. **Employment.**

3.1 Effective on the Start Date, the Board appoints and employs John K. Pierre as the Chancellor of Southern University and A&M College (“SUBR”). The appointment as Chancellor is “at will” as provided by law and jurisprudence, subject to the terms set forth herein.

3.2 Chancellor will report and be responsible to the Board through the System President in accordance with all applicable laws, rules, and regulations of any governmental entity and applicable accrediting bodies.

3.3 Chancellor agrees that within thirty (30) days of employment by Board, he will provide proof to SUBR that he has been issued a Louisiana driver’s license and that all vehicles registered in his name are registered in Louisiana, all pursuant to the requirements of La. R.S. 42:31.

3.4 Chancellor maintains his academic appointment of tenured full professor at Southern

University Law Center (“SULC”). This appointment does not guarantee teaching assignments.

4. **Duties and Responsibilities.** The Chancellor shall be the chief executive officer of SUBR and provide for the overall leadership of its operations and campus, subject to the direction and control of the System President and the Board. In addition, the Chancellor will be responsible for:

- 4.1 The Chancellor shall report to and be responsible to the Board through the System President as required in the Board’s bylaws. The Chancellor agrees to perform such additional duties and responsibilities as may reasonably be assigned to the office of Chancellor by the System President or Board from time to time.
- 4.2 The Chancellor shall have the authority necessary for the execution of all policies, resolutions, rules, and regulations of the Board for the effective operation of SUBR.
- 4.3 The Chancellor’s employment shall be subject to all other rules, orders and regulations established and adopted by the Board, as amended from time to time except as such rules, orders and regulations conflict with the express terms of this Agreement.
- 4.4 The Chancellor shall comply with all other laws and regulations applicable to his specific and public officials.
- 4.5 The Chancellor will be subject to an annual review by the System President to be conducted in a manner and procedure determined by the System President. The President along with the Chancellor will establish performance goals. The goals and objectives will be the basis for his performance review for the five (5) years of the Agreement and any extensions thereof.

5. **Compensation and Benefits.** Board agrees to pay Chancellor the Base Salary Amount and associated allowances in monthly installments, on SUBR’s regular monthly payroll date. The Base Salary Amount shall be reviewed from time to time and may be adjusted at that time by the Board, subject to a favorable evaluation. However, in no event will Chancellor’s Base Salary Amount be reduced as a result of any such review.

5.1 **Base Salary.** Chancellor shall be entitled to an annual Base Salary Amount of Three Hundred Fifty Thousand Dollars and 00/100ths (\$350,000.00).

5.2 **Housing Allowance.** Chancellor shall be entitled to an annual housing allowance of Thirty-Five Thousand Dollars and 00/100ths (\$35,000.00). The housing allowance shall be paid in equal monthly installments.

5.3 **Vehicle Allowance.** Chancellor shall be entitled to an annual vehicle allowance of Fifteen Thousand Dollars and 00/100ths (\$15,000.00). The vehicle allowance shall



be paid in equal monthly installments.

5.4 **Retirement.** Chancellor shall be entitled to participate in any retirement benefit plans available for fulltime administrative employees in accordance with law.

5.5 **Health Insurance and other Fringe Benefits.** Chancellor will be entitled to participate in any health insurance plan and avail himself of any fringe benefits available to faculty or unclassified administrative employees.

6. **Incentive Compensation.** Based upon a positive performance evaluation and recommendation by the System President to the Board, the Board may provide incentive compensation to the Chancellor which incentive pay shall not be less than two percent (2%) of Chancellor's Base Salary Amount and shall be based upon criteria provided to Chancellor in writing by the System President and/or Board.

7. **Service On Corporate Boards and Outside Activities.** The Chancellor may serve as a member of the Board of Directors of other public or private corporations and may accept honorariums and speaking fees so long as such service on any such board or any acceptance of any such honorariums and speaking fees are: (1) not a violation of any law or the Louisiana Code of Governmental Ethics; and (2) will not interfere with or detract from the performance of his duties and responsibilities as Chancellor or create any conflict of interest involving or affecting SUBR. The Chancellor shall obtain approval from the System President prior to accepting an appointment on any such board or accepting any such honorarium or speaking fee. The System President shall not unreasonably withhold such approval.

8. **Termination.**

8.1 **Termination Without Cause.**

8.1.1 The Chancellor may be terminated without cause at the recommendation of the System President with approval of the Board. If terminated without cause, he will be entitled to the same Base Salary Amount at the time of termination (i.e., Base Salary Amount plus any increases received prior to termination) that he would have received as Chancellor for the balance of the term of employment specified herein. Such payments shall be subject to change in accordance with 8.3 below.

8.1.2 The Chancellor, upon termination as Chancellor without cause, shall have the right to: (a) assume the position of full professor with tenure at SULC or other such position as may be mutually agreed upon by the parties or (b) he may elect to leave the System. For purposes of this paragraph, upon the end of the term of this agreement, the Chancellor's faculty compensation shall be calculated as the

average of the three (3) highest paid faculty salaries at SULC.

8.1.3 If the Chancellor elects to leave the System following a termination without cause and accepts new employment prior to the expiration date of this Agreement, SUBR shall be entitled to a credit for the amount of salary, allowances, or fringe benefits earned from such new employment. The amount of any payment due by SUBR following a termination without cause shall be reduced by the credit.

8.1.4 The parties agree that the above payments represent liquidated damages and are all that is due should the agreement be terminated without cause.

## **8.2 Resignation.**

8.2.1 The Chancellor shall provide the System President with notice of a resignation of at least ninety (90) days unless such notice is waived by the System President or occasioned by illness or disability. If the Chancellor voluntarily elects to leave his position as Chancellor during the term of employment herein he shall be entitled to assume his appointment as a full professor with tenure. He shall be compensated at the faculty pay described in section 8.1.2 to be calculated as of the date of his letter of resignation. His faculty position will begin at the start of the fall or spring semester immediately following the expiration of the ninety (90) day notice period or following the effective date of his resignation should it be sooner.

## **8.3 Termination for Cause.**

8.3.1 If the Chancellor is terminated for cause, he shall be terminated from all positions within the System including the right to assume a position as a tenured faculty member. If terminated for cause, the Chancellor shall be entitled to no further payments whatsoever after his termination date. The reasons for termination shall be provided to the Chancellor in writing and he shall be afforded an opportunity of not less than ten (10) days to respond to such notice and a due process hearing before the Board.

8.3.2 The Board may terminate the Chancellor for cause for the following reasons, but is not limited to:

8.3.2.1 Commission of a material and substantial violation of state, federal or local law, other than traffic offenses, or misdemeanors;

8.3.2.2 Acts of dishonesty, misrepresentation, fraud, or violence that may or may not rise to level of warranting criminal prosecution by the relevant authorities, and/or a finding of academic dishonesty;

8.3.2.3 Felony indictment for a crime of moral turpitude or other crime which would bring SUBR's reputation in disrepute;



8.3.2.4 Commission of, or participation in by Chancellor of any act, situation, or occurrence, which, in Board's judgment, brings Chancellor into public disrepute, contempt, scandal, or ridicule, and which has a material, negative financial impact on SUBR;

8.3.2.5 Failure to materially comply with the System's policies, rules and regulations concerning Title IX, including specifically but not exclusively the reporting of any incident of sexual misconduct in accordance with the System's Title IX policy;

8.3.2.6 Neglect of duty, including the unreasonable refusal or repeated failure to perform any duties imposed upon Chancellor herein (including, but not limited to, those duties specified in this Agreement), or failing to perform the same to the best of Chancellor's reasonable ability, which such refusal or failure has not been cured by Chancellor within thirty (30) days after the Board has given Chancellor written notice of the refusal or failure; and

8.3.2.7 Disability (defined as an inability to fulfill the duties of Chancellor for a period of at least ninety (90) consecutive days).

9. **Retention and Return of all Materials, Records, and Other Items.** All documents, records, or materials, including without limitation personnel records, recruiting records, team information, films, statistics, or any other material or data furnished to Chancellor by the Board and System or developed by Chancellor on behalf of or at the expense of Board and/or System or otherwise in connection with the employment of Chancellor are and shall remain the sole and confidential property of System/SUBR. Within ten (10) days of the expiration or termination of this Agreement, Chancellor shall cause any such materials in Chancellor's possession or control to be delivered to SUBR. At the same time, Chancellor shall return to the SUBR all credit cards, keys, computers, automobiles, mobile communication devices and other items belonging to SUBR which were issued to or are in the possession of Chancellor.
10. **Entire Agreement.** This Agreement constitutes and expresses the entire agreement and understanding of the parties concerning the employment of Chancellor by Board and shall, upon the effective date hereof, supersede any other oral and written agreements between the parties. There are no oral or other agreements, understanding, promises, or representations between the parties affecting this Agreement. Both parties have relied solely on their own respective judgments in entering into this Agreement, with full opportunity to seek advice of competent counsel. It shall be construed, if necessary, without reference to the party that was the principal drafter of the Agreement.
11. **Amendments to Agreement.** This Agreement may be amended only by a written instrument duly approved by the Board and accepted by Chancellor, such approval and

acceptance to be acknowledged in writing.

12. **Severability.** If any provision of this Agreement shall be deemed invalid or unenforceable, either in whole or in part, this Agreement shall be deemed amended to delete or modify, as necessary, the offending provision or to alter the bounds thereof in order to render it valid and enforceable.
13. **No Waiver of Default.** No waiver by the parties hereto of any default or breach of any covenant, term or condition of this Agreement shall be deemed to be a waiver of any other default or breach of the same or any other covenant, term or condition contained herein.
14. **No Waiver of Sovereign Immunity.** It is expressly agreed and understood between the parties that nothing contained herein shall be construed to constitute a waiver or relinquishment by SUBR and/or the Board of any rights to claim such exemptions, privileges and immunities as may be provided by law.
15. **Governing Law and Venue.** This Agreement shall be enforced and construed in accordance with the laws of Louisiana. Any civil action to enforce this Agreement shall be brought in the 19<sup>th</sup> Judicial District Court for the Parish of East Baton Rouge.
16. **Notices:** Any notices required to be provided under this agreement shall be deemed delivered if sent via US Mail, Hand Delivery, and/or Electronic Mail to:

**For Chancellor:**

John K. Pierre  
[jpierre@sulc.edu](mailto:jpierre@sulc.edu)

**For Board:**

Mr. Myron K. Lawson  
Current Board Chairman  
Southern University Board of Supervisors  
J.S. Clark Administration Building  
Baton Rouge, LA 70813  
[Myron\\_Lawson@sus.edu](mailto:Myron_Lawson@sus.edu)

With copy to:

Office of General Counsel  
Attn: Corinne M. Blache  
[Corinne\\_Blache@sus.edu](mailto:Corinne_Blache@sus.edu)

AND



DeCuir, Clark & Adams, L.L.P.  
Attn: Brandon J. DeCuir  
[Brandon@Decuirlaw.com](mailto:Brandon@Decuirlaw.com)

THE PARTIES hereto, acknowledging that this Agreement is subject to approval of the Board of Supervisors, have executed this Agreement on the day, month and year first above written.

CHANCELLOR, SOUTHERN  
UNIVERSITY AND A&M COLLEGE

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John K. Pierre

PRESIDENT, SOUTHERN UNIVERSITY  
AND A&M COLLEGE SYSTEM

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Dennis J. Shields

CHAIRMAN, BOARD OF  
SUPERVISORS OF SOUTHERN  
UNIVERSITY AND AGRICULTURAL  
AND MECHANICAL COLLEGE

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Myron K. Lawson

**SOUTHERN UNIVERSITY SYSTEM BOARD OF SUPERVISORS  
RESOLUTION  
SOUTHERN UNIVERSITY AND A&M COLLEGE  
SCHOOL OF NURSING  
NURSE MANAGED HEALTH CARE CLINIC**

**STATE OF LOUISIANA  
PARISH OF EAST BATON ROUGE**

On the 16<sup>th</sup> day of May 2024 at a meeting of the Board of Supervisors of Southern University and A&M College, a system board in the city of Baton Rouge, Parish of East Baton Rouge, Louisiana with a quorum of the officers present, the following business has been conducted:

It was duly moved and seconded that the following resolution be adopted:

BE IT RESOLVED that the Board of Supervisors of the above system does hereby authorize **Dr. Sandra C. Brown, Dean**, effective **May 16<sup>th</sup>, 2024**, to conduct the day-to-day business of the Nurse Managed Clinic in an effective, efficient, and sensible manner and in compliance with policies and procedures of the agency.

BE IT FURTHER RESOLVED that the Board of Supervisors gives **Dr. Michael A. Stubblefield, Vice Chancellor for Research** with approval from **John K. Pierre, current Interim Executive Vice President and incoming Chancellor** authorization to sign grant applications for submission to grant making agencies;

BE IT FURTHER RESOLVED that the Board of Supervisors gave authority through its current policies for the chancellor to negotiate with various parties on terms and conditions he may deem advisable; execute documents and contracts on behalf of the corporation; serve as one of two required signers on all checks; and do all things necessary to implement, maintain, amend or renew said documents.

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**Myron K. Lawson, Chairman**  
**Board of Supervisors of Southern University System**

The above resolution was passed by a majority of those present and voting in accordance with its Bylaws.

I certify that the above and foregoing constitutes a true and correct copy of a part of the minutes of a meeting of the Board of Supervisors of Southern University and A&M College.

IN WITNESS WHEREOF, I have set my hand as Secretary of the Board of Supervisors of Southern University and Agricultural and Mechanical College on this \_\_\_ day of \_\_\_\_\_, 2024.

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**Dennis J. Shields, Secretary**  
**Board of Supervisors of Southern University System**