

SOUTHERN[®] UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

BOARD OF SUPERVISORS MEETING

9:00 a.m.

February 12, 2021

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS MEETING

**Committee of the Whole
Friday, February 12, 2021**

9:00 a.m.
Virtual Meeting

AGENDA

1. Call to Order
2. Invocation
3. Roll Call
4. Adoption of the Agenda
5. Public Comments
6. Action Item(s):
 - A. Request Approval of the Minutes from January 8, 2021 meeting of the Board of Supervisors
 - B. Request Approval of Intent to Develop a 100% Online Master of Arts in Teaching (M. A.T.) in Special Education (SUNO)
 - C. Request Approval of MOU between Southern University at New Orleans and Education Farm to Establish a Tech Farm and Workforce Development Initiative (SUNO)
 - D. Request Approval of Partnership Agreement with Southern University at Shreveport Louisiana and Avance International University, Uganda to Establish a Study Abroad and Global Education Program (SUSLA)
 - E. Request Approval and Authority to Execute Information Center Contract between Southern University and A&M College and The Louisiana Department of Transportation and Development (SUBR)
 - F. Request Approval of Cooperative Endeavor Agreement (CEA) between the Acadiana Planning Commission, Inc. (APC) and the Southern University Law Center to Promote Economic Development Opportunities and Resiliency for Small Business (SULC)
 - G. Request Approval to Adjust the Tuition for the Executive PhD Program in Public Policy Effective Fall 2021 Cohort (SUBR)
 - H. Request to Approval of Revised Endowment Policy for Southern University at Baton Rouge (SUBR)
 - I. Request Approval of Graduate Council Policy for Southern University at Baton Rouge (SUBR)
 - J. Request Approval of Management Agreement of Black Health, a Statewide Initiative Related to COVID-19 Vaccine Education with Southern University System Foundation and Southern University A&M College (SUBR)
 - K. Request Approval of MOU between LexisNexis Rule of Law Foundation and the Southern University Law Center to provide Cooperative Opportunities for Global Advancement (SULC)

L. Request Approval of Proposed Amendment to the Southern University Law Center's Mission Statement (SULC)

M. Request Approval of SUSLA Market Salary Adjustments (SUSLA)

1. Devonye Brown	Director of Outcomes Assessment and Quality Management Additional Responsibilities (SUSLA)	\$60,027.00	State
2. JoAnn Brown	Dean & Associate Prof of Allied Health Salary Adjustment (SUSLA)	\$74,390.50	State
3. Stephanie Graham	Director of Grants and Sponsored Programs Title Change/Additional Responsibilities (SUSLA)	\$71,300.00	State
4. Barry Hester	Dean of BSTEM & Prof of Chemistry Salary Adjustment (SUSLA)	\$69,455.50	State
5. Leslie R. McClellon	Chief of Staff and Executive Director for Strategic Initiatives Title Change/Additional Responsibilities (SUSLA)	\$88,248.00	State
6. Lonnie McCray	Dean Arts, Humanities, Social Science & Education Salary Adjustment (SUSLA)	\$61,651.25	State
7. Veloria Nanze	Director of Accounting Salary Adjustment (SUSLA)	\$61,200.00	State
8. Jane O'Riley	Library Director Salary Adjustment (SUSLA)	\$61,405.00	State

N. Request Approval of Personnel Action on Positions equal to or greater than \$60,000 Associated with the Title III Program (SUBR)

1. Carmela Bethley	Associate Director & Budget Manager Additional Responsibilities (SUBR)	\$70,200.00	Federal Title III
2. Norma Frank	Ofc Sponsored Programs-Executive Director Title Change (SUBR)	\$82,000.00	Federal Title III
3. ValaRay Irvin	Executive Director & Senior Psychologist Additional Responsibilities (SUBR)	\$95,960.00	Federal Title III
4. Huey K. Lawson	Director Title III Additional Responsibilities (SUBR)	\$123,600.00	Federal Title III
5. Kresten Pitcher	Resource and Project Manager Additional Responsibilities (SUBR)	\$62,640.00	Federal Title III

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

Name	Position/Campus	Salary	Funding Source
1. Shawn Charles	Associate VC for Administration and Finance & University Comptroller New Appointment (SUNO)	\$90,000.00	State
2. Marlon Ford	Research Assistant Professor and Urban Agricultural Specialist Additional Responsibilities (SUAREC)	\$75,000.00	Federal
3. Teresa Hardee	Vice Chancellor for Administration and Finance Permanent Appointment (SUNO)	No Change	State
4. Eurmon Hervey	Associate Vice-Chancellor of Academic Affairs New Appointment (SUNO)	\$85,000.00	State
5. LaKeeshia Lusk	Communications Coordinator Salary Adjustment (SUAREC)	\$65,000.00	State
6. Sanjay Palle	Network Admin/Web Administrator Salary Adjustment (SUAREC)	\$70,000.00	State
7. Christopher Rogers	Deputy CIO-Client Services Additional Responsibilities (SUAREC)	\$90,000.00	State
8. Bobbie Shujaa	SUBR LIGO Program Coordinator Office of Sponsored Programs Additional Responsibilities (SUBR)	\$65,400.00	Federal
9. Derrick Warren	Interim Associate Dean / MBA Director Interim Appointment (SUBR)	\$120,000.00	State
10. Ada Womack-Bell	Director LA Small Business Development Center Additional Responsibilities (SUBR)	\$88,500.00	Federal

P. Resolutions

9. Informational Items

- A. Technology Update
- B. SUS Online Learning Update
- C. Medical Marijuana Update
- D. SUBR College of Education Update
- E. Finance Update
 - 1. Interim Financial Reports
- F. Facilities Planning Project Updates (SUS)

10. Other Business

11. Adjournment

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS MEETING

Committee of the Whole

Friday, January 8, 2021

9:00 a.m.

Virtual Meeting

Minutes

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Attorney Domoine Rutledge. The invocation was given by Atty Rutledge's pastor, Dr. Joseph James Mitchell of the True Vine Baptist Church.

Installation of New Members

Attorney Brandon Decuir administered the oath of office to new and reappointed board members, Ms. Christy O. Reeves, Mr. Myron Lawson, Attorney Edwin Shorty, Atty Jody Amedee, and Rev Samuel Tolbert.

Installation of Board Officers for 2021

Attorney Brandon Decuir administered the oath of office to Attorney Domoine Rutledge, Board Chair and Atty Edwin Shorty, the vice chair.

Chair Rutledge congratulated all the new members and welcomed the returning members. He mentioned at this time, he would allow the new members the opportunity to make any comments.

All the members are looking forward to the new year and the opportunity to serve.

Roll Call by Dr. Ray Belton.

Present: Atty Edwin Shorty, Atty Jody Amedee, Mr. John Barthelemy, Dr. Leroy Davis, Mr. Raymond Fondel, Jr., Mr. Bakari Garvey, Mr. Sam Gilliam, Mr. Richard Hilliard, Mr. Myron Lawson, Ms. Christy Reeves, Mrs. Ann Smith, Dr. Leon Tarver II, Rev. Samuel Tolbert, Dr. Rani Whitfield, and Ms. Arlanda Williams

AGENDA ITEM 6: ADOPTION OF THE AGENDA

Chairman Atty Rutledge mention that Item K will be deleted from the agenda. Upon the motion by Ms. Christy Reeves and second by Mr. John Barthelemy the agenda was recommended for adoption with the deletion of Item K.

Motion Approved.

AGENDA ITEM 7: PUBLIC COMMENTS

Chairman Atty Rutledge acknowledged the public comments received.

Name: Mostafa Elaasar

Department: Natural Sciences, SUNO

Which Committee is your Public Comment in reference to?: GOVERNANCE COMMITTEE

Summary of Public Comment: R. Request Consideration and Approval of Recommendation to Appoint the Chancellor of Southern University at New Orleans

I would like the board to consider candidate experience and the familiarity with the situation at SUNO in their selection of our New Chancellor.

The last thing that we need is a Chancellor who will learn on the job and create more problems at SUNO. We just got out of financial probation with the effort of Dr. Ammons and his team.

Name: Mostafa Elaasar

Department: Natural Sciences, SUNO

Which Committee is your Public Comment in reference to?: ACADEMIC AFFAIRS, GOVERNANCE COMMITTEE, SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

Summary of Public Comment: Covid-19 expose the lack of technology support at SUS.

Moodle and Banner are not working as they should. Faculty are complaining but the tech support are not responding to the faculty concerns (at SUBR).

We need the board to form a committee to investigate these issues.

Name: Mostafa Elaasar

Department: Natural Sciences, SUNO

Which Committee is your Public Comment in reference to?: ACADEMIC AFFAIRS, GOVERNANCE COMMITTEE, SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

Summary of Public Comment: the salary market adjustment should be to all faculty and staff at the system. We have full professor faculty receiving assistant professor salaries.

AGENDA ITEM 8: ACTION ITEM(s):

There was a motion by Mr. John Barthelemy and second by Mr. Sam Gilliam to approve Action Item 8-A.

Motion Approved

- A. Request Approval of the Minutes from November 21, 2020 meeting of the Board of Supervisors

There was a motion by Attorney Edwin Shorty and second by Mr. John Barthelemy to approve in global (action items 8B – 8E)

Motion Passed

There were no comments from Dr. Ammons or Chancellor Pierre, but they will answer questions, if any.

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- B. Request Approval of MOU between SUNO and the City of New Orleans to establish Educational and Workforce Development Opportunities (SUNO)
- C. Request Approval of Articulation and MOU between SUNO and California Community Colleges (SUNO)
- D. Request Approval of Cooperative Endeavor Agreement between The City of New Orleans and SUNO / Wisner Grant to establish the Center for Grief and Trauma Therapy (SUNO)
- E. Request Approval of MOU between SULC and Education Farm to Coordinate and Design Pathways for Talent Development and Social Justice Reform (SULC)

There was a motion by Dr. Leroy Davis and second by Attorney Edwin Shorty to approve in global (action items 8F – 8I)

Motion approved.

There was no additional information from Chancellor Pierre or Dr. Ellis, but they will answer questions, if any.

Dr. Ammons commented on Action Item 8H – he mentioned “The School of Social Work at SUNO has a proud history and holds a distinctive place in social work education within the United States. Much of the credit for this work belongs to the vision and dedication that has spanned over several decades of the founding Dean, Millie M. Charles. As a result of the tireless work by Dean Charles, the building which houses the School of Social Work is now named in her honor. The faculty and staff of the School of Social Work believe that the School itself should bear the name Millie Charles.” He also mentioned, “this is a befitting recognition being Dean Charles passed a few weeks ago at the age of 97 and I wholeheartedly support.”

Chairman Atty Rutledge thanked Dr. Ammons and asked if there were any questions from the members on action items F – I.

Atty Edwin Shorty had a short statement, “he echoed what Dr. Ammons said when he was a student as SUNO, he did his work study under Dean Charles and she was a mentor for him, his uncle and his good buddy. She was a powerhouse and a mentor to so many students who came to SUNO. She meant so much to many in the community and she is a great loss to the SUNO community and the SUNO family. She was a wonderful lady, and she did tremendous things in the community and he feel this is a wonderful way to honor her is befitting for such a typical person to our community.”

- F. Request Approval of MOU between SULC, Pharaoh’s Conclave, LLC (Pharaoh’s Conclave) and PCX Go, Inc. to afford SULC avenues and pipelines through its Mixed Reality, Virtual Innovation and Game and esports Institute (SULC)

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- G. Request Approval of Agreement with SUSLA and Governance, Inc. (GOV) to Support Grant Development and Access to Financial Opportunities (SUSLA)
- H. Request Approval to rename the SUNO School of Social Work to the Millie M. Charles School of Social Work (SUNO)
- I. Request Approval of Distance Education Course Attendance Policy (SUSLA)

There was a motion by Dr. Leroy Davis and second by Attorney Edwin Shorty to approve in global (action items 8J – 8L)

Motion Approved.

There was no additional information from Dr. Ellis, but he will answer questions, if any.

Chancellor Pierre commented on Action Item 8L – he stated, “it is with great honor that he presents to the board or request to approve a Distinguished Juris of Law and Justice Professorship as specifically and making the request. He mentioned the need to have voices of justice and the need to have voices of people who have courage to face injustice. And one very important voice in this is that of Judge Clark, who is now retired.” He gave some history around the Honorable Janice Clark.

Chairman Atty Rutledge thanked Chancellor Pierre and asked if there were any questions.

Dr. Leroy Davis “echoed Chancellor Pierre and mentioned that he and Janice Clark are good friends. They go back a long way and he was one of the students marching back in the day for the Voting Rights Act and the Civil Rights Act. She was his advisor, and she has helped EBR and other communities and he believe this is a great hire and great recognition.”

Chairman Atty Rutledge “join both Chancellor Pierre and Dr. Davis’s remarks. He recited Maya Angelo’s quote and mentioned Judge Clark is exemplary of courage. He believes that she is going to make an invaluable contribution to the Civil Rights Institute that we have got the Law Center. He wants to congratulate Dr. Belton and Chancellor Pierre for pulling this off and she is making the decision to continue a path to be impactful, not only to the community but the country. So, he support 100% bestowing the honor upon Judge Clark of being its inaugural recipient.

- J. Request Approval of Revised Class Attendance and No-Show Policy (SUSLA)
- K. ~~Request Approval of the Revised Policy on Endowed Faculty and Chairs (SUBR)~~ Deleted
- L. Request Approval to establish a Distinguished Jurist of Law and Justice Professorship (SULC)
- M. Request Approval of SUSLA Market Salary Adjustments (SUSLA)

Dr. Ellis gave comments on the adjustments. “He requests market salary adjustments for faculty and staff whose salaries are over the \$60,000 threshold for staff and over \$75,000 for faculty. He

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mentioned the adjustments are in phases. This is phase one of a phases three plan. He explained Ms. Leslie McClellon salary and additional responsibilities. “.

Chairman Atty Rutledge thanked Dr. Ellis and asked if there were any questions.

Mr. Sam Gilliam ask for clarification on the Market Salary Adjustment. He commented on the general operating budget financial statements for all campuses and asked Mr. McClinton for clarification on the projected shortfall.

Dr. Ellis explained the salary market adjustments and the budget shortfall. (The entire discussion has been transcribed and included in the physical file). Dr. Ellis said “he was very comfortable with the adjustments and he was trying to reward the employees for their hard work that they do daily. He is trying to utilize the resources to ensure that they can reward them for the work that they do.”

Mr. McClinton addressed the projected shortfall as well as the CARES Act balance. He mentioned the CFO has a projection for their position, but he is concerned going forward.

Mr. Bakari questions the capital for unfilled positions that Dr. Ellis will start allocating for employees. Dr. Ellis addresses the questions.

Mr. Lawson questions if the salary increases and percentages used, could have been done without the cares act funds?

Dr. Ellis addresses the questions and explains how he calculated everyone’s increase. He didn’t want to do a blanket 3%. He is doing it in three phases.

Mr. McClinton commented that SULC/SUBR/and SUS all were approved at the last board meeting for 3% pay increase. Dr. Ellis mentioned he wanted to be more strategic. Mr. Gilliam asked to see what market is showing, He spoke of the FTE and the students.

Chairman Atty Rutledge mentioned that all the members have legitimate questions. He asked if there are any other questions? If not, he asked Dr. Belton if there was anything he wanted to add.

Dr. Belton mentioned “he appreciates that Dr. Ellis has given thoughts and forecast to do so at this board meeting, however, it may be that we will provide additional information to support the direction he is going in to be more responsive to some of the questions in dialogue.”

Dr. Belton will entertain a motion made by Mr. Gilliam and second by Mr. Lawson that we would postpone consideration of the SUSLA Market Salary adjustment item until the February Board Meeting. At this time, Dr. Ellis will provide the information that is responsive to the inquiries that have been made by the members regarding the item. Dr. Davis suggests that when Dr. Ellis does the additional analysis and provide data, that he makes it retroactive to the initial date so that employees won’t lose any income. Dr. Belton agrees 100%. Chairman Atty Rutledge asked if Mr. Gilliam and Mr. Lawson are okay with the motion, they both agree and make the motion that the board will entertain Action Item M at next month’s meeting.

Motion Approved to entertain Action Item M next month.

1. JoAnn Brown	Dean/Assoc Professor Allied Health Additional Responsibilities (SUSLA)	\$72,830.00	State
2. Devonye Brown	Director of Outcomes Assessments and Quality Mgmt Additional Responsibilities (SUSLA)	\$60,027.00	State
3. Stephanie Graham	Director of Grants & Sponsored Programs Additional Responsibilities (SUSLA)	\$71,300.00	State
4. Barry Hester	Dean/Professor of Chemistry Additional Responsibilities (SUSLA)	\$67,906.00	State
5. Leslie McClellon	Chief of Staff /Executive Director for Strategic Initiatives Additional Responsibilities/Title Change (SUSLA)	\$88,248.00	State
6. Lonnie McCray	Dean Arts, Humanities, Social Science & Education Additional Responsibilities (SUSLA)	\$61,651.25	State
7. Veloria Nanze	Director of Accounting Additional Responsibilities (SUSLA)	\$61,200.00	State
8. Joseph Orban	Professor of Biomedical Sciences/Dean of Liberal Arts & Science Additional Responsibilities (SUSLA)	\$76,049.16	State
9. Tiffany Varner	Director of Nursing Additional Responsibilities (SUSLA)	\$83,232.00	State

Dr. Belton commented on Action Item N below. He asked for considerations on all items. Chairman Atty Rutledge request the members to look at all supporting documents especially the ones for the Foundation. He gave his insight around the need to invest in areas with returns (Return on Investment)

There was a motion by Ms. Christy Reeves and second by Mr. John Barthelemy to approve Action Item N.

Motion Approved.

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

Name	Position/Campus	Salary	Funding Source
1. Toni Booker	Chief Financial Officer Additional Responsibilities (SUS Foundation)	\$82,500.00	State

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2.	Janice Clark	Jurist of Law and Justice Professor New Position (SULC)	\$138,500.00	State
3.	Chris Crenshaw	Interim Head Baseball Coach Additional Responsibilities (SUBR)	\$65,000.00	State
4.	Veronica McEachin	Assoc. Vice Chancellor of Academic Innovation New Position (SUSLA)	\$73,500.00	State
5.	Shirley McLendon	Comptroller Additional Responsibilities (SUS Foundation)	\$72,000.00	State
6.	Dawn Mellion-Patin	Specialist, Small Farms New Position (SUAREC)	\$100,000.00	Federal
7.	Terry Steward	Director of Purchasing New Position (SULC)	\$84,000.00	State
8.	Jorge Sousa	Director of Enrollment and Recruitment New Position (SUSLA)	\$67,000.00	State
9.	LaTonya Wright	Interim Director of Records and Registration Additional Responsibilities (SULC)	\$79,275.00	State

There was a motion by Dr. Leroy Davis and second by Mr. Bakari Garvey to approve in global (action items 8O – 8Q)

Motion Approved.

Athletic Director Roman Banks commented on Action Item 8O. He mentioned “this year has been challenging for our athletic department amid the difficulties of the Covid-19 pandemic. Everyone was forced to adjust ourselves in the new normal. I’m extremely pleased with the athletic department’s overall leadership navigating our student-athletes during this pandemic to another successful year academically, while also dealing with mental and physical stresses from Covid-19. The NCAA through its Board of Governors has issued a blanket waiver which allows every student athlete an extra year of eligibility in a large part, because of the uncertainty that this pandemic has caused. In keeping with the decision, I would like to recommend the same practice for all Head Coaches currently under contract. I believe this is fair and meets the unexpected changes they face now and in the future. I am requesting a one-year extension for Head football Coach Odums, Head Men’s Basketball Coach Sean, and Head Women’s Basketball Coach Funchess. That concludes his report and if there are any questions or comments he would entertain them now.”

Dr Leroy Davis commented on Prime Time being all over the TV and getting a lot of airtime, he asked if Prime time has an impact on us. AD Banks responded, “You have to win the press conference and the war. He’s excited about what is coming for us and for Southern University as it relates to football season.” Dr. Davis thanked AD Banks. Chairman Attorney Rutledge thanked AD Banks for comments.

- O. Request Consideration of One-Year Contract Extensions for Head Coaches (with no other changes)
1. Dawson Odums- Head Football Coach (SUBR)
 2. Sean Woods- Head Men's Basketball Coach (SUBR)
 3. Carlos Funchess- Head Women's Basketball Coach (SUBR)
- P. Request Approval of One-year Salary Stipend Adjustments for Additional Work Under Grants for Marla Dickerson, Cynthia Reed and Charletta Fortson (SULC)
- Q. Request Approval of Family Medical Leave (FMLA) – John Alak (SUSLA)
- R. Request Consideration and Approval of Recommendation to Appoint the Chancellor of Southern University at New Orleans (**Executive Session May be Required*)

Chairman Atty Rutledge asked Dr. Belton to discuss Item R. Dr. Belton stated, “he come before the board asking for their favorable consideration to appoint the chancellor of Southern University in New Orleans. In keeping with the discussion from a couple months ago, we elected to go forth advancing a focus search for this position. And in doing so, we attracted as many as 53 candidates who indicated their interest in applying for the position. Whereas, we had originally spoke to the senior leadership team facilitating this search we conversely identified nine stakeholders from the Southern University community to facilitate the search. They were identified as the advisory council, who did an outstanding job. With your permission, I like to name those individuals who engaged in that diligence, starting with General Russell Honore’ who chaired the committee along with Dr. Katara Williams, Atty Kenya Smith, Ms. Lisa Manning Ambrose, Mr. Jamal Williams, who serves as SUNO SGA President, Ms. Cynthia Ramirez, who serves as the Faculty Senate, Mr. Edgar Blanchard, Ms. Shawn Charles, and Ms. Tiara Konate and Dr. Torin Sanders. They were provided independence as they engaged in their diligence and were voting members and they were supported by the staff, Dr. Katara Williams, Mr. Flandus McClinton, Dr. Alex Appeaning, Dr. Toni Monagin, Dr. Robyn Merrick, Attorney Tracie Woods, Atty Corrine Blache and Ms. Tracey Taylor-Jarrell. They did a phenomenal job, and their search went from 53 to 15 to 8. At that time, they considered that the semifinal and five candidates were invited to the SUNO campus to engage in in-person interviews. The community was afforded the opportunity to view the interviews via zoom and the community could ask questions of those candidates. After those five candidates were interviewed, the committee submitted three names to me. Those three candidates were exceptional and were interviewed by the senior leadership team and subsequently, I personally interviewed each of the candidates. From the interviews, I had to choose someone who would represent the best fit for Southern University at New Orleans at this time. And the person to which I think aligns with that assessment is Dr. James Ammons who has been serving as the interim Chancellor of Southern University New Orleans. You have the job description and the

proposed contract to which we would like for you to favorably consider.” Dr. Belton commented on Dr. Ammons experience. He again “commended the advisory council in their work as they worked during the holidays facilitating this special work and I want to publicly acknowledge General Honore for his exceptional leadership in guiding the advisory council.” Dr. Belton asked General Honore to offer a few comments on behalf of the Advisory Council.

General Honore gave his comment – he thanked the staff for all their assistance and the fellow advisory members – Worked in a COVID way to accomplish task – he complimented the applicants – They were all well experienced PhDs. In closing, “he congratulated Dr. Ammons for being recommended for the chancellor position. He thanked Dr. Belton and the entire team. Special thanks to Dr. Katara Williams for holding their hands through this process.”

Chairman Atty Rutledge thanked Dr. Belton and General Honore for their leadership. He thanked Dr. Katara Williams and Ms. Tracey Taylor-Jarrell who burned the highway going back and forth He mentioned to the members that there is a recommendation to appoint Dr. James Ammons. Is there a motion?

There was a motion by Dr. Leon Tarver and second by Mr. Sam Gilliam.

Atty Edwin Shorty have a couple of things to discuss before the contract is finalized and voted on. “I have two issues and not as neither of the issues I bring up should reflect negatively on Dr. Ammons. The first issues, I am concerned about the process. In the future, we need to look at the way we are doing the selection and the questions that are used to grade folks. May not want to have such a rigid process that exclude people who may be qualified. As for the process and how were doing it, we as a board may want to look at in the future. The second issue is this Chancellor will hold multiple positions. My concern is I want a full time Chancellor not someone who is going to keep administrative duties in Baton Rouge and SUNO. SUNO has challenges and has issues, and the dual roles, I am concerned about.

Dr. Belton commented, “he appreciates Atty Shorty prospective. This is a unique time. Higher education has historically promoted from within. As for the dual roles, I think he can balance it.

He want to mention that his comments are all on point – speaking about where we are here and now – SUNO need an individual who bring continuity, one who can get the job done and that will be Dr. James Ammons.”

Atty Shorty had no more comments. Chairman Atty Rutledge thanked Atty Shorty for his comments.

Dr. Leroy Davis made a comment that” he did not want to reflect on Dr. Ammons or Dr. Belton decision at this time, but he want to remind the board and senior leadership that we should focus on the future and try to get competent females. He did not want his comments to impact the current recommendation. “

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Chairman Atty Rutledge thanked Dr. Davis for his comment. He asked if there were any other comments or questions. Hearing none, Chairman Rutledge asked Dr. Belton to do a roll call vote on this item.

All members voted yes.

Dr. Belton roll call - everyone voted yes.

Motion Passed.

James Ammons is the new chancellor for Southern University New Orleans.

Dr. Ammons thanked everyone and told them how excited he is about serving SUNO and the community and to deal with the challenges that SUNO has. He said it will be a Collective effort and he is looking forward to serving in the capacity.

S. Resolutions

Dr. Katara Williams, Chief of Staff read resolutions and commendations for the following:

- Mr. Roosevelt Delano Steptoe
- Ms. Millie Ruth McClelland Charles
- Rev. Ronnie Woods
- Ms. Rosa Polk
- Mrs. Alice Fields Thomas
- Dr. William E. Moore
- Mrs. Darlene Matthews
- Senator Joe Neal

Commendations

- Attorney Tony Clayton – New District Attorney in the 18th JDC
- State Representative Ted James – 2021 Chairman of the La Legislative Black Caucus

There were additions:

Resolutions – Ms. Bernadine Moore – Mother of Attorney Corrine Blache

Congressman Elect Luke Letlow – Newly Elected Representative for the 5th Congressional

Commendations – Ms. Barbara Carpenter – 2021 Vice Chairwoman of the La Legislative Black Caucus

Upon motion from Ms. Christy Reeves to approve the read resolutions and commendations with the additions and Rev. Samuel Tolbert second the motion.

Motion Approved.

Chairman Atty Rutledge mentioned he did attend the swearing in ceremony for Attorney Clayton. He congratulated Atty Clayton and all the newly elected officials.

AGENDA ITEM 9: INFORMATIONAL ITEMS

A. Finance Update

1. Interim Financial Reports

The Financial report for Fiscal Year Ending June 30, 2021 as of November 30, 2020 was provided by Mr. McClinton for all campuses. He mentioned the detailed information is provided in the board packet, but he gave a summary of each campus. The Law Center and SUBR revenues either met or exceeded the budget for this period and we are projecting the same going forward. He discussed the SUBR shortfalls which has cares act dollars which will be used to balance their budget. He discussed the tuition from the fall and the spring semester projection. As for SUNO, they have a budget shortfall which they were able to adjust their expenditures to balance their budget. As for SUSLA, they experienced a revenue shortfall which they are using the cares act dollars to balance their budget for 2021. Each CFO has assured me that they have made the necessary adjustments to balance their budget and they are watching the numbers as we move through the spring semester. Mr. McClinton will provide updates each month. That concludes his report. There were no questions or comments.

B. Facilities Planning Project Updates (SUS)

Dr. Belton mentioned Mr. Eli Guillory submitted a report which include updates for each campus (refer to board packet for documentation)

AGENDA ITEM 10: PRESIDENT'S REPORT

Dr. Belton wished everyone a Happy new year! He said, "It is his pleasure and haven't been afforded the opportunity to work with everyone in 2020 and I look forward to working with those members who were reappointed and the two new members who join us in advancing the goals of Southern University." We are preparing to host our spring class this year, and the residential students are required to be tested prior to moving into the dormitories. We will have a sufficient supply to begin the routine testing throughout the spring. We continue to work with both the Student Health Center and Care South who is providing services to the university. Dr. Belton explained the protocols for the students and the required testing for those that are practicing or meeting weekly is being finalized.

Dr. Belton spoke on the CARES ACT and Capital finance program which is a program that provides low interest to HBCUs."

Chairman Atty Rutledge mentioned Senator Bill Cassidy who he and Dr. Belton asked to assist with HBCUs. He thanked him for publicly for the Relief for HBCUs.

Chairman Atty Rutledge mentioned to Dr. Belton that “he wants him to be strategic on how we utilize funds we receive and once the rules are written in terms of what and how, what circumstances, it can be used. Dr. Belton discuss the funding and scholarships that will be provided to the students. He mentioned that the State of Louisiana is bracing for a significant shortfall. Chairman Atty Rutledge mentioned he believe that Congress will provide some supplemental appropriation to states and municipalities that will ease the burden. Chairman Rutledge have asked Dr. Belton to have a conversation with Dr. Rani Whitfield and Dr. Sandra Brown as it relates to leading an initiative statewide on vaccinee education to the community.

Dr. Whitfield mentioned he is looking forward to working with Dr. Brown and educating our community about vaccines. He discussed statistics from a study on the percentage of African Americans who will take the vaccine. He also discussed the protocols for entering campus at the checkpoint. He believes that Ms. Christy Reeves will be very helpful as well. The book “The Immortal Life of Henrietta Lacks” was recommended for reading.

Chairman Rutledge thanked Dr. Belton and Dr. Whitfield. There were no questions or comments.

AGENDA ITEM 11: CHANCELLORS’S REPORT

(SUNO) Dr. Ammons referenced the report in packet. He discussed the City of NOLA modified phase 1. He said, “the modified phase won’t impact SUNO because they plan to deliver their courses online and virtually. He mentioned some administrative functions and academic functions like academic advisement which will make some adjustments by using leveraging technology-based platforms such as Zoom, WebEx, etc. He informed the board that SUNO is partnering with New Orleans East for testing. All students who return to the campus will be required to present a negative test. SUNO received a little over \$216k from the Peyton Manning Institute which will be used for an endowed scholarship in honor of track coach Dr. Artist Davenport. The Kellogg Foundation has awarded SUNO a grant of \$50k to begin the development of a child development center in the School of Education. SUNO is working to develop a child development center on the campus. The DXC partnership is paying off in a major way. There are students who are receiving IBM badges and Amazon Web Services certifications which are some of the highest demand credentials

in society today. SUNO has a relationship with the City of New Orleans (see packet which discuss the Wisner Grant) opportunity for internships with the city. We hope to develop a center for families that focuses on children who deal with grief and trauma in the community in the School of Social Work. That concludes the report for SUNO, Are there any questions?” There were none.

(SUSLA) Dr. Ellis referenced the report in packet. He wished everyone a Happy New Year.

(SUAREC) Dr. McMeans “congratulated Dr. Ammons. Dr. McMeans stated “as it relates to our extension program, we’ve been very fortunate. Last year we received a significant increase in fact we are hiring eight additional positions and the positions will be strategic. They are going to address some of the areas and issues around the COVID virus. We are excited about the different positions and there will be some opportunities for us to partner with other institutions in the system as well as other colleges on the Baton Rouge campus as it relates to the College of Agriculture. The 1890 scholarship will receive a million dollars for the academic year, and we are truly excited. We have 59 students on that scholarship. Dr. McMeans is excited about the relationship Dr. Walker has with the newly appointed Director Dr. Kerry Steel. He believes the relationship will benefit everyone. That concludes his report.” There were no questions. Chairman Atty Rutledge thanked Dr. McMeans for his report.

(SULC) Chancellor Pierre congratulated Dr. Ammons and all new officers. He also congratulated Atty Tony Clayton and all district attorneys in Calcasieu and St. Landry parishes. He spoke of the elected judges in North and South Louisiana that are graduates of Southern University Law Center. He briefly discussed the telepresence immersive classrooms at the Southern University Law Center. He spoke of the good work of Mr. Hall and others who made this possible. He invites everyone to come by the law center to see the new classroom. Chancellor Pierre congratulated Former US Attorney Stephanie Finley who is now a member of the Board of Regents. She is also a graduate of Southern University. He is also excited and want to thank the board and congratulate Judge Janice Clark. He is looking forward to working with her. He asked if there were any questions? There were none. Chairman Atty Rutledge thanked Chancellor Pierre for his report.

(SUBR) Dr. Sahoo referenced the report in packet. He “extend Happy New Year to everyone and congratulations to Dr. Ammons. He mentioned “we live by our mission to provide a student-centered learning environment that is our primary goal and primary commitment and in keeping with that that was a request by the students that are graduating class to host an in-person commencement. The request was made to the President and with his approval we had a very successful and beautiful commencement outdoors with more than 300 students participating. Our guest speaker for the occasion was our graduate alumnus, Commissioner of Higher Education, Dr. Kim Hunter-Reed. It was a beautiful day for Southern University.” Dr. Sahoo discussed the SACSCOC and new minor in entrepreneurship for non-business majors briefly. He asked if there were any questions? There were none. Chairman Atty Rutledge thanked Dr. Sahoo for his report.

AGENDA ITEM 12: OTHER BUSINESS

Ms. Ann Smith requested an update on the education department for the next board meeting in February.

Chairman Atty Rutledge would like to add to the list by requesting a medical marijuana update from Dr. McMeans for the next board meeting in February.

Chairman Atty Rutledge also requested Dr. Belton to add an Online update on each month agenda, therefore, he requested to have an update for the next board meeting in February.

Dr. Leroy Davis is requesting an update from the academic affairs department from Dr. Sahoo. He wants to know since the pandemic, what type of platforms are in place and the status of how everything is going with the faculty and students?

Chairman Atty Rutledge announced “Ms. Taylor-Jarrell will be emailing the 2021 meeting schedule to everyone shortly. The February meeting is scheduled to be virtual and we return to face-to-face meetings in March if circumstances are different. Chairman Rutledge will be emailing the committee assignments later in the next weeks. If no questions, he asked for a motion to adjourn.”

AGENDA ITEM 13: ADJOURNMENT

Ms. Christy Reeves made a motion to adjourn, Mr. Sam Gilliam second the motion. Motion approved.



SOUTHERN UNIVERSITY AT NEW ORLEANS

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New Orleans, LA 70126
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Office of the Chancellor

January 25, 2021

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

**Re: Letter of Intent to Develop a 100% Online Master of Arts in Teaching (M.A.T.) in
Special Education**

Dear Dr. Belton:

Southern University at New Orleans is delighted to present the attached Letter of Intent to develop a 100% Online Master of Arts in Teaching (M.A.T.) for your approval. The degree focus is Special Education, a field where shortage of certified teachers is recognized nationally as explained in the Letter of Intent.

The proposed program, to the best of our knowledge, is not currently available from the current degree options in Louisiana. Availability via 100% online delivery mode is another unique feature. The new program is expected to make a significant impact on manpower development in the field of Special Education that is highly relevant to community need in Louisiana.

I seek your approval and submittal to the February, 2021 meeting of the Southern University Board of Supervisors.

With kind regards,

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

APPROVED:

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

LETTER OF INTENT to DEVELOP M.A.T. Elementary Education and Secondary Mild/Moderate Programs

General Information

Date: January 15, 2021

<p>Campus: Southern University at New Orleans</p>	<p>Program: Title, CIP, Degree/Certificate Awarded Masters of Arts in Teaching-Elementary Education and Mild/Moderate 1-5 Masters of Arts in Teaching-Secondary and Mild and Moderate 6-12 CIP Code: 130101</p>
<p>Institutional Contact Person & Access Info (if clarification is needed): Jenita C. Hegwood, Ed.D. Chair, Teacher Education Southern University at New Orleans College of Education and Human Development 6801 Press Drive, New Orleans, LA 70126 504.284.5353 504.284.5546 (fax) jhegwood@suno.edu</p>	

1. Program Objectives and Content Describe the program concept: purpose and objectives; basic structure and components/concentrations; etc.

Southern University at New Orleans (SUNO) requests approval to offer a program leading to a Master of Arts in Teaching (M.A.T) degree in Special Education with a concentration in Mild and Moderate for grades 1-5 (Elementary) and 6-12 (Secondary) to be implemented Fall 2021. The proposed program is to be offered through 100% online instruction. The program will complement the current certification only program by offering graduate courses that allow candidates to apply for licensure from the Louisiana Department of Education while earning a graduate degree. Graduates of the program will obtain the required knowledge base to serve students with mild/moderate disabilities.

The **objectives** of the program are to:

1. Contribute to the workforce development at the state and national levels, as well as globally in the field of education.
2. Establish a unique degree program that is not currently available from the current Louisiana degree options.
3. Provide a degree program that is 100% online.
4. Provide students with the knowledge of special education principles, theories, laws, policies, and ethical practice in comprehensive delivery of services to individuals with exceptional learning needs.
5. Prepare students to adapt learning environments, instructional strategies, and assessment techniques to meet the needs of culturally and developmentally diverse students.

Basic Structure and components/concentrations

The Master of Arts in Teaching Degree (M.A.T.) is a graduate Alternative Certification program intended to allow individuals who have completed a non-education bachelor's degree to earn a master's degree and initial teacher certification. The integrated/merged program prepares

candidates in the instruction of students who are identified with mild/moderate disabilities and those in General Education grades 1-5 and 6-12.

The program of study is 39 credit hours. The grades 1-5 curriculum will include: Reading(9 credit hours), Math/Science methods(9 credit hours), Technology and Media(3 credit hours), Behavior Management(3 credit hours), Pre-advanced Transition Planning for Students with Disabilities(3 credit hours), Assessment and Measurement(3 credit hours), Diverse Learners(3 credit hours) and Child Psychology(3 credit hours). The grades 6-12 curriculum will include: English, Math, Science, or Social Studies method courses (6 credit hours), Adolescent Psychology (3 credit hours), Assessment and Measurement (3 credit hours), Diverse Learners (3 credit hours), 3 Advanced Transition Planning for Students with Disabilities (3 credit hours), Behavior Management (3 credit hours), Technology and Media(3 credit hours), Principles of Teaching and Learning for Secondary Students(6 credit hours), and Reading Methods(6 credit hours). Each candidate is required to complete a year-long residency (student teaching or internship). Residency I (3 credit hours) will include an elementary/secondary inclusive setting. Residency II (6 credit hours) will include a special education setting).

Program of Study Leading to MASTER of ARTS in Teaching Elementary Education and Mild Moderate (1-5)

Course #	Title	Credit Hrs.
EDUC 512	Instructional Media Research and Development	3
EDUC 515	Evaluating Diverse Learners	3
EDUC 530	Child Psychology	3
EDUC 630	Assessment, Measurement & Evaluation	3
EDUC 640	Behavior & Classroom Management	3
EDSP 500	Pre-Vocational & Elementary Transitional Planning	3
EDUC 666	Meth. and Mat. for Teaching Science & Math(1-5)	3
ELED 532	Advanced Reading Methods for All Learners	3
EDUC 552	Diagnostic and Prescriptive Reading	3
EDUC 641	Reading Practicum	3
EDSP 698/EDSP 670	Residency I/Student Teaching I	3
EDSP 699/EDSP 671	Residency II/Student Teaching II	6

TOAL HOURS: 39

Program of Study Leading to MASTER of ARTS in Teaching Secondary Education and Mild Moderate (6-12)

Course #	Title	Credit Hrs.
EDUC 512	Instruction Media Research and Development	3
EDUC 515	Teaching Diverse Learners	3
EDUC 520	Adolescent Psychology	3
EDUC 630	Assessment, Measurement & Evaluation	3
EDUC 640	Behavior and Classroom Management	3
EDSP 510	Vocational & Secondary Transitional Planning	3

EDSN 550	Teach Reading Across Secondary Content Areas	3
EDUC 552	Diagnostic and Prescriptive Reading	3
EDSN 64X	M/M for Secondary (Math, Bio, Eng., SS)	3
EDSN 644	M/M for Secondary Content Areas	3
EDSP 648/EDSP 670	Residency I/Student Teaching I	3
EDSP 649/EDSP 671	Residency II/Student Teaching II	6

TOTAL HOURS: 39

Course Sequence

The program participants are expected to complete their degree preferably within three (3) years of initial matriculation in the program. A flexible course offering schedule will be online. Some courses will require some hours of field experiences as explained in the course descriptions. To complete the program in a timely manner, participants will be advised to follow the following registration sequence:

MASTER of ARTS in Teaching Elementary Education and Mild Moderate (1-5)

YEAR ONE (15 Credit Hours)

(1st Semester)

EDUC 515 Teaching Diverse Learners
 EDUC 530 Child Psychology
 EDUC 640 Behavior and Classroom Management
(9 Credit Hours)

(2nd Semester)

EDUC 512 Instructional Media Research and Development
 EDUC 630 Assessment, Measurement & Evaluation
(6 Credit Hours)

YEAR TWO (15 Credit Hours)

(1st Semester)

ELED 532 Advanced Reading Methods for all Learners
 EDUC 666 Method/Materials for Teach Science & Math(1-5)
(6 Credit Hours)

(2nd Semester)

EDSP 500 Pre-Vocational & Elementary Transitional Planning
 ELED 552 Diagnostic and Prescriptive Reading
 EDUC 641 Reading Practicum
(9 Credit Hours)

YEAR THREE (9 Credit Hours)

(1st Semester)

EDSP 698 Residency I/EDSP 670 Student Teaching
(3 Credit Hours)

(2nd Semester)
EDSP 699 Residency II/EDSP 671 Student Teaching II
(6 Credit Hours)

MASTER of ARTS in Teaching Secondary Education and Mild Moderate (6-12)

YEAR ONE (15 Credit Hours)

(1st Semester)
EDUC 515 Diverse Learners
EDSN 520 Adolescent Psychology
EDUC 640 Behavior and Classroom Management
(9 Credit Hours)

(2nd Semester)
EDUC 512 Instructional Media Research and Development
EDUC 630 Assessment, Measurement & Evaluation
(6 Credit Hours)

YEAR TWO (15 Credit Hours)

(1st Semester)
EDSN 640 Methods/Materials in Secondary Content Areas
EDSN 64X Methods/Materials in Sec. (Math, Bio, Eng., S.S 6th-12)
(6 Credit Hours)

(2nd Semester)
EDSP 501 Vocational & Secondary Transitional Planning
EDSN 550 Teach Reading Across Secondary Content Areas
ELED 552 Diagnostic and Prescriptive Reading
(9 Credit Hours)

YEAR THREE (9 Credit Hours)

(1st Semester)
EDSP 698 Residency I/EDSP 670 Student Teaching
(3 Credit Hours)

(2nd Semester)
EDSP 699 Residency II/EDSP 671 Student Teaching II
(6 Credit Hours)

The program at SUNO is designed to address the needs of several population to include:
1) Individuals interested in serving in educationally related career fields and graduate study,
2) Career changers

2. Need

Outline how this program is deemed essential for the wellbeing of the state, region, or academy (e.g., accreditation, contribution to economic development; related to current or evolving needs within state or region). Cite data to support need: employment projections; supply/demand data appropriate to the discipline and degree level, etc.

The proposed program will be the first and only one its kind at SUNO and the College of Education & Human Development. The institutional mission states that "*Southern University at New Orleans, a public, historically black university, empowers and promotes the upward mobility of diverse populations of traditional and nontraditional students through quality academic programs, teaching, research, and service to achieve excellence in higher education using various teaching and learning modalities*". This program will respond to that need and is designed to meet practical skills for multiple settings, while also providing an excellent opportunity for students to pursue a graduate degree. The uniqueness of the program is that all coursework will be delivered in a distance education format to expand SUNO's mission nationwide. The proposed curriculum will increase the number of high quality online programs by ensuring academic integrity, quality, growth and innovation.

Market Demand

Special education teachers work in more places than just schools; in fact, they often work in hospitals and residential treatment centers. Regardless of their workplace, all special education teachers work with students to achieve their full potential.

Today, children with disabilities are being diagnosed earlier in life than ever before. In fact, the Centers for Disease Control estimates that about 1 in 6 children in the United States had a developmental disability in 2008¹. Some of these students have serious or cognitive or physical challenges. With students being identified and placed in special education programs at a younger age, school districts are required to have an Individualized Education Plan (IEP), which almost always requires that they are taught by a teacher with special education certification. Equally important, many schools integrate students with special needs into regular classes, making the need for teacher with special education training even more essential.

Unfortunately, according to the National Coalition of Personnel Shortages in Special Education and Related Services, 49 states reported a shortage of teachers certified in special education. This means that, across the country, there is a growing need for special education teachers (Demand for Special Education Teachers - Learn About the Growing Need, 2020)².

Sentell (2017)³ stated that Louisiana's top need for certified teachers is for those who teach special education. The state has about 24,000 special education classes. In addition, about 1 in 4 of those classrooms is taught by an uncertified teacher or one working outside their field. The problem is even more striking in rural parishes in north Louisiana where only seven (7) percent of new teacher graduates were certified in special education in those parishes between 2013-2015, according to the state Department of Education⁴.

Societal Needs

The ability to offer the M.A.T. will enable SUNO to continue its mission of providing access to higher education for underserved and under-represented populations. In addition, the execution

of this degree program will enable the University to meet certain goals of the Louisiana's Imperatives for Change such as:

- 1). Objective 1A: Increase the percentage of Louisiana residents who possess a post- secondary credential.
- 2.) Objective 1E: Increase college attendance rates of non-traditional students (Vosper, 2018)⁵.

The ability to offer this new degree will increase the University's ability to attract and retain students who are interested in teaching and obtaining a master's degree. Furthermore, this degree program will produce a more educated workforce, more academically responsible citizens, and improvements in all areas with an education focus.

Each year there are more special education teaching positions available across the state (and nation) than there are graduates to fill those positions. The Teacher Education faculty members often receive requests from various school and district level administrators seeking graduates to fill special education positions.

Graduates with a master's degree in special education can be trained to fill positions in related fields that support P-12 schools. These individuals could become politicians, leaders of grassroots, or consultants, and could work for public and private educational agencies, speech pathologists, intervention specialists, or audiologists. Our children deserve to have a teacher that is well trained, well equipped and has an extensive training in providing unique needs based on a particular disability and understanding on how to make those connections and help children with life skills or learning disabilities.

3. Relevance

Explain why this program is an institutional priority at this time. How will it (a) further the mission of the institution and (b) increase the educational attainment of the state's adult population or foster innovation through research.

As its primary mission, SUNO promotes the upward mobility of a diverse population of both traditional and nontraditional students through quality academic programs and service to achieve excellence. The inception of this program could increase student retention and graduation rates within the College of Education and Human Development, as well as the University. The program will provide additional graduates who will enter the workforce in the region and prepared for emerging academic and professional demands.

Though this program is already at other Universities around the nation, this will be the first program of its kind in the College of Education and Human Development at SUNO. Approval of this program will further enhance SUNO's total enrollment, retention rates, and yearly completers' data. The M.A.T. program will enhance the workforce with graduates prepared to become trainers, program evaluators, education policy analyst, researchers, program designers, and workforce development directors, etc. in the state of Louisiana and nationwide by providing opportunities for students nationwide that will enable them to contribute to society.

As one of the three Historically Black institutions in the New Orleans area, SUNO has the ability to reach underserved and underrepresented populations. If the state of Louisiana is going to restore its production of individuals with a Master's degree, then colleges and universities must reach the masses that have been ignored and overlooked. Furthermore, increased student

inquiries on the possibility to offer a master's degree in education has supported the need for such a program. From the review of the Louisiana Department of Education website, there are no institutions that currently offer an M.A.T. in special education 100% online in the New Orleans area. Vying for such a program at SUNO would not create an issue of duplicity.

COVID-19 has impacted the educational system on the delivery of instruction. It's time to revamp our educational program and prepare our candidates to become capable online learners so they can be prepared to teach online classes to our children as the need arises.

4. Students

Summarize student interest/demand for the proposed program.

The College of Education and Human Development did a survey of Child Development and Family Studies (CDFS), Educational Studies (EDST), and Post-Baccalaureate students. Eighty percent (120 of 150) of the students surveyed said they would enroll in a degree program such as this. We also surveyed Human Resources Directors in partnering schools parishes and 100% (5 of 5) said the program is needed and the delivery format would make it viable for their current teachers.

Project enrollment and productivity for the first 5 years, and explain/justify the projections.

Year	1-Fall 2021	2-Fall 2022	3-Fall 2023	4-Fall 2024	5-Fall 2025
Enrollment	25	45	65	85	95
Graduation	N/A	N/A	15	15	20

*Enrollment Projections are based on the number of student enrolled during the Fall 2020 semester in Child Development and Family Studies, Educational Studies, and Certification only Elementary Education and Secondary programs who are interested in this new program. The program will admit new Cohorts (20-25 students) each academic year.

5. Cost

Estimate costs for the projected program for the first five years. Indicate amounts to be adsorbed out of current sources of revenue and needs for additional appropriations (if any). Commit to provide adequate funding to initiate and sustain the program.

The proposed program will use existing faculty and resources in the College of Education and Human Development. Such additional overhead costs are projected to be met through tuition and fees of enrolled students.

References:

There were many sources used to determine the stance on the need for a more qualified work force. These include the presentations, statistics, and information received by organizations such as:

1. Wolf, R. and Bertrand, J.(n.d). Early Identification of Developmental Disabilities. Retrieved March 9, 2020 from https://www.acf.hhs.gov/sites/default/files/cb/early_id_of_dev_disabilities_practical_tools_foster_adoptive_ppt.pdf
2. The Growing Need for Special Education Teachers in the U.S. (2020). Retrieved March 09, 2020, from <https://www.gmercyu.edu/academics/learn/demand-for-special-education-teachers>
3. Sentell, W. (2017, February 14). More special education teachers aim of new state push. Retrieved March 09, 2020, from https://www.theadvocate.com/baton_rouge/news/education/article_5151a81a-f2d3-11e6-bcff-7be028fb2133.html
4. Teacher Preparation Programs. (n.d.). Retrieved March 09, 2020, from <https://louisianateacherprep.com/providers>
5. Vosper, L. (2018, November 14). Workforce Overview. Retrieved March 9, 2020, from [https://regents.la.gov/workforce/workforce-overview/Teacher Preparation Programs.](https://regents.la.gov/workforce/workforce-overview/Teacher%20Preparation%20Programs) (

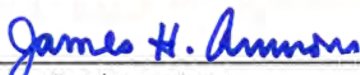
CERTIFICATION:



Chief Academic Officer

09-15-21

Date



Chancellor/President

1/21/21

Date

Management Board

Date



Curriculum
Committee

Southern University at New Orleans

6400 Press Drive
New Orleans, Louisiana 70126
Phone: (504) 284-5461

MEMORANDUM

To: Dr. David Adegboye
Vice Chancellor for Academic Affairs

From: Carl P. Johnson, Chair *CPI*
University Curriculum Committee

Date: October 16, 2020

Re: October 16, 2020 Meeting-Approved Proposals

The University Curriculum Committee approved the following:

College Education and Human Development

A. Proposed 100 % Online Master of Arts in Teaching: General and Special Education Mild/Moderate Merged Elementary Education (1-5) Program. **Proposed Effective Date: Fall 2021**

Proposed 100 % Online Master of Arts in Teaching: General and Special Education Mild/Moderate Merged Elementary Education (1-5) Program

Program Requirements

1) An earned baccalaureate degree from a regionally accredited institution with a minimum overall grade point average of 2.50 on a 4.00 scale; 2) passing scores on PRAXIS I or an earned master's degree, an ACT composite score of at least a 22 or a SAT combined verbal and math score of at least 1030; 3) Passing scores on the appropriate PRAXIS Specialty Area examinations.

Course Listing and Descriptions

EDUCATION COURSES

EDUC 512 INSTRUCTIONAL MEDIA RESEARCH AND DEVELOPMENT 3 credit hours

This course is designed to explore the appropriate uses of technology and technology application for teaching and learning in PK-12 settings. Participants will gain practical experience in curriculum planning that takes specific advantage of technology to enhance and extend learning. Students will evaluate hardware and software. State academic standards and national technology standards will be used to make decisions about curriculum content and to plan technology-based activities. Participants will use databases and spreadsheets in support of inquiry learning. Writing and presentation software will be used for communication; and multimedia and web-tools will be used to design engaging learning environments.

EDUC 515 TEACHING DIVERSE LEARNERS 3 credit hours

Historical trends and current issues related to providing appropriate and equitable experiences for diverse learners. Best pedagogical practices, specific needs and abilities of children are addressed. Ten (10) hours of field experiences are required for this course.

EDUC 530 CHILD PSYCHOLOGY 3 credit hours

This course addresses the growth and development of young children from birth through age eight. It provides opportunities for understanding the interdependency of physical cognitive and social-emotional development. It presents major principles, theories, concepts, assessment strategies and current research in child development. It provides opportunities to observe children in a variety of situations to develop understanding of the meaning and degree of variation and exceptionality. Includes 30 hours of field experiences.

Prerequisites: Admission to Graduate School and SPED Integrated -Merged Alternate Certification Program.

EDUC 630 ASSESSMENT, MEASUREMENT, AND EVALUATION 3 credit hours

This course is an introduction to assessment and evaluation theories, the use of assessment to inform instruction, and best practices for assessment in a diverse student-centered classroom. This course incorporates technology applications appropriate for use in assessment and evaluation.

EDUC 640 BEHAVIOR AND CLASSROOM MANAGEMENT 3 credit hours

This course is designed to integrate teaching the research on effective teaching and learning with theory and practice. Students will engage in micro-teaching and will be expected to demonstrate mastery of the competencies measured by the COMPASS State Teacher rubric. Students will also be introduced to classroom and behavior management strategies that emphasize proactive, preventative approaches to establishing and maintaining appropriate classroom behavior. Includes field experience component.

EDUC 641 READING PRACTICUM 3 credit hours

This required methodology course is designed for the pre-professional development of a knowledge base and performance skills to deal effectively and reflectively with the urban multicultural contexts inherent to a clinical laboratory experience that is focused on the diagnostic, instructional, and evaluative nature of teaching and learning in reading. Forty-Five (45) hours of field experiences are required for this course.

EDUC 666 METHODS OF TEACHING MATH/SCIENCE (1-5) 3 credit hours

This methodology course is designed to help elementary and early childhood education majors put theory into practice, which includes content, methods, and materials for teaching mathematics and science. Principles of instructional planning and design integrating Math and Science, classroom management and organization, and assessment of the diverse learner. Instruction in developing and writing appropriate IEP/ITP objectives that address content standards and benchmarks is also specifically addressed. Includes field experience component.

ELEMENTARY EDUCATION COURSES

ELED 532 ADVANCED ELEMENTARY READING METHODS 3 credit hours

This course teaches elementary education majors how to plan for effective reading instruction. The course will address the reading process, basic theory of word identification, vocabulary, comprehension, basal reader materials and the content, materials, methods, and techniques of teaching reading for early and emergent readers for grades K-5. Twenty (20) hours of field experiences are required for this course.

ELED 552 DIAGNOSTIC AND PRESCRIPTIVE READING 3 credit hour

This methodology course teaches elementary education majors how to assess reading abilities in students, and how to use assessment results to provide effective instruction to expand existing reading abilities. Twenty-Five (25) hours of field experiences are required for this course.

SPECIAL EDUCATION COURSES

EDSP 500 Pre-Vocational & Elementary Transitional Planning 3 credit hours

This course focuses on relevant special education policy and practice in transition assessment and planning for elementary students with disabilities.

EDSP 501 Vocational & Secondary Transitional Planning 3 credit hours

This course focuses on relevant special education policy and practice in transition assessment and planning for secondary students with disabilities.

EDSP 648/670/698 GEN.-SPECIAL EDUCATION RESIDENCY/STUDENT TEACHING I

3 credit hours

Full-time teaching position in either a Grades 1-5 or Grades 6-12 general education or integrated-merged (mild/moderate) setting in certification content area/grade level in state approved schools under supervision of University and school-based personnel.

EDSP 649/671/699 GEN.-SPECIAL EDUCATION RESIDENCY/STUDENT TEACHING II 6 credit hours

Full-time teaching position in either a Grades 1-5 or Grades 6-12 general education or integrated-merged (mild/moderate) setting in certification content area/grade level in state approved schools under supervision of University and school-based personnel. Minimum of 90 teaching hours with documentation of at least 20 clock hours

Rationale: The ability to offer the M.A.T. will enable Southern University at New Orleans to continue its Mission of providing access to higher education for underserved and under-represented populations. In addition, the execution of this degree program will enable the University to meet certain goals of the Louisiana's Imperatives for Change such as:

- 1). Objective 1A: Increase the percentage of Louisiana residents who possess a post- secondary credential.
- 2.) Objective 1E: Increase college attendance rates of non-traditional students.

The ability to offer this new degree will increase the University's ability to attract and retain students who are interested in teaching and obtaining a master's degree. Furthermore, this degree program will produce more a more educated workforce, more academically responsible citizens, and improvements in all areas with an education focus.

Each year there are more special education teaching positions available across the state (and nation) than there are graduates to fill those positions. The Teacher Education faculty members often receive requests from various school and district level administrators seeking graduates to fill special education positions.

Graduates with a master's degree in special education can be trained to fill positions in related fields that support our P-12 schools. These individuals could become politicians, leaders of grassroots, consulting, work for public and private educational agencies, speech pathologists, intervention specialists, or audiologists. It's critical that our children deserve to have a teacher that is well trained, well equipped and has an extensive training in providing unique needs based on a particular disability and understanding on how to make those connections and help children with life skills or learning disabilities.

Approved:



Vice Chancellor for Academic Affairs

01-15-21

Date

Approved:



Chancellor

1/21/21

Date

B. Proposed 100 % Online Master of Arts in Teaching: General and Special Education Mild/Moderate Merged Secondary Education (6-12) Program. **Proposed Effective Date: Fall 2021**

Proposed 100 % Online Master of Arts in Teaching: General and Special Education Mild/Moderate Merged Secondary Education (6-12) Program

Program Requirements:

1) An earned baccalaureate degree from a regionally accredited institution with a minimum overall grade point average of 2.50 on a 4.00 scale; 2) passing scores on PRAXIS I or an earned master's degree, an ACT composite score of at least a 22 or a SAT combined verbal and math score of at least 1030; 3) Passing scores on the appropriate PRAXIS Specialty Area examinations.

Course Listing and Descriptions:

EDUCATION COURSES

EDUC 512 INSTRUCTIONAL MEDIA RESEARCH AND DEVELOPMENT 3 credit hours

This course is designed to explore the appropriate uses of technology and technology application for teaching and learning in PK-12 settings. Participants will gain practical experience in curriculum planning that takes specific advantage of technology to enhance and extend learning. Students will evaluate hardware and software. State academic standards and national technology standards will be used to make decisions about curriculum content and to plan technology-based activities. Participants will use databases and spreadsheets in support of inquiry learning. Writing and presentation software will be used for communication; and multimedia and web-tools will be used to design engaging learning environments. Prerequisite: Admission to Special Education Integrated Merged Alternate Certification Program.

EDUC 515 TEACHING DIVERSE LEARNERS 3 credit hours

Historical trends and current issues related to providing appropriate and equitable experiences for diverse learners. Best pedagogical practices, specific needs and abilities of children are addressed. Ten (10) hours of field experiences are required for this course. Prerequisite: Admission to Special Education Integrated Merged Alternate Certification Program.

EDUC 530 CHILD PSYCHOLOGY 3 credit hours

This course addresses the growth and development of young children from birth through age eight. It provides opportunities for understanding the interdependency of physical cognitive and social-emotional development. It presents major principles, theories, concepts, assessment strategies and current research in child development. It provides opportunities to observe children in a variety of situations to develop understanding of the meaning and degree of variation and exceptionality. Includes 30 hours of field experiences.

Prerequisites: Admission to Graduate School and SPED Integrated -Merged Alternate Certification Program.

EDUC 630 ASSESSMENT, MEASUREMENT, AND EVALUATION 3 credit hours

This course is an introduction to assessment and evaluation theories, the use of assessment to inform instruction, and best practices for assessment in a diverse student-centered classroom. This course incorporates technology applications appropriate for use in assessment and evaluation.

Prerequisite: Admission to Special Education Integrated Merged Alternate Certification Program.

EDUC 640 BEHAVIOR AND CLASSROOM MANAGEMENT 3 credit hours

This course is designed to integrate teaching the research on effective teaching and learning with theory and practice. Students will engage in micro-teaching and will be expected to demonstrate mastery of the competencies measured by the COMPASS State Teacher rubric. Students will also be introduced to classroom and behavior management strategies that emphasize proactive, preventative approaches to establishing and maintaining appropriate classroom behavior. Includes field experience component. Prerequisite: Admission to Special Education Integrated Merged Alternate Certification Program.

EDUC 641 READING PRACTICUM 3 credit hours

This required methodology course is designed for the pre-professional development of a knowledge base and performance skills to deal effectively and reflectively with the urban multicultural contexts inherent to a clinical laboratory experience that is focused on the diagnostic, instructional, and evaluative nature of teaching and learning in reading. Forty-Five (45) hours of field experiences are required for this course. Prerequisite: Admission to Special Education Integrated-Merged Alternate Certification Program

EDUC 666 METHODS OF TEACHING MATH/SCIENCE(1-5) 3 credit hours

This methodology course is designed to help elementary and early childhood education majors put theory into practice, which includes content, methods, and materials for teaching mathematics and science. Principles of instructional planning and design integrating Math and Science, classroom management and organization, and assessment of the diverse learner. Instruction in developing and writing appropriate IEP/ITP objectives that address content standards and benchmarks is also specifically addressed. Includes field experience component. Prerequisite: EDUC 640 Classroom Management & Organization & Admission to Graduate School and Special Education Integrated-Merged Alternate Certification Program.

ELEMENTARY EDUCATION COURSES

ELED 532 ADVANCED ELEMENTARY READING METHODS 3 credit hours

This course teaches elementary education majors how to plan for effective reading instruction. The course will address the reading process, basic theory of word identification, vocabulary, comprehension, basal reader materials and the content, materials, methods, and techniques of teaching reading for early and emergent readers for grades K-5. Twenty (20) hours of field experiences are required for this course. Prerequisite: Admission to Graduate School and Special Education Integrated-Merged Alternate Certification Program.

ELED 552 DIAGNOSTIC AND PRESCRIPTIVE READING 3 credit hour

This methodology course teaches elementary education majors how to assess reading abilities in students, and how to use assessment results to provide effective instruction to expand existing reading abilities. Twenty-Five (25) hours of field experiences are required for this course. Prerequisite: Admission to Graduate School and Special Education Integrated-Merged Alternate Certification Program.

SECONDARY EDUCATION COURSES

EDSN 520 ADOLESCENT PSYCHOLOGY 3 credit hours

This course is a study of adolescents and their physiological, psychological, emotional, social, and intellectual development. It is designed to explore the cognitive and affective factors that influence the learning process as well as the cultural diversity that permeates the urban setting. This course will explore growth and development for students in grades 6th – 12th. It incorporates class discussions, simulations, independent study projects and lectures. Candidate outcomes are aligned with national, state standards. Prerequisite: Admission to Graduate School and Special Education Integrated-Merged Alternate Certification Program.

EDSN 550 TEACHING READING ACROSS SECONDARY CONTENT AREAS 3 credit hours

This course is a required methodology course designed to assist candidates to address middle-high school

students' reading and learning across grade levels and content areas, equip them with methods and techniques to support students' continued literacy development that includes concept acquisition across disciplines, reading strategies, vocabulary enhancement, and research/support writing. This course will also provide candidates with additional techniques to identify and prescribe reading instruction for students who are struggling with reading. Candidate expected outcomes are aligned with state and national standards regarding reading competencies. Twenty-five hours (25) of field experiences are required in this course. Prerequisite: Admission to Graduate School and Special Education Integrated-Merged Alternate Certification Program.

EDSN 640 METHODS/MATERIALS FOR SECONDARY CONTENT AREA 3 credit hours

This course is designed to develop knowledge, skills, and understandings needed to teach effectively and reflectively in a global environment. Specifically, this course develops an understanding of various learning modes, learning styles, multiple intelligences, questioning techniques, and other instructional strategies needed to engage students in the secondary classroom. In addition, this course demonstrates how to use lesson plan designs, technology, various assessment techniques, as well as strategies for ongoing professional development for teachers. The fundamentals of collaboration, teaming, communication, problem solving, co-planning and co-teaching practices will be learned, practiced, and applied in the general education classroom to meet the individual and unique needs of all students. Requires 30 hours of clinical and field-based experiences. Requires 30 hours of clinical and field-based experiences.

Prerequisite: Admission to Special Education Integrated-Merged Alternate Certification Program

EDSN 641 METHODS/MAT. FOR SECONDARY SCIENCES GRADES 6TH – 12TH 3 credit hours

This course is designed to provide investigation of current specific knowledge, teaching strategies, and instructional materials contributing to effective teaching of science in the middle and secondary schools with a focus on teaching biological (Primarily), chemical, and physical sciences. This course is based on best practices for teaching of science and is structured using two (2) modules of instruction that will address grades 6-12. Principles of instructional planning and design, classroom management and organization, and assessment of the diverse learner. Instruction in developing and writing appropriate IEP/ITP objectives that address content standards and benchmarks is also specifically addressed. Thirty hours of field experiences are required in this course. Candidate outcomes are aligned with national and state standards. Prerequisite: Admission to Graduate School and Special Education Integrated-Merged Alternate Certification Program.

EDSN 642 METHODS/MATERIALS FOR SECONDARY SCHOOL MATH. 3 credit hours

This course is designed to provide candidates with theory and research-based instructional strategies and clinical experiences to teach mathematics at the secondary level. The content emphasizes mathematical conceptualization, communication, problem-solving skills and reasoning skills necessary for effective teaching at the secondary level. Using the State Grade level Expectations (GLEs), Common Core Standards, Louisiana Comprehensive Curriculum (LCC), and the National Council of Teachers of mathematics (NCTM) standards, candidates will plan, assess, and evaluate classroom learning. This course will include min-lessons, tutoring individual students needing remediation in mathematics and working with cooperative learning groups. Principles of instructional planning and design, classroom management and organization, and assessment of the diverse learner. Instruction in developing and writing appropriate IEP/ITP objectives that address content standards and benchmarks is also specifically addressed. Thirty hours of field experiences are required for the course. Prerequisite: Admission to Graduate School and Special Education Integrated-Merged Alternate Certification Program.

EDSN 643 METH/MAT FOR SEC. SCHOOL SOC. STUDIES IN GRADES 6-12 3 credit hours

This course is designed to assist in the development of knowledge skills and understandings needed to manage and teach in secondary social studies classrooms. Principles of instructional planning and design, classroom management and organization, and assessment of the diverse learner. Instruction in developing and writing appropriate IEP/ITP objectives that address content standards and benchmarks is also specifically addressed. With the assistance of technology, emphasis will be placed on exploring the

relationship between educational theory and the development of practical teaching techniques. Thirty hours of field experiences are required in this course. Candidate outcomes are aligned with national and state standards. Prerequisite: Admission to Graduate School and Special Education Integrated-Merged Alternate Certification Program.

EDSN 644 METH/MAT FOR SEC. ENGLISH, GRADES 6-12 3 credit hours

This course prepares candidates for teaching English/Language Arts concepts in secondary school curricula. Principles of instructional planning and design for secondary learners, classroom management and organization, and assessment of the diverse learner. Instruction in developing and writing appropriate IEP/ITP objectives that address content standards and benchmarks is also specifically addressed. Includes field experience component. This course is based on best practices for teaching English/Language Arts and utilizes the Louisiana Comprehensive Curriculum as a basis for determine scope and sequence of skills/knowledge. Candidate outcomes are aligned with national and state standards and LCET. Thirty hours of field experiences are required in this course. Prerequisite: Admission to Graduate School and Special Education Integrated-Merged Alternate Certification Program

SPECIAL EDUCATION COURSES

EDSP 500 Pre-Vocational & Elementary Transitional Planning 3 credit hours

This course focuses on relevant special education policy and practice in transition assessment and planning for elementary students with disabilities. Prerequisite: Admission to Special Education Integrated Merged Alternate Certification Program.

EDSP 501 Vocational & Secondary Transitional Planning 3 credit hours

This course focuses on relevant special education policy and practice in transition assessment and planning for secondary students with disabilities. Prerequisite: Admission to Special Education Integrated Merged Alternate Certification Program.

EDSP 648/670/698 GENERAL-SPECIAL EDUCATION RESIDENCY/STUDENT TEACHING I
3 credit hours

Full-time teaching position in either a Grades 1-5 or Grades 6-12 general education or integrated-merged (mild/moderate) setting in certification content area/grade level in state approved schools under supervision of University and school-based personnel. Prerequisites: Minimum of 18-21 hours of coursework; Passing scores on all required PRAXIS tests.

EDSP 649/671/699 GENERAL-SPECIAL EDUCATION RESIDENCY/STUDENT TEACHING II
6 credit hours

Full-time teaching position in either a Grades 1-5 or Grades 6-12 general education or integrated-merged (mild/moderate) setting in certification content area/grade level in state approved schools under supervision of University and school-based personnel. Minimum of 90 teaching hours with documentation of at least 20 clock hours per semester of clinical experiences. Prerequisites: All coursework and Residency I

Rationale: The ability to offer the M.A.T. will enable Southern University at New Orleans to continue its mission of providing access to higher education for underserved and under-represented populations. In addition, the execution of this degree program will enable the University to meet certain goals of the Louisiana's Imperatives for Change such as:

- 1). Objective 1A: Increase the percentage of Louisiana residents who possess a post- secondary credential.
- 2.) Objective 1E: Increase college attendance rates of non-traditional students.

The ability to offer this new degree will increase the University's ability to attract and retain students who are interested in teaching and obtaining a master's degree. Furthermore, this degree program will produce more a more educated workforce, more academically responsible citizens, and improvements in all areas with an education focus. Each year there are more special education teaching positions available across the state (and nation) than there are graduates to fill those positions. The Teacher Education faculty members often receive requests from various school and district level administrators seeking graduates to fill special education positions.

Graduates with a master's degree in special education can be trained to fill positions in related fields that support our P-12 schools. These individuals could become politicians, leaders of grassroots, consulting, work for public and private educational agencies, speech pathologists, intervention specialists, or audiologists. It's critical that our children deserve to have a teacher that is well trained, well equipped and has an extensive training in providing unique needs based on a particular disability and understanding on how to make those connections and help children with life skills or learning disabilities.

Approved:  01-15-21
Vice Chancellor for Academic Affairs Date

Approved: James H. Ammons 1/21/21
Chancellor Date



SOUTHERN UNIVERSITY AT NEW ORLEANS

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

Office of the Chancellor

January 25, 2021

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

RE: MOU between Education Farm and the Southern University at New Orleans

Dear Dr. Belton:

Education Farm (Ed Farm), a tech focused and workforce development initiative, backed by Apple and the Alabama Power Foundation wishes to partner with the Southern University at New Orleans (SUNO). Their partnering will be to design, develop, and implement certain aspects of one or more of Ed Farm's Propel programming: Propel Now, Propel Talent, Propel Impact, Propel Startup, Propel Arts, Propel Agri-tech, and Propel Justice (collectively, "Propel" or the "Project").

Specifically, Ed Farm wishes to partner with SUNO to collaborate on the design and implementation of several of its programs. Through their partnership, the Propel Center will provide students with course offerings focused on entrepreneurship, app development, the business of entertainment, community-driven problem solving, the arts and STEM education. The Propel Center will deliver remote coaching from industry professionals ranging from global scholars and startup founders to policy leaders and renowned entertainer.

I respectfully request that you present this MOU to the Southern University Board of Supervisors at its February 12, 2021 meeting for approval.

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

With kind regards,

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

APPROVED:

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

Memorandum of Understanding

THIS Memorandum of Understanding (this “**MOU**”), dated as of December 9, 2020, is between Education Farm (“**Ed Farm**”), an Alabama nonprofit corporation taxed as a public charity pursuant to Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and [**Southern University at New Orleans**], a public university in New Orleans, LA “[**Southern University at New Orleans**], and together with Ed Farm, the “**Parties**”).

WHEREAS, Ed Farm wishes to partner with [**Southern University at New Orleans**], to design, develop and implement certain aspects of one or more of the following elements of Ed Farm’s Propel programming - Propel Now, Propel Talent, Propel Impact, Propel Startup, Propel Arts, Propel Agri-Tech and Propel Justice (“**Propel**” or “**Project**”).

WHEREAS, [**Southern University at New Orleans**], desires to partner with Ed Farm, on the Project in a manner consistent with the terms of this MOU.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the sufficiency of which is hereby confirmed, the parties do covenant and agree as follows:

1. Non-binding. Except for the provisions of Sections 1, 3, 5, 6, 7, 8, 10, 11, 12, 13, 14, 15, and 16 this MOU is not binding on the Parties. It is only an expression of the understandings of the Parties. Except as otherwise provided herein, no binding agreement shall exist between the Parties unless and until a separate binding agreement has been duly executed and delivered by the Parties.
2. Propel. Ed Farm seeks to encourage, inspire, and ignite children and adults to discover and explore technology, learn to code, and pursue STEM careers. In 2020, Ed Farm launched Propel to become the world’s first-ever physical and virtual campus committed to innovation through HBCUs. Ed Farm wishes to partner with [**Southern University at New Orleans**], to design, develop, and implement certain aspects of one or more of the following elements of Ed Farm’s Propel programming - Propel Now, Propel Talent, Propel Impact, Propel Startup, Propel Arts, Propel Agri-Tech and Propel Justice.
3. Representations and Warranties.
 - A. Ed Farm represents and warrants to [**Southern University at New Orleans**] that:
 - i. it is a nonprofit corporation taxed as a public charity described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended; it is duly organized, validly existing, and in good standing under the laws of the State of Alabama;
 - ii. it has the full right, power, and authority to enter into this MOU and to perform its obligations hereunder;
 - iii. the execution of this MOU by the individual whose signature is set forth at the end of the Agreement, and the delivery of this MOU by Ed Farm, have been duly authorized by all necessary action on the part of Ed Farm;
 - iv. the execution, delivery, and performance of this MOU by Ed Farm will not violate, conflict with, require consent under, or result in any breach or default under (a) any of Ed Farm’s organizational documents or (b) any applicable law;

- v. this MOU has been executed and delivered by Ed Farm and (assuming due authorization, execution, and delivery by **[Southern University at New Orleans]** constitutes a legal, valid, and binding obligation of Ed Farm, enforceable against Ed Farm in accordance with its terms; and
- vi. it is in material compliance with all applicable Laws and Ed Farm contracts relating to this MOU and the operation of the Project.

B. **[Southern University at New Orleans]** represents and warrants to Ed Farm that:

- i. it is a [choose] nonprofit or public institution, validly existing, and in good standing under the laws of the state of [Louisiana];
- ii. it has the full right, power, and authority to enter into this MOU and to perform its obligations hereunder;
- iii. the execution of this MOU by the individual whose signature is set forth at the end of the Agreement, and the delivery of this MOU by **[Southern University at New Orleans]**, have been duly authorized by all necessary action on the part of **[Southern University at New Orleans]**;
- iv. the execution, delivery, and performance of this MOU by **[Southern University at New Orleans]** or Ed Farm will not violate, conflict with, require consent under, or result in any breach or default under (a) any of **[Southern University at New Orleans]**'s organizational documents and (b) internal policies;
- v. it is in material compliance with all applicable Laws and **[Southern University at New Orleans]** contracts relating to this MOU and the operation of the Project;
- vi. the performance of **[Southern University at New Orleans]**'s responsibilities under this MOU will not violate any applicable laws; and
- vii. it has obtained all licenses, authorizations, approvals, consents, or permits required by applicable laws (including the rules and regulations of all authorities having jurisdiction over the operation of its activities as it relates to this MOU).

- 4. Responsibilities of the Parties. The Parties presently intend to collaborate on the Project in order to achieve the Project goals as described in Section 2 of this MOU.
- 5. Costs and Expenses. Each Party shall be responsible for all of its own costs and expenses associated with the Project, except as otherwise provided in this MOU, including without limitation the performance of its responsibilities under this MOU.
- 6. Intellectual Property. The Parties acknowledge and agree that, while the Parties may enter into agreements with each other related to the development of work product, deliverables, or other protectable intellectual property, this MOU does not contain any such agreement and, except as otherwise provided in Section 7, this MOU does not grant any rights, interest, or title to either Party in any intellectual property created, developed, or otherwise owned by Spelman, Ed Farm, or any third parties.
- 7. Publicity. Public announcements related to the Project may only be made by **[Southern University**

at New Orleans] and/or Ed Farm with the written consent of the other Party, which consent shall not be unreasonably withheld. [Southern University at New Orleans] will notify Ed Farm prior to using the names or logos of Ed Farm or Ed Farm's industry partners, and will send Ed Farm a copy of any drafts prior to publication for approval by Ed Farm, which approval shall not be unreasonably withheld. Ed Farm will notify [Southern University at New Orleans] prior to using the names or logos of [Southern University at New Orleans] and will send [Southern University at New Orleans] a copy of any drafts prior to publication for approval by [Southern University at New Orleans], which approval shall not be unreasonably withheld. The Parties each grant a royalty-free license to each other to use their respective names and logos in any publications made by or on behalf of a Party related to the Project, subject to the restrictions in this Section.

8. Tax Exempt Status of Ed Farm. [Southern University at New Orleans] agrees that it shall not do any act or use any Project resources in a way that will jeopardize the tax-exempt status of Ed Farm or otherwise violate federal law or other applicable laws.
9. Confidentiality. During the term of this MOU, either Party (as the "**Disclosing Party**") may disclose or make available to the other Party (as the "**Receiving Party**") information about its sensitive or proprietary information, whether orally or in written, electronic, or other form or media, and whether or not marked, designated or otherwise identified as "confidential" (collectively, "**Confidential Information**"). The existence of this MOU and its contents shall not be treated as Confidential Information.
 - A. Confidential Information shall not include information that, at the time of disclosure: (i) is or becomes generally available to and known by the public other than as a result of, directly or indirectly, any breach of this Section 9 by the Receiving Party or any of its representatives; (ii) is or becomes available to the Receiving Party on a non-confidential basis from a third-party source, provided that such third party is not and was not prohibited from disclosing such Confidential Information; (iii) was known by, or in the possession of, the Receiving Party or its representatives before being disclosed by or on behalf of the Disclosing Party; (iv) was or is independently developed by the Receiving Party without reference to or use, in whole or in part, of any of the Disclosing Party's Confidential Information; or (v) is required to be disclosed under applicable federal, state or local law, regulation or a valid order issued by a court or governmental agency of competent jurisdiction.
 - B. The Receiving Party shall: (x) protect and safeguard the confidentiality of the Disclosing Party's Confidential Information with at least the same degree of care as the Receiving Party would protect its own Confidential Information, but in no event with less than a commercially reasonable degree of care; (y) not use the Disclosing Party's Confidential Information, or permit it to be accessed or used, for any purpose other than to exercise its rights or perform its obligations under this MOU; and (z) not disclose any such Confidential Information to any person or entity, except to the Receiving Party's representatives who need to know the Confidential Information to assist the Receiving Party, or act on its behalf, to exercise its rights or perform its obligations under this MOU, or as otherwise required by law. The Receiving Party shall be responsible for any breach of this Section 9 caused by any of its representatives.
10. Term and Termination. Except as otherwise stated in this MOU, the rights and obligations of the Parties contained in this MOU shall commence as of the first date written above and shall expire on December 31, 2021 (the "**Term**"). This MOU may be terminated by either party upon providing

thirty days written notice.

11. Governing Law. This MOU shall be governed by and construed in accordance with the laws of the State of **Louisiana**, without giving effect to any choice or conflict of law provision or rule (whether of the State of **Louisiana** or any other jurisdiction) that would cause the application of laws of any jurisdiction other than those of the **State of Louisiana**.
12. Survival. The rights, obligations, or required performance of the Parties set forth in this Section 11, and Sections 5, 6, 7, 8, 10, 12, 13, and any right, obligation, or required performance of the Parties in this MOU which, by its express terms or nature and context is intended to survive termination or expiration of this MOU, will survive any such termination or expiration.
13. Relationship of the Parties. Nothing herein shall be construed to create a joint venture or partnership between the parties hereto or an employee/employer or agency relationship.
14. No Third-Party Beneficiaries. Nothing herein is intended or shall be construed to confer upon any person or entity other than the Parties and their successors or assigns, any rights or remedies under or by reason of this MOU.
15. Entire Agreement. This MOU, together with any attached exhibits, contains the entire agreement of the Parties in respect of the subject matter hereof, and neither Party is bound by any previous representations or agreements of any kind, either oral or written, regarding the subject matter hereof except as herein contained.
16. Counterparts. This MOU may be executed in counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one agreement.

[signature page follows]

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as of the first date written above.

EDUCATION FARM

By: _____

Name: _____

Title: _____

[Southern University at New Orleans]

By: James H. Ammons

Name: James H. Ammons, Jr., Ph. D.

Title: Executive Vice-President-Chancellor
Southern University at New Orleans



**PARTNERSHIP AGREEMENT
FOR
ACADEMIC, WORKFORCE AND CONTINUING EDUCATION COURSES AND
PROGRAMS**

This Partnership Agreement (the “Parent Agreement or Agreement”) is made and entered into this 1 day of MARCH 2021 (“Effective Date”), by and between **SOUTHERN UNIVERSITY AT SHREVEPORT** (hereinafter referred to as “SUSLA”) a public community college district whose main office address is located at 3050 Martin Luther King Jr. Drive, Shreveport, Louisiana, 71107 United States of America and **AVANCE INTERNATIONAL UNIVERSITY** (hereinafter referred to as “AVANCE”), a private independent University whose principal place of business is Nabweru, Wakiso District, Uganda and whose main office address is P.O. Box 12385 Kampala, Uganda, East Africa. SUSLA and AVANCE may be referred to hereinafter as “Party” individually and the “Parties” collectively.

RECITALS

WHEREAS, SUSLA is a public community college located in Shreveport, Louisiana and AVANCE is a private independent University located in Nabweru, Uganda, with a specialty and emphasis in engineering, business, and complementary & alternative medicine.

WHEREAS, SUSLA and AVANCE share major objectives which include offering higher education to students and partnering with other institutions of higher learning in this undertaking; and

WHEREAS, SUSLA and AVANCE desire and agree to partner to establish a study abroad, and global education program with faculty and students in Uganda and the East African Federation to offer academic credit courses physically (face to face), online, and hybrid at SUSLA and AVANCE respectively, in addition to offering workforce continuing education, certificate, technical diploma, and associate degree college programs, along with faculty and student educational and cultural exchange programs; and

WHEREAS, SUSLA and AVANCE desires to engage in joint academic programs and develop joint courses and programs, Certificate level, Diploma, Bachelors and Masters to be conducted at both parties respective campuses; and

WHEREAS, the purpose of this Agreement is to describe the entire relationship between the Parties including the benefits each may receive; and

WHEREAS, the Parties have entered into this partnership and wish to state their responsibilities and obligations; and

WHEREAS, the Parties intend to comply with La. R.S. 17:3161, et seq., through this Parent Agreement by contracting with SUSLA as one of the community colleges in the region to provide credit and noncredit programs, for the benefit of students who have more opportunities to earn college credit and career training; and

WHEREAS, the Parties desire and agree to additionally implement “the SUSLA Global Education Project” (outlined in Exhibit B) on a mutually agreeable schedule to streamline the application and enrollment process for students for the purpose of increasing the number of AVANCE graduates who enroll at SUSLA from Uganda; and

WHEREAS, the Parties find that it is within their mission and purpose to enter into such a partnership; and

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, SUSLA and AVANCE, agree as follows:

SECTION 1: TERMS AND CONDITIONS

1. Scope of Agreement and areas of cooperation

- a) The parties are partnering in the area of AVANCE recruiting students from Uganda and East Africa at large who will go to the United States and study at SUSLA.
- b) The parties are partnering in the area of AVANCE recruiting students from the republic of Uganda and other East African States who will study online SUSLA Programs and ultimately acquire SUSLA Qualifications.
- c) The Parties are partnering in the area of developing and providing joint courses and programs Certificate level, Diploma, Bachelors and Masters, which will be studied face to face at AVANCE and online for SUSLA with a view of offering dual degrees recognized in the 2 respective countries.
- d) The parties are partnering in developing Allied Health and Aerospace Engineering Technology and related programs for delivery face to face at AVANCE.
- e) Organizing and carrying out joint research projects and mutual exchanges of information on research results and publication of papers in academic journals, where appropriate.
- f) The parties are partnering in the area of offering workforce development programs both online and face to face at their respective campuses in Uganda and Louisiana and the same is aimed at addressing deficiency in workforce for the East African Sub Region. (Detailed list of all courses in the areas of partnership are hereto attached as Exhibits)
- g) The parties are partnering in offering lecturer and student Exchange programs.
- h) This partnership is made in accordance with the general obligations and responsibilities of each party attached hereto and incorporated herein for all purposes and made part of this Agreement:

2. Term and Termination

- a) The term of this Agreement shall be for a period of five (5) years from March 1, 2021 until July 31, 2026 (“Term”) unless renewed or earlier terminated. Either Party may terminate this Agreement with or without cause upon one-hundred and twenty (120) days prior written notice to the other Party.
- b) In the event of such termination, unless otherwise agreed by the parties, the date of termination shall be the last day of the current semester or year of the then current term.
- c) No termination as provided above however, shall be effective with regard to students currently enrolled in courses under this Agreement until such students are allowed to complete the courses in which the student is currently enrolled.

3. Principles for Partnership

In furtherance of the objectives of this partnership, the Parties acknowledge the following principles:

- A. Establishment of a full and equal partnership between SUSLA and AVANCE that allows flexible and creative responses to the organizational, mission, and fiscal needs of both institutions/Universities.
- B. Collaboration in planning, implementation, and continuous improvement of shared programs at Certificate level, Diploma, Bachelors and Masters, including the provision for faculty, staff, and administration; curriculum development; training; student recruitment and student exchange services.
- C. Provision of joint college credit courses and noncredit workforce certificate courses for qualified students in both Universities.
- D. Inclusion of personal/civic development programs that provide service learning and other external learning experiences for all students.
- E. Financial collaboration that addresses costs for undertaking the parties obligations under this partnership and assists each in obtaining necessary funds from local, state, federal, and private/foundation sources to operate the programs successfully and on a cost-neutral basis for both parties.
- F. Shared use of facilities, including designated classrooms, labs, offices, restrooms and libraries that reduce operating costs and promotes collaboration of students, faculty, staff, and community members in the program success.

- G. Cultivate academic and scholastic engagement including, global education student, lecturer and faculty exchange and study abroad.
- H. In cooperation with students and student organizations in the field of academic and cultural activities, thus enriching the student's international awareness, which is crucial for successful business communication and engagement on global, national and local levels.
- I. Organizing and carrying out joint research projects and mutual exchanges of information on research results and publication of papers in academic journals, where appropriate.
- J. Establish concurrent enrolled exchange degree and instructional programs in Aerospace (Airframe and Powerplant Maintenance), programs in Allied Health, and Computing and Engineering Sciences as listed in the Exhibits attached hereto.

4. Program Commitments

The programs covered under this Agreement include Certificate Credit courses, Continuing Education courses, Technical Diploma courses, Associate degree courses, and Global Education Study Abroad, ("programs") as per the list of exhibits attached hereto. This Agreement will also cover the transferring and sharing of student data between the Parties in support of these programs.

The Parties commit to:

- A. Implement purposeful and collaborative outreach efforts to inform all students and related audiences and community of the benefits and costs of tuition, including enrollment and fee policies.
- B. Assist students in the successful transition to and acceleration through postsecondary education at SUSLA, online and at AVANCE.
- C. Ensure all credit students will receive academic and college advising with access to student support services to bridge them successfully into college course completion.
- D. Maintain quality and rigor of credit course to ensure student success in subsequent courses.
- E. Collaborate in the design and execution of challenging and innovative instructional programs (including credit, noncredit, global education courses).
- F. Comply with all applicable guidelines, standards and requirements in the offering of the programs, including but not limited to regulations promulgated by the Louisiana Board of Regents, the Southern Association of Colleges and Schools (SACSCOC), and the United States Department of Education and State Department for students enrolled at SUSLA and also the regulations promulgated by AVANCE Senate, University Council and the laws Republic of Uganda for students enrolled at AVANCE.

- G. AVANCE will inform and collaborate with SUSLA during the application and implementation process of related grants that commit/depend and encumber SUSLA Resources in the grant application. AVANCE will provide and request SUSLA signature within reasonable time of at least two weeks.
- H. Schedule classes in support of these programs at AVANCE or SUSLA facility.
- I. Recruit eligible students for academic or workforce programs to be conducted at both SUSLA and AVANCE.
- J. Evaluate the programs and share student data in order to track and evaluate student progress and program successes.
- K. Market the partnership to the Parents, Community, Government Municipalities, business, and schools of both parties.

5. Understanding of the Parties

- A. Nothing in this Agreement is to be construed as transferring responsibility from one party to the other.
- B. SUSLA will work with AVANCE to create in-district tuition that will cover the cost of tuition and fees to attend at SUSLA for online, hybrid and for programs that are jointly handled and partnered upon by the parties. Payment of Tuition and fees will be responsibility of the student.
- C. Each party will each comply with all state and federal laws applicable to this Agreement and applicable in both countries that is Uganda and the United States. ,For instance in the case of SUSLA Family Educational Rights and Privacy Act (FERPA), Title VI of the Civil Rights Act of 1964, as amended; Title VII of the Civil Rights Act; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990, as amended; applicable provisions of the LA. R.S. 17:3161 through 17:3169 Chapter 25 of the Louisiana Board of Regents; and applicable SUSLA policies and procedures and in the case of AVANCE all applicable Laws of Uganda especially the University and Tertiary Institutions Act .
 - i. The parties agree to collaborate and develop a written specific plan to uniformly implement existing compliant ADA practices **LANGUAGE SHALL BE DEVELOPED, FINALIZED, AND IMPLEMENTED INTO THIS AGREEMENT VIA ADDENDUM.**
- D. Subject to the applicable laws and to the regulations of the respective Universities, information, data and reports of cooperative activities carried out under this Agreement may be released by any of the Parties with the consent of the other party or as otherwise

may be required by conditions and circumstances in connection with the program or as required by law.

- E. It is hereby agreed BY BOTH PARTIES that students enrolled under this partnership if enrolled at SUSLA will be subject to SUSLA Student Code of Conduct. SUSLA agrees to inform AVANCE of the violation. If enrolled at AVANCE, the students will be subject to the AVANCE Student Code of Conduct. AVANCE also agrees to inform SUSLA of the violation.
- F. Both parties understand the safety and security risks inherent with minors and agree that certain risks may be unforeseeable. Further, the parties agree that the public safety departments from both SUSLA and AVANCE will collaborate to develop and/or review safety and security standards and/or guidelines, including emergency response, within thirty (30) days of both parties executing the Agreement.

6. Obligations of AVANCE

- A. Course Schedule: AVANCE shall provide a complete course schedule for requested credit and or non-courses a minimum of sixty (60) days prior to the start of the semester.
- B. Advising and Outreach: AVANCE will allow routine access to students solely for informing students about academic and career pathways, financial aid coaching, and other topics related to transition to college.
- C. Career advising: AVANCE will provide support for SUSLA advisors, such as office space and access to the internet. AVANCE will also provide support to students enrolling in post-secondary education, such as tutorial support as needed.
- D. Marketing programs offered by SUSLA within the Ugandan setting and recruiting students to study at SUSLA.
- E. Provide instructional materials, including textbooks and other instructional resources for face to face programs the subject of this partnership and offered at AVANCE (lab materials, online access), necessary for operation of the programs (14 day) fourteen business days prior to the commencement of classes.
- F. Ensure credit and non-courses held at the AVANCE meet the contact hours required and that extracurricular activities do not interfere with students completing the required contact hours.

- i. Adjunct Instructors (Faculty):
 1. Be credentialed and hired at sole discretion of SUSLA.
 2. Provide students the course syllabus on the first day of class.
 3. Maintain college-level rigor of the course.
 4. Follow the curriculum jointly developed by SUSLA and AVANCE.
 - ii. Alert the department chair immediately if there is an issue with equipment or textbooks.
 - iii. Follow the protocol for communicating with the department chair on any grading or student conduct items.
 - iv. Submit Rosters and Grades on time.
 - v. Check rosters daily to ensure all students in the class are on the college roster and report any discrepancies immediately to the assigned SUSLA Associate Vice Chancellor of Academic Affairs and Workforce Development and Office of Global Education.
 - vi. Maintain communication with the department chair throughout the semester.
 - vii. Attend trainings provided by the Associate Vice Chancellor of Academic Affairs and Workforce Development office, Office of Global Education and SUSLA.
 - viii. Must attend the adjunct faculty meeting at the beginning of each semester.
(Two options will be offered, and faculty must attend one of the two meetings.)
- G. Mandatory Orientation: all SUSLA students, students will complete mandatory orientation as part of their enrollment process.
- H. Enrollment: AVANCE shall provide a minimum of 15 college admitted enrolled students per requested program.
- I. Review the Curriculum for the programs the subject of this partnership.
- J. Getting approval of the National Council for Higher Education for the programs the subject of this partnership.
- K. Provide office structures /structures for lecturing students enrolled under the current partnership

SUSLA Responsibilities

- A. Provide the course schedule as requested by AVANCE.
- B. Provide a list of required textbooks forty-five days (45) prior to the start of each semester. If an instructor has not been identified within 45 days prior to the start of the semester, a default textbook will be assigned to that course.

- C. Credential and hire qualified faculty to teach credit courses.
- D. Provide adjunct training as needs are identified.
- E. Compensate adjuncts directly or distribute funds to the AVANCE based on the number of courses and enrollment so AVANCE may provide stipends to instructors in accordance with SUSLA's faculty salary rates.
- F. Provide support for teachers in accordance with SUSLA adjunct policies.
- G. Implement the Global Education Program.
- H. Host Campus Forums for Students.
- I. Provide SUSLA advisors to assist in building pathways for students.
- J. Provide students access to SUSLA campus tutoring services and the locations and hours these services are available.
- K. Will conduct class observations of faculty at least once per academic year.
- L. Will inform faculty of the dates that SUSLA will conduct the Student Evaluation of Instruction so that credit students are allowed to participate.
- M. Provide access to online learning and online course to students enrolled subject to this Partnership.
- N. Provide the necessary equipment used in lecturing allied health courses and euro Space Engineering which equipment will be installed at AVANCE.

7. Joint Goals

A. Credit Enrollment Targets:

- i. AY2021: 10% of SUSLAs SCH enrollment
- ii. AY2022: 12% of SUSLAs SCH enrollment
- iii. AY2023: 15% of SUSLAs SCH enrollment
- iv. AY2024: 15% of SUSLAs SCH enrollment
- v. AY2025: 15% of SUSLAs SCH enrollment
- vi. AY2026: 15% of SUSLAs SCH enrollment

B. College Matriculation

- i. AY2021: 13% of AVANCE high school graduates will enroll at SUSLA
- ii. AY2022: 14% of AVANCE high school graduates will enroll at SUSLA
- iii. AY2023: 15% of AVANCE high school graduates will enroll at SUSLA
- iv. AY2024: 16% of AVANCE high school graduates will enroll at SUSLA
- v. AY2025: 15% of AVANCE high school graduates will enroll at SUSLA
- vi. AY2026: 15% of AVANCE high school graduates will enroll at SUSLA

8. Insurance

AVANCE shall obtain and maintain in force for the duration of this Agreement and any extensions thereof, at AVANCE sole expense, all insurance required by the Republic of Uganda state or federal law, including, but not limited to, General Liability Insurance.

The General Liability policy will name SUSLA as an Additional Insured. A Waiver of the original Verification of Insurance Coverage will be forwarded to:

Physical:

SUSLA Risk Management
3050 Martin Luther King Jr. Drive
Shreveport, LA 71107

Mailing:

AVANCE INTERNATIONAL UNIVERSITY
NABWERU, WAKISO
P.O. Box 12385 Kampala, Uganda (East Africa)

9. Security Protocol

Both Parties shall exert due diligence in defining and implementing a written security protocol
LANGUAGE SHALL BE DEVELOPED, FINALIZED, AND IMPLEMENTED INTO THIS AGREEMENT VIA ADDENDUM.

10. EMERGENCY NOTICE

All matters related to emergencies to students and/or staff shall be immediately forwarded to:

SUSLA:

Dr. Antonius Pegues
Vice Chancellor for Administration
and Finance

AVANCE :

AVANCE INTERNATIONAL UNIVERSITY
Tel: +256 758 569669, Email: info@aiu.ac.ug

11. **Agreement Coordinators.** Each institution will designate an office and an individual within that office (the “Coordinator”) to oversee the Partnership. Coordinators should communicate regularly with each other.

Coordinators may assign or delegate aspects of the program to other people, such as faculty advisers. Coordinators are responsible for ensuring that these other individuals perform in a satisfactory way.

12. Indemnification

To the extent permitted by the constitution and laws of the state of Louisiana, AVANCE agrees to indemnify, release, and hold SUSLA and SUS board of supervisors, officers, agents, and employees, harmless from any and all claims, demands, causes of action, and liabilities (each as used herein shall be referred to as “claim”) of any type or any nature whatsoever (including costs and reasonable legal and expert fees) for damage to, loss of, or destruction of any tangible property or bodily injury or death to any person, arising from, in connection with, or any way incident to this agreement, to the extent finally determined to have been caused by AVANCE and its personnel in performance of the services.

To the extent permitted by the constitution and laws of Uganda, SUSLA also agrees to indemnify, release, and hold AVANCE and its supervisors, officers, agents, and employees, harmless from any and all claims, demands, causes of action, and liabilities (each as used herein shall be referred to as “claim”) of any type or any nature whatsoever (including costs and reasonable legal and expert fees) for damage to, loss of, or destruction of any tangible property or bodily injury or death to any person, arising from, in connection with, or any way incident to this agreement, to the extent finally determined to have been caused by SUSLA and its personnel in performance of the services.

13. Records Retention and Audits

The Parties shall comply with all applicable laws regarding records in their respective countries including but not limited to, the Family Educational and Privacy Rights Act (“FERPA”), the Freedom of Information Act (“FOIA”), the Louisiana Public Information Act (“TPIA”), and the Louisiana Records Retention laws (“RR laws”) in the case of SUSLA AND THE APPLICABLE Ugandan laws for the case of AVANCE.

All records and reports generated, prepared, assembled, or maintained by AVANCE in relation to this Agreement shall be available for review, inspection, and audit by SUSLA and its auditors. Copies will be made available upon request and in conformity with FERPA, the FOIA, the LPIA, and the RR laws.

All reports prepared by SUSLA shall also be available for review by AVANCE.

AVANCE understands that acceptance of funds under the Agreement constitutes acceptance of the authority of the Louisiana State Auditor’s Office, or any successor agency (collectively, “Auditor”) to conduct and audit or investigation in connection with any state funds distributed in furtherance of this Agreement. AVANCE agrees to cooperate with the Auditor in the conduct of the audit or investigation, including without limitation providing all records requested.

14. Confidential and Proprietary Information

The Parties may provide technical information, documentation and expertise to each other that is either (1) marked as being confidential, or (2) if delivered in oral form, is summarized in writing within 10 working days and identified as being confidential (“Confidential Information”). The receiving party shall for a period of five (5) years from the date of disclosure (1) hold the disclosing party’s Confidential Information in strict confidence, and (2) except as previously authorized in writing by the disclosing party, not publish or disclose the disclosing party’s Confidential Information to anyone other than the receiving party’s employees on a need-to-know basis, and (3) use the disclosing party’s Confidential Information solely for performance of this Agreement. The foregoing requirement shall not apply to any portion of a party’s confidential Information which (a) becomes publicly known through no wrongful act or omission on the part of the receiving party, (b) is already known to the receiving party at the time of the disclosure without similar nondisclosure obligations; (c) is rightfully received by the receiving party from a third party without similar nondisclosure obligations; (d) is approved for release by written authorization of the disclosing party, (e) is clearly demonstrated by the receiving party to have been independently developed by the receiving party without access to the disclosing party’s Confidential Information; or (f) is

required to be disclosed by order of a court or governmental body or by applicable law, provided that the party intending to make such a required disclosure shall promptly notify the other party of such intended disclosure in order to allow such party seek protective order or other remedy.

A. Student Data Sharing between SUSLA and AVANCE

AVANCE agrees that the data transferred from SUSLA to AVANCE is and shall remain the sole and exclusive property of SUSLA. SUSLA agrees that the data transferred from AVANCE to SUSLA shall remain the sole and exclusive property of AVANCE. The Parties acknowledge under this Agreement that individually-identifiable health information that falls under the protection of the Health Insurance Portability and Accountability Act ("HIPAA"), data that deals with the confidentiality provisions of the Patient Safety Rule, and Social Security Numbers shall not be released by either party. Data that is released must be used consistent with the Family Education Rights and Privacy Act ("FERPA"), HIPAA and AVANCE and SUSLA policies and procedures for managing student education records and other confidential information. AVANCE grants SUSLA, and SUSLA grants AVANCE permission to use such data only for the following purpose and for no other purpose: To track current AVANCE students who earned credit in a credit course, or have graduated or completed a sequence of courses leading to certification, licensure or an Associate Degree from SUSLA while maintaining enrollment at AVANCE.

- i. The scope of the data sharing between SUSLA and AVANCE addressed in this Agreement is limited to the following:
 1. Student Identifier
 - a. First Name, Last Name, Middle Initial.
 - b. Social Security Number (SSN) or other student record identifier.
 - c. Date of Birth (DOB).
 2. Semester End Date
 3. Credit Course(s) Enrollment Information:
 - a. Course name;
 - b. Course ID;
 - c. Semester Grade;
 - d. Associate Degree Earned (Y/N);
 - e. License Awarded (Y/N);
 - f. Certification Awarded (Y/N); and
 - g. If "Yes" to 4, 5 or 6, Provide Type and Program Name.
 4. Provide AVANCE with TSI-A results of any AVANCE student who tests at SUSLA, as available.

ii. Data Sharing

A portion of the relevant student data shall be provided by AVANCE to SUSLA and a portion of the data shall be provided by SUSLA to AVANCE. The data shall be provided in the following format: either Microsoft Excel or Access.

1. AVANCE will provide:
 - a. Enrollment information for all students:
 - (i) First Name, Last Name, Middle Initial;
 - (ii) Social Security Number (SSN) or other student record identifier;
 - (iii) Date of Birth (DOB);
 - b. High School Attendance;
 - c. Date of High School graduation;
 - d. Endorsement areas of each student;
 - e. Cumulative GPAs.

2. SUSLA will provide persistence data:
 - a. Student Identifier;
 - b. Semester Identifier; and
 - c. Enrolled in credit course this semester (Y/N)
 - d. Available TSI-A results of students tested from AVANCE, as available.

iii. Confidentiality

AVANCE and SUSLA shall maintain the confidentiality of any and all student data exchanged pursuant to this Parent Agreement or any subsequent agreement intended to supersede the Parent Agreement. To ensure the continued confidentiality and security of the student and staff data processed, stored, or transmitted, AVANCE and SUSLA shall establish a system of safeguards that shall at minimum include doing the following:

1. AVANCE and SUSLA shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all data, including electronically-maintained or transmitted data received from, or on behalf of each other. These measures shall be extended by contract to all subcontractors used by AVANCE and SUSLA;

2. AVANCE and SUSLA employees, subcontractors and agents involved in the handling, transmittal, and/or processing of data provided under the agreement shall be required to maintain the confidentiality of all student and staff-related personally identifiable information;

3. AVANCE and SUSLA shall develop and implement procedures and systems that require the use of secured passwords to access computer databases used to process, store, or transmit data provided under the Agreement;
4. AVANCE and SUSLA shall develop and implement procedures and systems, such as good practices for assigning passwords, to maintain the integrity of the systems used to secure computer data bases which used to process, store, or transmit data provided under the Agreement;
5. AVANCE and SUSLA shall develop and implement procedures and systems that ensure that all confidential student and staff data processed, stored, and/or transmitted under the provisions of the Agreement shall be maintained in a secure manner that prevents the interception, diversion, or other unauthorized access to said data;
6. AVANCE and SUSLA shall develop and implement procedures and systems to process, store, or transmit data provided under the Agreement which ensure that any and all disclosures of confidential student and staff data comply with all provisions of federal laws (HIPAA, FERPA, E-government, etc.) and Louisiana state laws relating to the privacy rights of students and staff at SUSLA and Privacy and Confidential laws applying in Uganda applying to students and staff with at AVANCE as such laws are applicable to the parties to the Agreement depending n the area of studying;
7. SUSLA shall return to AVANCE all data or any portions thereof requested by AVANCE or, at AVANCE's election and subject to proper notice to SUSLA, SUSLA shall destroy all or any part of AVANCE's data that is within the possession or control of SUSLA; and
8. SUSLA shall obtain permission from AVANCE prior to publications or disclosure of relevant data, or other uses not outlined in the Agreement.

15. Debarment and Suspension

SUSLA and AVANCE certify that it is not presently debarred, suspended for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency.

16. General Provisions

A. Relationship of the Parties.

It is understood and agreed that any entity(ies) collaborating or contracting with AVANCE which is/are separate legal entity(ies) from AVANCE, and any of its employees, volunteers, or agents collaborating or contracting with AVANCE, shall not be deemed for any purposes to be employees or agents of AVANCE. Collaborating partners and contractors assume full responsibility for the actions of their personnel and volunteers while performing any services incident to this Agreement, and shall remain solely responsible for their supervision, daily direction and control, payment of salary (including withholding of supervision, daily direction and control, payment of salary (including withholding of income taxes and social security), workers' compensation, disability benefits and like requirements and obligations. Nothing in this Agreement shall be deemed or construed to create any third-party beneficiaries or otherwise give any third party any claim or right of action against any party to this Agreement.

B. No Personal Liability

Nothing in this Agreement may be construed as creating any personal liability on the part of any officer, director, employee or agent of AVANCE, and the parties expressly agree that the execution of this Agreement does not create any personal liability on the part of any officer, director, employee or agent of SUSLA or AVANCE. The parties shall be responsible for their own acts of negligence.

These provisions are solely for the benefit of the parties hereto and not for the benefit of any person or entity not a party to this Agreement. No provisions shall be deemed a waiver of any defenses available by law, including, but not limited to, governmental immunity.

C. Notice

Any routine notices not including ***EMERGENCY NOTICES (SEE EMERGENCY NOTICE PROVISION)*** required to be given under the provisions of this Agreement, shall be in writing and shall be duly served when it shall be hand-delivered to the addressees set out below, or shall have been deposited, duly registered or certified, return receipt requested, in a United States Post Office addressed to the other party at the following addresses:

To: Southern University at Shreveport
Terry T. Kidd, Ph.D.
Chief Academic Officer
3050 Dr. Martin Luther King Blvd Suite A-29

Shreveport, LA 71101

Copy to:

Southern University at Shreveport
Office of the Chancellor
Rodney Ellis, Ed.D.
3050 Dr. Martin Luther King Blvd
Shreveport, LA 71101

To:

The Vice Chancellor
AVANCE International University for Engineering, Business and
Complementary & Alternative Medicine
P.O. Box 12385 Kampala, Uganda (East Africa)

Copy to :

THE PRESIDENT

AVANCE International University for Engineering, Business and
Complementary & Alternative Medicine
Mk Book House, Kibuye, Kampala
P.O. Box 12385 Kampala, Uganda (East Africa)

Any party may designate a different address by giving the other party ten (10) days prior written notice in the manner provided above.

D. No Waiver of Immunity

Neither **SUSLA** nor **AVANCE** waives or relinquishes any immunity of defense on behalf of itself, its trustees, officers, employees, and agents as a result of its execution of this Agreement and performance of the functions or obligations described herein.

E. Authorization of Contract

Each party represents and warrants to the other that the execution of this Agreement has been duly authorized, and that this Agreement constitutes a valid and enforceable obligation of such party according to its terms.

F. No Waiver

No waiver of a breach of any provision of this Agreement shall be construed to be a waiver of any breach of any other provision. No delay in acting with regard to any breach of any provision shall be construed to be a waiver of such breach.

G. No Assignment

No assignment of this Agreement or of any duty or obligation or performance hereunder shall be made in whole or in part by either party without the prior written consent of the other party.

H. Dispute Resolution

All disputes relating to this agreement shall first be referred to mediation / arbitration in accordance with the laws relating to mediation in both countries.

I. Governing Law; Venue

Parties agree that this Agreement will be governed under the laws of the State of Louisiana for purposes of resolving claims or litigation relating to this Agreement, the parties irrevocably consent to the jurisdiction and venue of the courts of Caddo Parish, Louisiana.

J. Section Headings

The headings of sections contained in this Agreement are for convenience only, and they shall not, expressly or by implication, limit, define, extend, or construe the terms or provisions of the sections of this Agreement.

K. Complete Understanding

This Agreement shall constitute the complete understanding of SUSLA and AVANCE, and may not be modified in any manner without the express written consent of both parties and supersedes any other representations, agreements, arrangements, negotiations, or understanding, oral or written, between the parties of the Agreement.

By signing the Agreement, both parties affirm that there is no personal or financial conflict of interest between its employees and contractors or their families and the institution.

This Agreement is executed in counterparts, each of which shall have the full force and effect of an original Agreement, and each of which shall constitute but one and the same instrument.

SUSLA and AVANCE have executed and delivered this Agreement to be effective as of the Effective Date.

SECTION 2: ELIGIBLE CREDIT COURSES AT SUSLA AND FOR JOINT PROGRAMS AT AVANCE

Courses offered for credit by SUSLA must be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual adopted by the Louisiana Board of Regent. In addition, La. R.S. 17:3161, et seq., allows colleges to provide credit programs, to the benefit of students who would have expanded choices of programs and more opportunities to earn college credit and career training. International Credit students must meet the same eligibility requirements as any other SUSLA students. NOTE: Eligibility requirements are subject to change. All SUSLA students (including International Students) must meet college readiness requirements unless an exception applies. Eligibility requirements are found online at: <http://www.susla.edu/page/international-students>

Courses offered jointly for credit at AVANCE must be college level Academic courses and if Diploma /Bachelors Programs, they must be accredited by the Southern Association of Colleges and Schools (SACSCOC) and by the National Council for Higher Education.

International students required to have test scores will be granted acceptance with a registration hold to allow to take the Accuplacer exam once they arrive to the campus. Once they have completed the Accuplacer exam the registration hold will be removed. New first-time traditional freshmen seeking admission into degree-seeking programs are required to have test scores on file for placement purposes. Acceptable tests are ACT, SAT, Compass, Asset, Accuplacer.

New first-time non-traditional freshmen (age 25 or older) seeking admission into degree programs are not required to have test scores on file. However, students without test scores may be placed in developmental courses. Students may opt to take the Accuplacer to be placed into college-level courses. Students seeking admission into non-degree programs are not required to have test scores on file.

(A) Eligibility

- (1) An international student is eligible to enroll at SUSLA credit courses if the student:
 - (a) Demonstrates college readiness by achieving the minimum passing standards under the provisions of the Louisiana Board of Regents on relevant section(s) of the assessment instrument; or

- (b) Demonstrates that he or she is exempt under the provisions of the Louisiana Board of Regents and is otherwise approved by SUSLA according to the provisions indicated below.

<u>TYPE OF ASSESSMENT</u>	<u>Minimum</u> scores for Reading & Writing based classes e.g., English/History/ Government	<u>Minimum</u> scores for Reading, Writing and Math based classes e.g., Economics	<u>Minimum</u> scores for Math based classes e.g., College Algebra
ACT (TSI exemption)	English 19 Composite 23	English 19, Math 19 Composite 23	Math 19 Composite 23
SAT (before 3/2016)	Critical Reading 500 Total (Critical Reading + Math) 1070	Critical Reading 500 Math 500 Total (Critical Reading + Math) 1070	Math 500 Total (Critical Reading + Math) 1070
SAT (after 3/2016)	Evidence-Based Reading &Writing 480	Evidence-Based Reading &Writing 480 Math Section Score 530	Math Section Score 530

- (2) An international student is eligible to enroll in SUSLA workforce continuing education credit or non-credit courses as follows:
- (a) Non-Credit Certificate courses: no testing or end-of-course assessment minimum required.
 - (b) Technical Diploma: the student must demonstrate that he or she has achieved the designated minimum final phase-in score on the Algebra I (i.e. 3872 or higher) end-of-course assessment and/or the English II reading (i.e. 1929 or higher) or English II Writing (i.e. 1928 or higher) end-of-course assessments relevant to the courses to be attempted.
 - (c) A student may enroll only in the workforce continuing education courses for which the student has demonstrated eligibility.
 - (d) A student who is exempt from taking TAKS or STAAR end-of-course assessments may be otherwise evaluated by an institution to determine eligibility for enrolling in workforce education continuing education noncredit courses.
- (3) Students who are enrolled in private or non-accredited secondary schools or who are home-schooled must satisfy paragraphs (1) – (3) of this subsection.
- (4) To be eligible for enrollment in an SUSLA credit course, students must meet all of the college's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.)

- (a) Students wishing to enroll in more than five credit courses per semester at SUSLA must meet the guidelines established by mutual agreement between SUSLA and AVANCE.
 - (b) SUSLA and AVANCE agree that a student enrolling in more than five credit courses in a semester must pass all courses during that semester with a grade of C or better to continue to enroll in more than two credit courses in following semesters.
 - (c) This provision does not apply to students enrolled in approved noncredit continuing education programs.
- (5) SUSLA and AVANCE will make a collaborative decision of which credit and or workforce continuing education courses will be available for students based on the identified pathway of each student.

For students studying the listed Joint Programs at AVANCE, the following are the requirements as set by The National Council for Higher Education in Uganda

Students' entry requirements to institutions.

(1) Minimum entry requirements for Bachelor's degree—

(a) Direct entry from schools – Uganda Certificate of Education (UCE) with at least 5 passes and at least two principal passes at Uganda Advanced Certificate of Education (UACE) obtained at the same sitting or its equivalent;
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(b) Mature Age Entry – aged 25 years and above and has passed mature age entry examinations with 50% and above. The National Council shall accredit the mature age entry examinations;

(c) Diploma entry – obtained at credit/distinction level in the relevant field from a recognized institution;

(d) Bridging/access/remedial courses for students who have done their secondary education outside Uganda, which shall be accredited by the National Council.

(2) Minimum entry requirements for Master's degree shall be a bachelor's degree.

(3) Minimum entry requirements for a doctoral degree shall be a Master's degree.

- (4) Minimum course duration—
 - (a) 3 years for undergraduate degree with the exception of in-service courses which may last two years;
 - (b) At least 1 year for Masters;
 - (c) At least 3 years for Ph.D.

- (5) Minimum entry requirements for an ordinary diploma—
 - (a) Uganda Certificate of Education (UCE) with at least 5 credits;
 - (b) Uganda Advanced Certificate of Education (UACE) with 1 Principal pass and two subsidiaries obtained at the same sitting or its equivalent;
 - (c) Qualifications equivalent to Uganda Advanced Certificate of Education (UACE) as shall be determined by the National Council in consultation with the Uganda National Examinations Board;
 - (d) Certificate from a recognized institution.

- (6) Minimum entry requirement for an advanced/higher diploma shall be an ordinary Diploma.

- (7) Minimum entry requirement for a postgraduate diploma shall be a Bachelors Degree.

- (8) Minimum entry requirement for a certificate is a Uganda Certificate of Education (UCE) with at least 3 passes obtained a

Students' admissions criteria to institution- SUSLA

- (1) SUSLA hybrid or online Admissions is the same for regular university admission

- (2) SUSLA -Student Exchange and Visitors Eligibility
 - (a) whereby, Southern University at Shreveport (SUSLA) a certified Student and Exchange Visitor (SEVP) approved school authorized to serve F I (Associate Degrees) and M I (Vocational/Certificate) International students by the Department of Homeland Security. Southern University at Shreveport Office of Multicultural and International Affairs governs the Homeland Security Student Exchange and visitors programs in accordance to United State guidelines. Thereby, two designated Officials are housed to serving as Primary Designated Service Officials and Designated Service Officials.

 - (b) SEVP students must complete and meet SUSLA Acceptance (refer to admissions criteria) in accordance includes: applications, fee, Immunization records, test scores, high school credential, and financial responsibility documentation.

- (c) then and thereafter a student can request approval for F-1 status I-20 documentation with proof financial ability and acceptance. Students will be solely responsible the completion of Native Embassy Interview requirements, SEVP I-901 application fees requirements, and travel arrangements and housing cost to arrive at the SUSLA location for check-in 30 days prior to semester start date.
- (d) Southern University at Shreveport (School Code: NOL214F00644000) can offers status F-1 participants 23 Associate and 6 Certificate tracks (two to three year) timeframe as full-time Face to Face programs Of Study See appendix for approved programs offerings.
- (e) (SUSLA does not offer financial support for International students. All fees are solely the responsibility of the student.

(B) Location of Class

- (1) Credit courses may be taught at a SUSLA campus, ONLINE, or at the AVANCE campus. For credit courses taught exclusively to students on the AVANCE campus and for credit courses taught electronically, SUSLA will comply with applicable Southern Association of Colleges and Schools (SACSCOC), and Louisiana Board of Regents rules and procedures for offering courses at a distance and it will also comply with the relevant laws in Uganda.
- (2) In addition, credit courses taught electronically shall comply with the Louisiana Board of Regents adopted Principles of Good Practice for Courses Offered Electronically and offered at the discretion of the College. These Credit courses shall also comply with the National Council for Higher Education Guidelines on online Learning in Uganda

(C) Composition of Class

Credit courses will be composed of international and college credit students in accordance with Southern Association of schools Commission on College (SACSCOC). Workforce Continuing Education courses offered under this agreement to the AVANCE will be composed of international students from the AVANCE and or college workforce continuing education from SUSLA in accordance with Southern Association of schools Commission on College (SACSCOC). (See section on SACS requirements.)

(D) Faculty Selection, Supervision and Evaluation

- (1) SUSLA shall select or credential recommended AVANCE instructors of courses. These instructors must be regularly employed faculty members of the college or must meet the same standards (including minimal requirements of the Southern Association of Colleges and Schools) and approval procedures used by the college to select faculty responsible for teaching the same courses at SUSLA; and
- (2) SUSLA shall supervise and evaluate instructors of credit courses using the same or comparable procedures used for faculty at SUSLA.

(E) Course Curriculum, Instruction and Grading

SUSLA shall ensure that all courses offered at SUSLA are equivalent with respect to the curriculum, materials, instruction, and method/rigor of student evaluation. These standards must be upheld regardless of the student composition of the class.

(F) Funding and fees

- (1) Credit and continuing education workforce courses are offered based on the approved tuition and fees and are charged to any student as shall be agreed in this agreement and as shall be reviewed from time to time.
- (2) Tuition for AVANCE international students for this pilot project shall be at a reduced rate of 25%.
- (3) For programs handled jointly by both SUSLA and AVANCE, the parties will jointly agree on the amount of tuition and application fees to charge preferably in United States Dollars and the dividends will be shared in equal shares.
- (4) SUSLA and or the SU Board reserves its right to change funding structure during its periodic review and approval of waivers without altering funding structure mid-academic year. Compliance with Program Commitments, Principles of Partnership, and Joint Goals outlined in this agreement will be communicated to SU Board of Supervisors as they review continuation tuition and fees.
- (5) SUSLA may only claim funding for students obtaining college credit in core curriculum, career and technical education courses.
- (6) This provision does not apply to students enrolled in approved Continuing Education workforce programs.
- (7) SUSLA may waive all or part of tuition and fees for a student enrolled in a course for which the student may receive credit.
- (8) SUSLA will pay AVANCE in accordance with SUSLA compensation structure per completed section of credit courses, as invoiced by AVANCE, provided course sections have a minimum of 15 students for Career and Technical Education Courses or 15 students for Academic Transfer courses. Courses with enrollment below the minimum may still take place, based on SUSLA discretion at AVANCE campus location or online; however, the amount paid will be on a per student basis. Payment is due 30 days from the invoice date. Any overage of funds may only be used for

credit program expenditures. If the adjunct rate changes, it will be adjusted per the new rate.

- (9) If the minimum enrollment is not met and the parties decide to run the class, the compensation will be pro-rated based on the student count.
- (10) AVANCE will invoice within 30 days of the enrollment day.

(G) Academic Policies and Student Support Services

- (1) Regular academic policies applicable to courses taught at SUSLA must also apply to credit courses. These policies should include the appeal process for disputed grades, drop policy, the communication of grading policy to students, when the syllabus must be distributed, etc.; and
- (2) Students in credit courses must be eligible to utilize the same or comparable support services that are afforded to SUSLA students. SUSLA is responsible for ensuring timely and efficient access to such services (e.g., academic advising and counseling), to learning materials (e.g., library resources), and to other benefits for which the student may be eligible. Disability-related accommodations in a course for which college credit is awarded will be assigned by SUSLA Ability Services in accordance with current SUSLA policies, procedures, and applicable laws that govern the College. Students requesting accommodations are required to self-disclose with the appropriate SUSLA Ability Services office. Service coordination and costs of required accommodations will be afforded through a collaborative effort.

(H) Transcription of Credit

For continuing education workforce and or credit courses, college credit should be transcript immediately upon a student's completion of the performance required in the course.

(I) Continuing Education and or Credit Faculty

- (1) SUSLA Faculty are professors who work full-time or part-time teaching college courses for credit.

SUSLA will:

- (1) Provide curriculum and common assessments as well as identify a textbook.
- (2) Ensure that Department Chairs and or Continuing Education Program Directors communicate with the faculty.

(J) SACS

All SACS requirements must be followed by AVANCE. Section II has all of the approved SACS requirements for the credit program and continuing education courses. *(Please see the SACSCOC policy "Quality and Integrity of the Undergraduate Degree.")*

SUSLA will:

- (1) Provide updates related to any changes in the SACS policies.
- (2) Process requests for substantive changes.
- (3) Check the overall school schedule to ensure that the school is not offering 25% or 50% of a program without the proper notification being sent to SACS for approval.

AVANCE will:

- (1) Follow all SACS policies and requirements. Any violation puts the both the program and SUSLA at risk.
- (2) Work with the Associate Vice Chancellor of Academic Affairs and Workforce Development to establish the schedule and will review the schedule to ensure the proper SACS notifications occur at the 25% and 50% points of offering a full certificate or degree program.
- (3) Allow access to department chairs, associate chairs, deans, or designees to conduct visits at each school location prior to each semester and in the middle of each semester in order to document facilities, materials, and textbooks and to allow SUSLA to offer support as needed for each program.
- (4) Allow access to SUSLA individuals who arrive to observe credit faculty during the school day.

SECTION 3: SACSCOC ENROLLMENT POLICY STATEMENT

- A. For SACSCOC purposes, "enrollment" refers to courses taught to high school, international, or off-site students for which the students receive both off-site institutional credit and college credit from the primary host institution, regardless of location or mode of delivery.

This would include such course work offered at the high school, secondary entity campus on the institution's campus, or via distance education. The academic rigor of such coursework matches the quality of other institutional coursework, regardless of location or mode of delivery.

- B. Institutions must ensure that their courses and programs comply with the *Principles of Accreditation*. This applies to all such educational programs and services, wherever located or however delivered. In addition, institutions being reviewed

should also be prepared to demonstrate clear institutional control over these courses and programs.

C. Applying the Principles of Accreditation

- i. With the underlying concept that the *Principles of Accreditation* apply to all programs of the institution, regardless of mode of delivery, institutions should consider the following statements in implementing and reporting on programs. Similarly, reviewers should consider these statements when approving or evaluating programs.

D. Substantive Change

- i. An institution offering enrollment to off site and global entities ensures appropriate notification and prior approval (if needed) of off-campus instructional sites where courses and programs are offered. Another aspect of enrollment that may require notification or approval could be the use of a cooperative academic arrangement to deliver courses. (Please refer to the SACSCOC policy “Substantive Change for SACSCOC Accredited Institutions.”)

E. Faculty

- i. SACSCOC defines an “instructor of record” as the faculty member qualified to teach the course. This person has overall responsibility for the development and implementation of the syllabus and for issuing grades. With very limited exceptions—particularly in the context of a course taught at an offsite location or SECONDARY ENTITY location—this faculty member will provide direct instruction for the course.
- ii. The institution ensures appropriate faculty qualifications for those who provide instruction for courses; these faculty members possess the same academic credentials and/or documented professional experience required by the institution of all of its faculty. Graduate teaching assistants, if they are the instructor of record and providing direct instruction, should meet the same academic and/or professional criteria. In all cases, the institution bears responsibility for documenting and justifying the qualifications of its instructors, and they are included on the Faculty Roster when appropriate for review by a SACSCOC committee. (Please refer to the Resource Manual, Standard 6.2.b, for a broader discussion of faculty qualifications.)
- iii. An institution offering courses or programs ensures that a sufficient number of full-time faculty members teach and/or provide appropriate oversight for the courses/programs. Materials submitted for review by SACSCOC explain the nature of faculty oversight that ensures the quality and integrity of the courses offered. The institution has clear criteria for the evaluation of faculty teaching courses and demonstrates the use of these criteria.

F. Curriculum and Instruction

- i. For all courses offered, the institution employs sound and acceptable practices for determining the amount and level of credit awarded. Course content and rigor of courses are comparable to that of the same courses taught to the institution's other students. Institutions may not offer courses which combine students enrolled in the college course with students who are only receiving high school credit. (Please see the SACSCOC policy "Quality and Integrity of the Undergraduate Degree.")
- ii. The faculty assumes primary responsibility for courses. Such oversight ensures both the rigor of programs/courses and the quality of instruction.

G. Institutional Effectiveness

- i. Students are included within the processes used to ensure the effectiveness of campus programs. If students can earn a credential, then that credential and those students should be part of the institutional effectiveness process of the institution. The institution regularly assesses the effectiveness of its provision of library/learning resources and student support services.

H. Library and Learning Resources

- i. Students have access to appropriate library resources, and the institution demonstrates that students are able to use such resources effectively. If the high school is the provider of these materials, the institution establishes the appropriateness of the collections for the courses and programs offered. The institution ensures that its students have access to regular and timely instruction in the use of library and other learning resources.

I. Academic and Student Support Services

- i. Academic support services are appropriate for the courses and programs offered. Institutions ensure that students are appropriately advised regarding the collegiate curriculum. Student support services are appropriate for students.
- ii. Institutions have an adequate and published procedure for resolving written student complaints, and the institution follows its policies and procedures. The institution ensures that its students are appropriately oriented regarding their rights and responsibilities. Documented procedures assure that security of personal information is protected.

J. Admissions and Transparency

- i. The institution implements appropriate eligibility and placement procedures to ensure that potential students are prepared for college-level courses. Students are usually admitted under exceptions to an institution's published

admissions policies, and the institution follows commonly accepted practices in making such exceptions. Advertising, recruiting, and admissions information adequately and accurately represent the programs, requirements, and services available to students.

- ii. Statements and other representations regarding the ability to transfer credit earned in programs and courses are accurate and complete. The institution ensures that its registration and transcription practices for students are consistent with those in effect for all other students

K. Faculties

- i. Credit enrollment courses are offered in adequate physical facilities, whether under the control of the institution or under the control of the AVANCE campus.

Exhibits Included:

Please note that all Exhibits applicable to this Agreement are in BOLD

- Exhibit A: List of Business Courses
- Exhibit B: List of Allied Health Courses
- Exhibit C: List of Euro Space Engineering Programs
- Exhibit D: List of Work Force Development Programs
- Exhibit E: List of current lecturers and Qualifications

IN WITNESS WHEREOF the parties hereunto have set their respective hands on the day and year first above written.

**SIGNED FOR AND ON BEHALF OF
SOUTHERN UNIVERSITY AT SHREVEPORT**

By: _____

Dr. Rodney Ellis Date
Chancellor

By: _____

Dr. Terry T. Kidd Date
Vice Chancellor, Academic Affairs

**APPROVED AS TO
FUNDING/BUSINESS TERMS**

By: _____
Dr. Antonuis Pegues Date
Vice Chancellor, Administration & Finance

**SIGNED FOR AND ON BEHALF OF
AVANCE INTERNATIONAL UNIVERSITY**

By: _____
PROF .FREDERICK.I .B.KAYANJA Date
Chancellor

By: _____
Dr. MARTIN ETORU Date
Vice Chancellor

By: _____ Date
HENRY MUWANGA
CHAIR UNIVERSITY COUNCIL
AVANCE INTERNATIONAL UNIVERSITY

In the presence of

JAMES BRIAN NTWATWA
INCREDIBLE YOUTH INTERNATIONAL

.....
WITNESS

In the presence of

.....
ADVOCATE / NOTARY PUBLIC

Exhibit A: List of Business Courses Leading to the Associates Degree in Business Management and Accounting

Business Management – Associates Degree

YEAR 1

Fall

Semester

SENL	101S	Freshman English I	3
SMAT	121S	Pre-Calculus Algebra	3
SBIO	101S	General Biology Lecture I	3
SBIO	101LS	General Biology Lab I	1
ACCT	202S	Financial Accounting	3
CMPS	101S	Computer Concepts	3
FROR	120S	College Success	<u>1</u>
			17

Spring Semester

SENL	102S	Freshman English II	3
SMAT	131S	Finite Math	3
ACCT	203S	Managerial Accounting	3
MGMT	200S	Introduction to Business or	
MGMT	240S	Fundamentals of Entrepreneurship	3
MGMT	201S	Principles of Management	<u>3</u>
			15

YEAR 2

Fall Semester

SPHY	120S	Physical Science I	3
SFIA	101S	Understanding the Arts or	
MUSC	200S	Enjoyment of Music	3
MGMT	243S	Legal Environment for Business	3
		Humanities Elective	3
SECO	221S	Macroeconomics	<u>3</u>
			15

Spring Semester

		Business Communication	
BUST	261S	and Professional Development	3
MGMT	283S	Business Statistics	3
SECO	222S	Microeconomics	3
MGMT	273S	Business Finance	3
BUST	299S	Business Internship	<u>3</u>
			15

HOURS: **TOTAL CREDIT** **62**

Accounting – Associates Degree

FRESHMAN YEAR

Fall

Semester

SENL	101S	Freshman English I	3
SMAT	121S	Pre-Calculus Algebra	3
BIO	101S	General Biology Lecture I <u>or</u>	
SCHE	110S	General Chemistry Lecture I	3
SBIO	101LS	General Biology Lab I <u>or</u>	
SCHE	110LS	General Chemistry Lab I	1
SFIA	101S	Understanding the Arts <u>or</u>	
MUSC	200S	Enjoyment of Music	3
ACCT	160S	Introduction to Accounting	3
FROR	120S	College Success	<u>1</u>

17

Spring Semester

SENL	102S	Freshman English II	3
SMAT	122S	Finite Math	3
CMPS	101S	Introduction to Computer Concepts <u>or</u>	
CMPS	215S	Business Applications	3
MGMT	200S	Introduction to Business	3
ACCT	200S	Financial Accounting	<u>3</u>

15

SOPHOMORE YEAR

***Fall
Semester***

SECO	222S	Microeconomics	3
SPHY	102S	Physical Science I	3
ACCT	203S	Managerial Accounting	3
ACCT	220S	Computerized Accounting	3
		Humanities Elective	<u>3</u>
			15

Spring Semester

SACC	261S	Tax Accounting	3
SACC	271S	Intermediate Accounting	3
BUST	299S	Business Internship	3
MGMT	201S	Principles of Management	3
MGMT	243S	Legal Environment of Business	<u>3</u>
			15

HOURS: **TOTAL CREDIT** **62**

COMPUTER INFORMATION SYSTEMS
Certificate of Applied Science

<i>Fall Semester</i>	-	-	
SENL	101S	Freshman English I	3
SPHY	102S	Physical Science I	3
CISC	210S	Information Systems <u>or</u>	
CMPS	290S	Systems Analysis and Design	3
MGMT	200S	Introduction to Business	3
CIS/CWEB/ CMPS		Elective	<u>3</u>
			15

Spring Semester

CISC	240S	Database Applications	3
SMAT	121S	Pre-Calculus Algebra	3
CISC	199S	TOPICS	3
CIS/CWEB/ CMPS		Elective	<u>3</u>
			12

HOURS: **TOTAL CREDIT** **27**

Exhibit B: List of Allied Health Courses

Healthcare Access Associate – Certificate

Fall

Semester

HIMT	110S	Introduction to Healthcare Computer Applications	3
ALLH	210S	Medical Terminology	3
BUST	250S	Customer Service	3
HCAA	105S	Basic Health Care Access Procedures	<u>4</u>
			13

Spring Semester

BUST	261S	Business Communication & Professional Development	3
SCOM	215S	Public Speaking	3
HCAA	200S	Advanced Healthcare Access Procedures	3
HCAA	210S	Healthcare Access Associate Exam Review & Internship	<u>1</u> 10

HOURS: **TOTAL CREDIT** **23**

Health Information Technology

Associates Degree Program

FRESHMAN YEAR

Fall Semester

FROR	120S	College Success	1
SENL	101S	Freshman English I	3
SBIO	221S	Human Anatomy and Physiology Lecture I	3
SBIO	221LS	Human Anatomy and Physiology Lab I	1
		Social/Behavioral Science Elective	<u>3</u>
			11

Spring Semester

ALLH	210S	Medical Terminology	3
BIOL	222	Human Anatomy and Physiology Lecture II	3
BIOL	222L	Human Anatomy and Physiology Lab II	1
SMAT	121S	Pre-Calculus Algebra	3
		Humanities Elective (HIST, COMM 210, ENGL 200 or above)	<u>3</u>
			13

SOPHMORE

Fall Semester

HIMT	105S	Data Concepts and Principles of HIM	3
HIMT	109S	Healthcare Law and Ethics	3

HIMT	110S	Introduction to Healthcare Computer Applications	3
HIMT	208S	Introduction to Pathophysiology	3
HIMT	225S	International Classification of Diseases I	<u>3</u>
			15

Spring Semester

HIMT	202S	Health Care Delivery Systems	3
HIMT	222S	CPT/HCPCS and Outpatient Coding	3
HIMT	223S	Reimbursement Systems and Compliance	3
HIMT	226S	International Classification of Diseases II	<u>3</u>
			12

Summer Semester

HIMT	227S	Advanced Coding Review Seminar	3
			<u>3</u>
HIMT	241S	Professional Practice Experience I	6

*Fall
Semester*

HIMT	215S	Information Technology and Data Management	3
HIMT	231S	Healthcare Statistics and Quality Management	3

Partnership Agreement between SUSLA and AVANCE INTERNATIONAL UNIVERSITY

HIMT	233S	Organizational Management and Leadership	3
HIMT	248S	Professional Practice Experience II	3
HIMT	250S	RHIT Exam Review	<u>3</u>
			15

HOURS:	TOTAL CREDIT	72
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**Division of Academic Affairs and
Workforce Development
2019-2020 Degree Plan**

DIALYSIS TECHNICIAN
Certificate of Technical Studies

Student's Name:

Banner ID Number: 9000

Fall Semester				Grade	Term	Substitute (S) or Transfer (T)	Transfer Institution
Course Prefix	Course Number	Course Title	Credit Hour				
DYLT	101	Introduction to Hemodialysis	2				
DYLT	103	Renal Human Anatomy and Physiology	3				
DYLT	105	Hemodialysis Principles Devices and Procedures	3				
DYLT	110	Hemodialysis Practicum I	4				
DYLT	106	Hemodialysis Patient Care	2				
DYLT	109	Water Treatment	2				
DYLT	112	Hemodialysis Practicum II	8				
TOTAL CREDIT HOURS:			24				



**Division of Academic Affairs and Workforce
Development
2019-2020 Degree Plan**

EMERGENCY MEDICAL TECHNICIAN - BASIC
Certificate of Technical Studies

Student's Name:

Banner ID Number:

Spring Semester				Grade	Term	Substitute (S) or Transfer (T)	Transfer Institution
Course Prefix	Course Number	Course Title	Credit Hour				
EMTB	200	Emergency Medical Technician Lecture	9				
EMTB	201	Emergency Medical Technician Practicum	12				
TOTAL CREDIT HOURS:			21				

PHLEBOTOMY

Certificate of Technical Studies

Course Prefix	Course Number	Course Title	Credit Hours
ALLH	210S	Medical Terminology	3
PHLEB	110S	Introduction to Phlebotomy	3
PHLEB	210S	Clinical Practicum	9
MLTC	105S	Introduction to MLT	1
Total Hours			16



**Division of Academic and
Workforce Development**
2019-2020 Degree Plan

STERILE PROCESSING TECHNICIAN
Certificate of Technical Studies

Student's Name:

Banner ID Number: 900

Fall Semester				Grade	Term	Substitute (S) or Transfer (T)	Transfer Institution
Course Prefix	Course Number	Course Title	Credit Hour				
SPDT	100	Introduction to Central Services	4				
SPDT	104	Surgical Instruments	4				
SPDT	110	Introduction to Sterile Processing and Distribution	4				
Spring Semester							
SPDT	200	Sterile Processing, Distribution and Material Management	2				
SPDT	210	Sterile Processing Practicum	10				
SPDT	221	Central Sterile Processing Review	3				
TOTAL CREDIT HOURS:			27				

Exhibit C: List of Aerospace Engineering Programs

Diploma of Technical Study- Airframe and Powerplant Maintenance

YEAR 1

*Fall
Semester*

AMTG	101S	Basic Electricity	3
AMTG	102S	Aviation Regulations	1
AMTG	104S	Fluids, Lines and Fittings	1
AMTG	105S	Material and Processes	3
AMTG	106S	Ground Operations and Servicing	3
AMTG	108S	Aircraft Drawings	1
PHYS	103S	Technical Physics	<u>3</u>
			15

Spring Semester

AMTA	201S	Wood, Coverings, and Finishes	2
AMTA	202S	Sheet Metal and Non-Metallic	4
AMTA	203S	Aircraft Welding	1
AMTA	205S	Airframe Inspections	1
AMTA	206S	Assembly and Rigging	3
AMTA	207S	Aircraft Fuel Systems	1
MATH	126S	Technical Mathematics	<u>3</u>
			15

Summer Semester

AMTA	208S	Hydraulic and Pneumatic Systems	3
AMTA	209S	Aircraft Landing Gear	2

AMTA	213S	Communications, Navigation, and Instrument Systems	- <u>2</u> 7
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Fall Semester SOPOHMORE YEAR

AMTA	210S	Cabin Atmosphere Control Systems	1
AMTA	211S	Aircraft Electrical Systems	3
AMTA	212S	Position and Warning Systems	2
AMTP	222S	Turbine Engines	3
AMTP	226S	Ignition and Starting Systems	<u>3</u>
			12

Spring Semester

AMTP	223S	Engine Inspection	1
AMTP	225S	Engine Lubrication Systems	
AMTP	227S	Engine Fuel and Metering Systems	3
AMTP	228S	Induction, Cooling, and Exhaust Systems	2
AMTP	229S	Propellers and Components	3
AMTP	231S	Engine Electrical Systems	<u>2</u>
			12

Summer

<i>Semester</i>			
AMTP	224S	Engine Instruments and Fire Protections Systems	1

AMTP	250S	Reciprocal Engine	<u>4</u>
		Overhaul and Installation	5

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HOURS:	TOTAL CREDIT	66
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Exhibit D: List of Workforce Development Programs

Name of Training	Industries
Computer Hardware A+ Course	Information Technology
Cisco Certified Networking Associate (CCNA) Course	Information Technology
Certified Restaurant Professional	Culinary & Hospitality
Network+ Course	Information Technology
Security+ Course	Information Technology
Current Procedural Terminology (CPT)	Healthcare
Customer Service	Basic, Life, Career & Employabilty Skills
Employability & Career Readiness	Basic, Life, Career & Employabilty Skills
Expanded Duty Dental Assistant (EDDA)	Healthcare
Asbestos Abatement	Trades
Asbestos Worker	Trades
First Aid/CPR	Trades
Forklift Operator	Trades
HAZWOPER	Trades
Mold Remediation	Trades
NCCER Carpentry Level 1	Trades
OSHA 10	Trades
Essential Workplace Skills	Basic, Life, Career & Employability Skills
Certified Logistics Associate (CLA)	Logistics
Essential Workplace Skills Advanced	Culinary & Hospitality
Unmanned Aircraft Systems	Law Enforcement, Construction, Arts, Energy & Utility, Distribution & Logistics
Certified Logistics Technician (CLT)	Manufacturing Logistics
Culinary Arts Prep/Line Cook Certification	Culinary & Hospitality
Hospitality and Tourism Management Program (HTMP)	Culinary Hospitality
Electrical Lineworker - Power Line Worker Level 1	Energy
Professional in Human Resources (PHR)	Business, Finance, Ins, HR & Entr
Medical Assistant	Healthcare
Autocad	Trades/Manufacturing
Licensed Practical Nurse (LPN)	Healthcare
Certified Payroll Professional (CPP)	Business, Finance, Ins, HR & Entr
Dental Assistant	Healthcare
Architectural Design Drafter	Trades
Building Maintenance Technician	Trades
Entrepreneurship Certification	Business, Finance, Ins, HR & Entr
Patient Care Technician	Healthcare

Exhibit E: List of current lecturers and Qualifications

- I. Academic Transfer Semester Credit Hours Courses & Programs
 - a. Master's Degree in subject area + 18 Graduate hours in subject; or
 - b. Master's Degree in related field + 18 Graduate Hours in subject area or Field
 - c. Doctoral Degree in subject matter is preferred
 - d. For Health Science programs, Master's degree, three years of verifiable professional related experience and clinical license in area of practice

- II. Career and Technical Semester Credit Hours Courses & Programs
 - a. Bachelor's Degree in subject area (minimal credentials)
 - b. Master's Degree in related field + 18 Graduate Hours in subject area or Field
 - c. Doctoral Degree in subject matter is preferred
 - d. Three years of verifiable professional related experience and industry certification in area of practice

- III. Workforce Continuing Education Credit Hours Courses & Programs
 - a. Bachelor's Degree in subject area (minimal credentials)
 - b. Three years of verifiable professional related experience and industry certification in area of practice



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

J.S. CLARK ADMINISTRATION BUILDING
4TH FLOOR
BATON ROUGE, LOUISIANA 70813

OFFICE OF THE
PRESIDENT - CHANCELLOR
(225) 771-4680

FAX NUMBER
(225) 771-5522

January 25, 2021

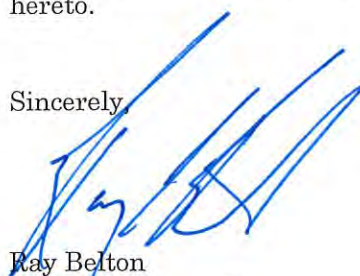
Southern University System Board of Supervisors
Chairman, Domoine Rutledge
J.S. Clark Administration Building, 4th Floor
Baton Rouge, La 70813

**RE: Request Approval and Authority to execute Information Center contract;
Southern University and A&M College**

Dear Honorable Board Members:

On behalf of the Southern University and A&M College, I am requesting that the Board consider approval and authorization to enter into the captioned contract with the low bidder, Blount General Contractors, LLC (the "Contractor"). As you know, on October 23, 2020, the Board approved the execution of a cooperative endeavor agreement with the Louisiana Department of Transportation and Development ("DOTD") for the design, construction and oversight of an Information Center, which will be located on the campus of Southern University in the Parish of East Baton Rouge. DOTD has advertised for, received and accepted a bid from the Contractor for work on constructing the Information Center. This matter is now before the Board for approval of the execution of the contract. It is for these reasons, I request the Board's consideration and approval of the resolution attached hereto.

Sincerely,



Ray Belton
President-Chancellor,
Southern University and A&M College

"Five Campuses, One Vision... Global Excellence"

WWW.SUS.EDU

CERTIFICATION

I, the undersigned Secretary of **THE BOARD OF SOUTHERN UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE SYSTEM WITH AND ON BEHALF OF SOUTHERN UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE AT BATON ROUGE** (hereinafter referred to as the "Corporation"), do hereby certify that I am the Secretary of the Corporation and the keeper of the corporate records and minutes of the proceedings of the Board of Supervisors of said Corporation, and that the following resolution was duly and lawfully adopted by the Board of Supervisors at its meeting conducted on February 12, 2021, in accordance with the laws of the State of Louisiana and the bylaws of the Corporation:

RESOLUTION OF THE BOARD OF SUPERVISORS OF SOUTHERN UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE SYSTEM

WHEREAS, Article VII, Section 14(C) of the Constitution of the State of Louisiana provides that "For a public purpose, the state and its political subdivisions may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual";

WHEREAS, on October 23, 2020 the Corporation approved the execution of a Cooperative Endeavor Agreement between the Louisiana Department of Transportation and Development (hereinafter referred to as "DOTD") and Southern University and A&M College (hereinafter referred to as the "University") for the design and construction of an Information Center located on the campus of the University in East Baton Rouge Parish, Louisiana (hereinafter referred to as the "Project");

WHEREAS, DOTD did advertise for, receive and accept a bid from Blount General Contractor, L.L.C., (hereinafter referred to as "Contractor") for work and construction of the Project for a total contract amount of THREE MILLION EIGHT HUNDRED TWENTY-EIGHT THOUSAND AND 00/100 DOLLARS (\$3,828,000.00);

WHEREAS, the entire contract shall be completed in all details and ready for final acceptance within three hundred sixty five calendar days by the Contractor, subject to such extensions as may be necessary and authorized;

WHEREAS, the President-Chancellor has reviewed and presented the Contract to the Board of Supervisors;

NOW, THEREFORE BE IT RESOLVED, the President-Chancellor is hereby authorized to execute and deliver the Contract.

I further certify the above and foregoing to be a true and correct copy of the resolution adopted by the Board of Supervisors of the Corporation at its February 12, 2021 meeting, and that said resolution has not been rescinded, altered, modified or changed and remains in full force and effect.

[Signature Page Follows]

IN WITNESS WHEREOF, I have hereunto set my hand as Secretary of the Board of Supervisors of Southern University and Agricultural and Mechanical College System with and on behalf of Southern University and Agricultural and Mechanical College at Baton Rouge on this 12th day of February, 2021.



Dr. Ray L. Belton, Secretary

[Signature Page to Resolution of the Board of Supervisors of Southern University and Agricultural and Mechanical College System with an on behalf of the Southern University and Agricultural and Mechanical College at Baton Rouge]



Office of Engineering
PO Box 94245 | Baton Rouge, LA 70804-9245
ph: 225-379-1446 fx: 225-379-1857

John Bel Edwards, Governor
Shawn D. Wilson, Ph.D., Secretary

January 19, 2021

DBE GOAL PROJECT
STATE PROJECT NO. H.008415
FEDERAL AID PROJECT NO. H008415
INFORMATION CENTER @ SOUTHERN UNIVERSITY
NON-NHS ROUTE
EAST BATON ROUGE PARISH

President-Chancellor
Southern University
166 G. Leon Netterville Drive, 3rd Floor 330
P.O. Box 9887
Baton Rouge, LA 70813

SUBJECT: ENTITY CONTRACT EXECUTION

Gentlemen:

Attached is a copy of a letter which officially awarded the captioned contract to the low bidder, Blount General Contractors, LLC and transmitted two bound copies of the contract to them for execution. We are now transmitting the copies signed by the contractor to you for further processing.

Please have the two copies of the contract executed on behalf of Southern University and have the signature witnessed by two witnesses each time it appears in the contract. Also, please date the contract the day it is signed, then transmit all signed copies to this office for further processing. Please be advised that according to Louisiana R.S. 48:255, F. (1), the department or the contracting agency shall execute the contract document within twenty calendar days.

To satisfy our legal requirements, please furnish us with a resolution authorizing you to execute these documents on behalf of the Southern University.

We will inform you in writing at the proper time to issue to the contractor an official "Notice to Proceed". If there are any questions, please contact Pamela LeCoq at (225) 379-1446.

Sincerely,

MARK CHENEVERT, P.E.
DOTD CONTRACTS ADMINISTRATOR

MC: PL
Enclosures
cc: Mr. Mike Vosburg
Mr. Todd Donmyer



Office of Engineering
PO Box 94246 | Baton Rouge, LA 70804-9246
ph: 225-379-1446 | fx: 225-379-1857

John Bel Edwards, Governor
Shawn D. Wilson, Ph.D., Secretary

December 21, 2020

DBE GOAL PROJECT
STATE PROJECT NO. H.008415
FEDERAL AID PROJECT NO. H008415
INFORMATION CENTER @ SOUTHERN UNIVERSITY
NON-NHS ROUTE
EAST BATON ROUGE PARISH

Blount General Contractors, LLC
30350 Milton Road
Walker, LA 70785

SUBJECT: AWARD OF CONTRACT
Letting of November 18, 2020 (In The Name of: Southern University)

Gentlemen:

You have been awarded the contract for the captioned project in the amount of \$3,828,000.00. Enclosed are two specification packages for your use, and the following:

CONTRACT EXECUTABLES – (Attached Electronically)
Original contract (Including Performance, Payment and Retainage Bonds)
Corporate resolution or power of attorney
A signatorial authorization form
Contract receipt acknowledgement form
A bidder affidavit

PROJECT DOCUMENTS
Construction Progress Schedule
Compliance Program Requirements

Please download and print two (2) copies of the contract documents. Have the contract executables completed by the representative of your firm indicated in the Corporate Resolution or Power of Attorney, witnessed as indicated, and returned two (2) completed contracts to the Project Control Section of DOTD, cubicle 407 R, attention Pamela LeCoq at the above address within fifteen calendar days of this letter. The contract bonds included within the contract must additionally be properly executed by an authorized representative of the surety in accordance with LSA R.S. 48:255 and must be accompanied by an original or certified copy of the bondsman's power of attorney. The contract will be dated following execution by the entity.

Return with the executed contract, all documentation necessary to verify project specific insurance coverages as required in the Special Provision, Subsection 107.02. As stated, a separate Owner's and Contractor's Protective (OCP) Liability Policy shall be supplied by the contractor naming the Louisiana Department of Transportation and Development as the name insured. If the contracting agency is other than LADOTD then the required OCP Policy shall be issued, naming the contracting agency and the Louisiana DOTD as the named insured.



Office of Engineering
PO Box 94245 | Baton Rouge, LA 70804-9245
ph: 225-379-1446 | fx: 225-379-1857

John Bel Edwards, Governor
Shawn D. Wilson, Ph.D., Secretary

State Project No. H.008415
December 21, 2020
Page 2

The Construction Progress Schedule is to be forwarded to the Project Engineer's office in accordance with section 108.03 of the current edition of the Louisiana Standard Specifications. The copy of the Request to Sublet form is for your use to seek Department approval if you request to sublet any portion of the work.

A Notice to Proceed with the services covered by this contract will be issued by the entity following the contract's execution. Requests for a specific Notice to Proceed date may be considered, and should be reviewed with the DOTD project coordinator and the entity. A Notice to Proceed or, if so stated in the contract, a Conditional Notice to Proceed is usually issued within thirty calendar days following execution of the contract by the entity. In no case will the Notice to Proceed extend beyond sixty days without the written consent of both the contractor and the entity. Specific requests to adjust the issuance date of the Notice to Proceed must be processed through the Project Engineer, Mr. Lonnie Hewitt prior to its issuance.

If there are any questions, please contact Pamela LeCoq at (225) 379-1446.

Sincerely,



MARK CHENEVERT, P.E.
DOTD CONTRACTS ADMINISTRATOR

MC: PL

Enclosures

cc: FHWA
State Licensing Board for Contractors
Mr. Mike Vosburg
Mr. Todd Donmyer
Ms. Rachael Woods, OFCCP
Mr. Joe Umeozulu
Mr. Lonnie Hewitt

Checked by: _____

Date _____

**STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION
AND DEVELOPMENT**



**CONTRACT
FOR
SOUTHERN UNIVERSITY**

FEDERAL AID PROJECT

**STATE PROJECT NO. H.008415
INFORMATION CENTER @ SOUTHERN UNIVERSITY
EAST BATON ROUGE PARISH**

**STATE OF LOUISIANA
SOUTHERN UNIVERSITY
CONTRACT**

This agreement is made and executed in two (2) originals, between Southern University, acting through the President-Chancellor, hereafter designated as the "Contracting Agency," and Blount General Contractor, L.L.C., hereafter designated as the "Contractor,"

The Louisiana Department of Transportation and Development, hereafter designated as "Department" did advertise for, receive and accept a bid from the Contractor for work on a construction project for the Contracting Agency identified as,

DBE GOAL PROJECT

STATE PROJECT NO. H.008415

FEDERAL AID PROJECT NO. H008415

DESCRIPTION: INFORMATION CENTER @ SOUTHERN UNIVERSITY

Non-NHS Route

PARISH: EAST BATON ROUGE

TYPE: BUILDING CONSTRUCTION AND RELATED WORK.

LIMITS: State Project No. H.008415: PROJECT IS LOCATED ON LEON NETTERVILLE DRIVE ON THE CAMPUS OF SOUTHERN UNIVERSITY IN BATON ROUGE.

The Contractor's submission is evidenced by a copy of the "Vendor's Bid Information Sheet" incorporated herein as part of the Contract Documents defined hereafter.

In consideration of the agreements herein contained, to be performed by the parties hereto and of the payments hereafter agreed to be made, it is mutually agreed by both parties that:

CONTRACT DOCUMENTS

The contract consists of the "Contract Documents" including but not limited to the following:

- a. Agreement (This Instrument)
- b. Vendor's Bid Information Sheet
- c. Louisiana Standard Specifications for Roads and Bridges, 2016 Edition (hereafter referred to as "2016 Standard Specifications")
- d. Construction Proposal (Notice to Contractors, Required Federal Aid Construction Contract Provisions, Required Federal Aid DBE Participation Contract Provisions, Special Provisions, Supplemental Specifications, AIA A201, 2017 Edition, General Conditions of the Contract for Construction, the Supplementary Conditions to the AIA A201 General Conditions, Schedule of Items)
- e. Project Manual Technical Specs Volumes 1 and 2
- f. Plans
- g. Plan revisions
- h. Two (2) Addenda made or issued prior to receipt of bids
- i. Payment and Performance Bonds .

For these purposes, all of the provisions contained in the listed Contract Documents are incorporated herein by reference with the same force and effect as though said Contract Documents were herein set out in full. The Contract Documents are kept in the official file at the Contracting Agency together with the acknowledgment of receipt correspondence signed by the Contractor.

07/17
Form AC-15B

**STATE OF LOUISIANA
SOUTHERN UNIVERSITY
CONTRACT**

INTENT OF CONTRACT

In accordance with the 2016 Standard Specifications and the Contract Documents, the Contractor agrees to the terms and requirements for the intent of the contract to provide all materials, equipment and labor and perform the work required to complete the project in a thorough and workmanlike manner, to the satisfaction of the appropriate official of the Contracting Agency.

CONTRACT AMOUNT

The Contractor did submit as advertised with his (her) bid, a dollar value amount for the item designated in the construction proposal on the "Schedule of Items" and that the "Schedule of Items," attached hereto and incorporated herein as part of the Contract Documents, submitted by the contractor, establish that the total contract amount for this project is **THREE MILLION EIGHT HUNDRED TWENTY-EIGHT THOUSAND AND 00/100 DOLLARS (\$3,828,000.00)** as obtained by a summation of the product of the unit bid price submitted by the contractor for the item multiplied by the item quantity as estimated by the Department. The Contractor agrees to accept and the Contracting Agency agrees to pay for the work at the prices stipulated in this contract in lawful money of the United States in a timely manner as set forth in the 2016 Standard Specifications.

CONTRACT TIME

The entire contract shall be completed in all details and ready for final acceptance within **three hundred sixty-five (365) calendar days**. Performance of work on this contract shall begin on the date stipulated in the "Notice to Proceed" and shall be completed within the time specified in the Contract Documents, subject to such extensions as may be authorized.

ALTERATION OF CONTRACT

In accordance with the 2016 Standard Specifications and the Contract Documents, the Contractor agrees to the terms and requirements for alteration of the contract.

STIPULATED DAMAGES

Contractor agrees to the assessment of Stipulated Damages as provided in 108.08 of the 2016 Standard Specifications as amended by the Contract Documents.

DAMAGE CLAIMS

Contractor acknowledges that he/she has reviewed and understands 107.17 of the 2016 Standard Specifications and specifically agrees to be bound by the terms and conditions thereof.

JOINT EFFORT

This Agreement shall be deemed for all purposes prepared by the joint efforts of the parties hereto and shall not be construed against one party or the other as a result of the preparation, drafting, submittal or other event of negotiation, drafting or execution of the Agreement.

07/17
Form AC-15BB

STATE OF LOUISIANA
SOUTHERN UNIVERSITY
CONTRACT FOR STATE PROJECT NO. H.008415

This contract shall become effective on the date all parties hereto have signed the same.

In witness whereof, the Contracting Agency, and the Contractor, has also hereunto subscribed their name.

BLOUNT GENERAL CONTRACTOR, L.L.C.
CONTRACTOR

(Federal Identification Number)

By: _____

(Signature of Authorized Agent)

1-5-21

(Date)

John Blount managing
Member
Typed or Printed Name and Title

[Signature]
Witness

[Signature]
Witness

STATE OF LOUISIANA
SOUTHERN UNIVERSITY

By: _____

PRESIDENT-CHANCELLOR

(Date)

Witness

Witness

**Vendor 1 of 4: Blount General Contractors LLC (38783000)
Call Order 005 (Proposal: H.008415.6)**

Bid Information

Proposal County: East Baton Rouge
Vendor Address: 30350 Milton Rd
WALKER, LA, 70785
Signature Check: John C Blount
Time Bid Received: November 18, 2020 09:58 AM
Amendment Count: 0

Bid Checksum: D045BA3DDE
Bid Total: \$3,828,000.00
Items Total: \$3,828,000.00
Time Total: \$0.00

Bidding Errors:
None.

**Vendor 1 of 4: Blount General Contractors LLC (38783000)
Call Order 005 (Proposal: H.008415.6)**

Bid Bond Information

Projects:
Counties:
Bond ID: SLA20304562
Paid by Check: No
Bond Percent: 5%

Bond Maximum:
State of Incorporation: Connecticut
Agency Execution Date: 11/13/2020 8
Surety Name: Surety2000
Bond Agency Name: Travelers Casualty and Surety
Company of America

**FORM CS-6AAA
BIDDERS ASSURANCE DBE PARTICIPATION**

S.P. #	H.008415.6	Contract Amount: \$	3,828,000.00
F.A.P.#	H008415	DBE Goal Percentage:	15.00
Letting Date:	11/18/2020	DBE Goal Dollar Value: \$	574,200.00

By its signature affixed hereto, the contractor assures the DOTD that one of the following situations exists (check only one box):

- The Project goal will be met or exceeded.
 A portion of the project goal can be met, as indicated below. Good faith effort documentation is attached.
 DBE Goal Participation Amount _____ % \$ _____

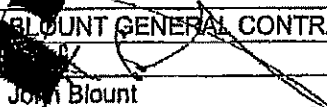
The contractor certifies that each firm listed is currently on the DBE list as maintained by DOTD and is certified for the items of work shown on the attachment(s). The contractor has assured that the goal for DBE participation prescribed in the special provisions will be met or exceeded, or that the portion of the DBE goal will be met or exceeded, attests that negotiations are in progress or complete and that a subcontract(s) will be executed with the firm(s) listed below within 60 calendar days after award of contract.

NAME OF DBE FIRMS(S)	INTENDED SUBCONTRACT PRICE*
Alfaro Bros Concrete Construction, LLC	360,500.00
Johnson Drywall Solutions Inc.	252,000.00
Specialty Coating Service, LLC	39,000.00
<input type="checkbox"/> Additional Firms	PAGE TOTAL \$ 641,500.00

*For supplier list only the value of the subcontract that can be credited toward the DBE goal. This amount shall be equal to the amount shown for the supplier on the Attachment to Form CS-6AAA. Details are listed on the attachment(s) to Form CS-6AAA.

The contractor assessed the capability and availability of named firm(s) and sees no impediment to prevent award of subcontract(s) as described on the attachments.

The contractor shall evaluate the subcontract work or services actually performed by the DBE to ensure that a commercially useful function is being served in accordance with the Required Contract Provisions for DBE Participation in Federal Aid Construction Contracts. The contractor understands that no credit toward the DBE goal will be allowed for a DBE that does not perform a commercially useful function.

NAME OF CONTRACTOR	BLOUNT GENERAL CONTRACTORS LLC
AUTHORIZED SIGNATURE	
TYPED OR PRINTED	John Blount
TITLE	Managing Member
CONTRACTOR'S DBE LIAISON OFFICER	Aaron Robinson
(typed or printed name)	
PHONE NUMBER	225-664-3520
DATE	11/24/20
TAX ID#	721511625

DOTD OFFICE USE ONLY	<input type="checkbox"/> DBE	<input type="checkbox"/> SBE	REQUIREMENTS MET
	SIGNATURE _____		DATE _____

ATTACHMENT TO FORM CS-6AAA

S.P. #	H.008415.8	F.A.P.#	H008415
NAME OF DBE: Alfaro Bros Concrete Construction, LLC			
PHONE#	225-390-1081	CONTACT PERSON: Pedro Alfaro	

Fully describe the work to be performed (furnish materials and install, labor only, supply only, manufacture, hauling, etc.) quantity, unit price, and dollar value for each item to be subcontracted to the DBE listed below.

ITEM NO.	DESCRIPTION OF WORK & ITEM	QUANTITY	UNIT PRICE	\$ VALUE
TS-823-03000	F&I, BUILDING	1.000	350,500.00	350,500.00
<input type="checkbox"/> Additional Items			ITEMS PAGE TOTAL \$	\$350,500.00

Describe the types of assistance, if any, the contractor will provide to any DBE on this project.

Furnish all material and labor to complete the building foundation. Furnish all labor and material to complete the sidewalks and paving.

The contractor and DBE subcontractor attest that a subcontract will be executed for the items of work listed above. The contractor acknowledges that it will only receive credit toward the DBE goal if the subcontractor performs a commercially useful function. The DBE understands that it is responsible for performing a commercially useful function.

DBE CONTRACTOR'S SIGNATURE	
TYPED OR PRINTED NAME <i>Pedro Alfaro</i>	
TITLE <i>Owner</i>	
DATE <i>11/24/20</i>	TAX ID # <i>165518874</i>
PRIME CONTRACTOR'S SIGNATURE	
TYPED OR PRINTED NAME <i>John Blou</i>	
TITLE <i>Managing Member</i>	
DATE <i>11/24/20</i>	

ATTACHMENT TO FORM CS-6AAA

S.P. #	H.008415.6	F.A.P.#	H008415
NAME OF DBE: Johnson Drywall Solutions Inc.			
PHONE#	225-347-5400	CONTACT PERSON: Jodi Johnson	

Fully describe the work to be performed (furnish materials and install, labor only, supply only, manufacture, hauling, etc.) quantity, unit price, and dollar value for each item to be subcontracted to the DBE listed below.

ITEM NO.	DESCRIPTION OF WORK & ITEM	QUANTITY	UNIT PRICE	\$ VALUE
TS-823-03000	F&I, BUILDING	1,000	252,000.00	252,000.00
<input type="checkbox"/> Additional Items			ITEMS PAGE TOTAL \$	\$252,000.00

Describe the types of assistance, if any, the contractor will provide to any DBE on this project.

Furnish and install: Sheetrock, Insulation, metal studs, wood blocking, Acoustical Ceilings

The contractor and DBE subcontractor attest that a subcontract will be executed for the items of work listed above. The contractor acknowledges that it will only receive credit toward the DBE goal if the subcontractor performs a commercially useful function. The DBE understands that it is responsible for performing a commercially useful function.

DBE CONTRACTOR'S SIGNATURE	
TYPED OR PRINTED NAME <i>Jodi Johnson</i>	
TITLE <i>President</i>	
DATE <i>11/24/20</i>	TAX ID # <i>63805736</i>
PRIME CONTRACTOR'S SIGNATURE	
TYPED OR PRINTED NAME <i>John Blount</i>	
TITLE <i>Managing Member</i>	
DATE <i>11/24/20</i>	

ATTACHMENT TO FORM CS-6AAA

S.P.#	H.008415.6	F.A.P.#	H008415
NAME OF DBE: Specialty Coating Service, LLC			
PHONE#	2252662788	CONTACT PERSON: glenn martinez	

Fully describe the work to be performed (furnish materials and install, labor only, supply only, manufacture, hauling, etc.) quantity, unit price, and dollar value for each item to be subcontracted to the DBE listed below.

ITEM NO.	DESCRIPTION OF WORK & ITEM	QUANTITY	UNIT PRICE	\$ VALUE
TS-823-03000	F&I, BUILDING	1.000	39,000.00	39,000.00
<input type="checkbox"/> Additional Items		ITEMS PAGE TOTAL \$		\$39,000.00

Describe the types of assistance, if any, the contractor will provide to any DBE on this project.

Furnish & install for all sheetrock finishing and painting

The contractor and DBE subcontractor attest that a subcontract will be executed for the items of work listed above. The contractor acknowledges that it will only receive credit toward the DBE goal if the subcontractor performs a commercially useful function. The DBE understands that it is responsible for performing a commercially useful function.

DBE CONTRACTOR'S SIGNATURE	
TYPED OR PRINTED NAME	Glenn Martinez
TITLE	Owner
DATE	11-24-20
TAX ID#	465527693
PRIME CONTRACTOR'S SIGNATURE	
TYPED OR PRINTED NAME	John Blount
TITLE	Managing Member
DATE	11/24/20



LOUISIANA DEPARTMENT OF
TRANSPORTATION & DEVELOPMENT

11/18/2020

Contract Schedule

Page 1 of 1

Contract ID: H.008415.6

Project(s): H.008415.6

Awarded Vendor: 38783000

Blount General Contractors LLC

SECTION 1

General Items

\$3,828,000.00

Proposal Line Number	Item ID Description	Approximate Quantity and Units	Unit Price		Bid Amount	
			Dollars	Cents	Dollars	Cents
0001	TS-823-03000 Building (Information Center @ Southern University)	LUMP SUM			3,828,000.00	
			Total Bid:		\$3,828,000.00	

STATE OF LOUISIANA
PAYMENT AND PERFORMANCE BONDS

Be it known that Blount General Contractor, L.L.C., as Principal, and

Travelers Casualty and Surety Company of America, as Surety(ies), authorized to do business in Louisiana, hereby bind themselves, in solido, to Southern University, and other potential claimants, for all obligations incurred by the Principal under its contract for the construction of **STATE PROJECT NO. H.008415, FEDERAL AID PROJECT NO. H008415, DESCRIPTION: INFORMATION CENTER @ SOUTHERN UNIVERSITY, Non-NHS Route, PARISH: EAST BATON ROUGE**, in the full contract amount of **THREE MILLION EIGHT HUNDRED TWENTY-EIGHT THOUSAND AND 00/100 DOLLARS (\$3,828,000.00)**. The obligations of the Principal and Surety(ies) under these payment and performance bonds shall continue in full force and effect until all materials, equipment, and labor have been provided, AND all requirements contained in the contract, plans, and specifications have been completed in a timely, thorough, and workmanlike manner. The parties acknowledge that these bonds are given under the provisions and limitations contained in La. R.S. 48:250 et seq.

By this instrument(s), the Principal and Surety(ies) specifically bind themselves, their heirs, successors, and assigns, in solido, under the following bonds:

PAYMENT BOND. To Southern University, and all "Claimants," as defined in La. R.S. 48:256.5 in the full contract amount of **THREE MILLION EIGHT HUNDRED TWENTY-EIGHT THOUSAND AND 00/100 DOLLARS (\$3,828,000.00)**, in order to secure the full and timely claims under the project. The parties agree this bond is statutory in nature and governed by La. R.S. 48:256.3.

Claims pursuant to La. R.S. 48:256.3 shall be delivered to the Contracting Officer of the Contracting Agency.

PERFORMANCE BOND. To Southern University, in the full contract amount of **THREE MILLION EIGHT HUNDRED TWENTY-EIGHT THOUSAND AND 00/100 DOLLARS (\$3,828,000.00)**, in order to secure the full and faithful performance and timely completion of the project according to its plans and specifications, inclusive of overpayments to the contractor and stipulated damages as assessed.

07/17
Form AC-16A

**STATE OF LOUISIANA
PAYMENT, PERFORMANCE, AND RETAINAGE BONDS**

In witness whereof we have signed this instrument as dated.

<p><u><i>[Signature]</i></u> Witness</p> <p><u><i>[Signature]</i></u> Witness</p> <p><u><i>[Signature]</i></u> Witness</p> <p><u><i>[Signature]</i></u> Witness</p>	<p align="center"><u>BLOUNT GENERAL CONTRACTOR, L.L.C.</u></p> <p>By <u><i>[Signature]</i></u> Principal</p> <p><u>John Blount Managing Member</u> Typed or Printed Name and Title</p> <p><u>Travelers Casualty and Surety Company of America</u> Surety</p> <p>By <u><i>[Signature]</i></u> Attorney-in-Fact (Seal)</p> <p><u>Johnny D. Hampton Attorney-in-fact</u> Typed or Printed Name</p> <p>_____ Surety</p> <p>By _____ Attorney-in-Fact (Seal)</p> <p>_____ Typed or Printed Name</p>	<p align="right"><u>1-5-21</u> Date</p> <p align="right"><u>1-19-21</u> Date</p> <p align="right">_____ Date</p>
---	--	--

A copy of the contract and subsequent correspondence/communication from LA DOTD or the contracting agency with respect to the contract bonds should be directed to:	
(FOR SURETY 1)	(FOR SURETY 2)
Louisiana Agencies, LLC	_____
Bonding Agency or Company Name	Bonding Agency or Company Name
Johnny D. Hampton Attorney-in-fact	_____
Local Agent or Representative	Local Agent or Representative
9270 Siegen Lane Suite 104	_____
Address	Address
Baton Rouge La 70810	_____
_____	_____
225-768-1313	_____
Phone Number	Phone Number
225-768-1314	_____
Fax Number	Fax Number



Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint Johnny D. Hampton of Baton Rouge Louisiana, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 3rd day of February, 2017.



State of Connecticut

City of Hartford ss.

By: *Robert L. Raney*
 Robert L. Raney, Senior Vice President

On this the 3rd day of February, 2017, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2021



Marie C. Tetreault
 Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 19th day of Jan., 2021.



Kevin E. Hughes
 Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
 Please refer to the above-named Attorney-in-Fact and the details of the bond to which the power is attached.



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

January 28, 2021

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

RE: Cooperative Endeavor Agreement (CEA) between the Acadiana Planning Commission, Inc. (APC) and the Southern University Law Center (SULC). In order to promote Economic Development Opportunities and Resiliency for Small Businesses in the Acadiana Region.

Dear Dr. Belton:

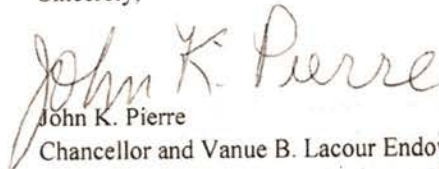
The Acadiana Planning Commission, Inc. (APC) and the Southern University Law Center (SULC) are interested in partnering to further economic development through coordinated opportunities for small business creation and technical assistance in the Acadiana region through legal and technical assistance provided by the SULC Technology and Entrepreneurship. APC and SULC have confected a Cooperative Endeavor Agreement (CEA) to pursue grant opportunities and provide experiential learning opportunities to SULC students.

A major catalyst for this CEA is an attempt by APC to lure/entice Amazon Corporation to bring Amazon's small business academy to the Acadiana region to complement the construction of a new 1.1 million square foot fulfillment center in Lafayette Parish in the City of Carencro, Louisiana. APC has reached out to Amazon Small Business Development Representatives to explore ways APC and Amazon could leverage each other to help expand small businesses and encourage digital entrepreneurship throughout the Acadiana region. As part of those conversations, Amazon has directly expressed a desire to partner with HBCU institutions. The potential partnerships could also likely include the SUBR College of Business and possibly the entire SU system.

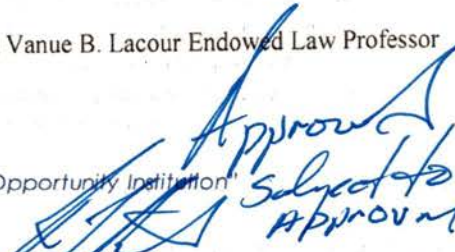
I request that the CEA be presented to the Southern University System Board of Supervisors for approval at its February Board meeting.

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

Sincerely,


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

"An Equal Educational Opportunity Institution"


Approved
Subject to BOS
Approval

**A COOPERATIVE ENDEAVOR AGREEMENT
BETWEEN THE ACADIANA PLANNING COMMISSION,
INC. AND SOUTHERN UNIVERSITY LAW CENTER
IN ORDER TO PROMOTE ECONOMIC DEVELOPMENT
OPPORTUNITIES AND RESILIENCY FOR SMALL
BUSINESSES IN THE ACADIANA REGION**

**STATE OF LOUISIANA
PARISH OF LAFAYETTE**

BE IT KNOWN, that on the dates herein below set forth, before us, the undersigned authorities, Notaries Public in and for the aforesaid Parish and State, duly commissioned and qualified as such, and in the presence of the undersigned competent witnesses personally came and appeared:

THE ACADIANA PLANNING COMMISSION, INC., a political subdivision of the State of Louisiana under Louisiana Constitution (1974) Article VI Section 44 and Louisiana Revised Statutes 33:4720.171(C)(2), appearing by and through Monique Boulet its CEO and duly authorized agent (hereafter referred to as "APC"),

and

SOUTHERN UNIVERSITY LAW CENTER, a law school domiciled in East Baton Rouge Parish, Louisiana, appearing by and through John Pierre, its Chancellor and duly authorized agent, (hereafter referred to as "SULC");

who, having been duly sworn, did state and declare, as follows:

WHEREAS, the Acadiana region is experiencing a growing economy and the establishment of small businesses in the area; and

WHEREAS, one of APC's roles is to foster partnerships in the community to continue to spur economic development and planning opportunities;

WHEREAS, SULC houses law students which are seeking opportunities to impact their immediate environment through the application of legal knowledge and expertise; and

WHEREAS, APC and SULC are interested in partnering to further this economic development through coordinated opportunities for small business creation and technical assistance in the Acadiana region; and

WHEREAS, SULC is an institution of higher learning under the Louisiana Board of Regents and the Southern University System whose primary mission is the preparation of law students for practice in the legal profession and whose students often return to their home communities to provide legal services upon their graduation; and

WHEREAS, APC is a political subdivisions of the state of Louisiana as defined by the Louisiana Constitution of 1974 in Article VI Section 44 and Louisiana Revised Statutes 33:4720.171(C)(2); and

WHEREAS, Article VII, Section 14(C) of the 1974 Constitution of the State of Louisiana and LSA-R.S. 33:1324, et seq. provide that, for a public purpose, public entities, parishes, municipalities and political subdivisions may engage in and make cooperative endeavor agreements/intergovernmental agreements between themselves for specific purposes; and

NOW, THEREFORE, for and in consideration of the mutual covenants herein contained and the mutual benefits to be derived here from, the adequacy of which is hereby acknowledged, it is stipulated and agreed as follows:

1. **AGREEMENT:** Upon mutual agreement, APC and SULC shall agree to collaborate to identify and act upon coordinated opportunities to aid in the establishment of small businesses through legal and technical assistance. This work will:

- A. Jointly pursue grant funding and other support to establish a satellite legal clinic or tele-legal services that will support new and existing disadvantaged small businesses.
- B. Contingent upon the availability of funding, SULC will support the establishment of a satellite small business development legal clinic or provide tele-legal services through its clinical program in support of existing and new disadvantaged small businesses; and APC will work to identify and secure space to house a small business development project/initiative of the SULC Technology and Entrepreneurship Legal Clinic
- C. Jointly seek out and develop partnerships with other institutions and e-commerce platform(s) that may be made parties to this agreement at a later date in order and to promote digital entrepreneurship and grow disadvantaged small business entities.

2. **FISCAL ADMINISTRATION:** If awarded, Fiscal administration for economic development grants shall be handled by APC; grants in support of legal education shall be administered by SULC; and fiscal administration for any other awards under this agreement shall be designated through mutual agreement of the parties at the time of the grant application.

3. **OVERHEAD AND INDIRECT COSTS:** Participating parties shall negotiate overhead and indirect cost on a project-by-project basis with granting agencies.

4. **STORAGE AND DISTRIBUTION OF MATERIALS:** APC and SULC and/or other assignees shall serve as archival repositories for information gathered through these projects as agreed by the participating parties.

5. **MAINTENANCE OF RECORDS:** APC and/or other assignees upon agreement of all parties shall maintain and keep the necessary financial records and other documentation pertaining to costs associated with the aforementioned projects.

6. **ASSIGNMENT:** No stakeholder shall assign any interest in this Agreement by assignment, transfer, or novation, without prior written consent of the three parties.

7. **APPROVAL OF ADDITIONAL PARTIES:** An opportunity may be extended to other parties who are approved by each existing party and who elect to join in this Cooperative Endeavor Agreement by executing an instrument whereby such joinder is manifested and such additional party agrees and obligates itself to be bound hereby, to the same extent as though such additional party had executed this Cooperative Endeavor Agreement concurrently with the execution hereby by the original parties. Other parties may include entities other than municipalities and educational institutions.

8. **TERM:** The term of this Agreement shall commence upon the signature of all parties to the Agreement, and the term period shall be five (5) calendar years. At the option of APC and SULC, this Agreement may be extended on the same terms and conditions as the original Agreement for five (5) additional one-year periods. This agreement will be reviewed periodically to determine its effectiveness to comply with SACSCOC and ABA Standards.

9. **AMENDMENTS:** Upon agreement of the parties, individual provisions of this agreement may be deleted, modified, or amended as required to meet changing conditions.

10. **TERMINATION:** Notwithstanding anything contained herein to the contrary, either APC or SULC may terminate the Agreement at any time by giving ninety (90) days prior written notice to the other party.

11. **DISCRIMINATION CLAUSE:** APC and SULC agree to abide by the requirements of the following as applicable:

- A. *Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972.*
- B. *Federal Executive Order 11246*
- C. *Federal Rehabilitation Act of 1972, as amended*
- D. *Vietnam Era Veteran's Readjustment Assistance Act of 1974*
- E. *Title IX of the Education Amendments of 1972*
- F. *Age Act of 1975*
- G. *Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008*
- H. *La. R.S. 23:323 et seq.*

12. **ENTIRE AGREEMENT** This Agreement shall constitute the entire agreement between the parties and shall be effective as of the date that this Agreement is fully executed; all prior agreements between the parties, whether written or oral, are merged into this Agreement and shall have no force and effect with regard to this Agreement.

13. **NOTICES** All notices called for or contemplated hereunder shall be in writing and shall be given by personal delivery or by certified mail return receipt requested, postage prepaid and addressed as set forth below:

Acadiana Planning Commission
Attn: Monique Boulet, CEO
101 Jefferson Street, Suite 201
Lafayette, LA 70501

Southern University Law Center
Attn: John Pierre, Chancellor
Post Office Box 9294
Baton Rouge, LA 70813

14. SURVIVAL: All obligations to be performed after the term of this Agreement shall survive this Agreement.

15. SEVERABILITY: The invalidity or unenforceability of any provisions of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

[THIS SPACE INTENTIONALLY LEFT BLANK]

THUS DONE AND SIGNED, in multiple original, on this ____ day of _____ 2021, by the ACADIANA PLANNING COMMISSION, INC. in the presence of the undersigned competent witnesses who have hereunto executed, affixed and signed their names with ACADIANA PLANNING COMMISSION, INC. and me, said Notary Public, all in the presence of each other after due reading of the whole.

WITNESSES:

**ACADIANA PLANNING
COMMISSION, INC.**

BY: _____

**MONIQUE BOULET
CEO**

NOTARY PUBLIC

THUS DONE AND SIGNED, in multiple original, on this ____ day of _____ 2021, by the SOUTHERN UNIVERSITY LAW CENTER in the presence of the undersigned competent witnesses who have hereunto executed, affixed and signed their names with SOUTHERN UNIVERSITY LAW CENTER, and me, said Notary Public, all in the presence of each other after due reading of the whole.

WITNESSES:

SOUTHERN UNIVERSITY LAW CENTER

BY: _____

**John Pierre
CHANCELLOR**

NOTARY PUBLIC



NELSON MANDELA COLLEGE OF GOVERNMENT AND SOCIAL SCIENCES
BATON ROUGE, LOUISIANA

January 3, 2021

Nelson Mandela College of Government and Social Sciences

A Proposed Student Fee and Tuition Adjustment
Executive Ph.D. Weekend Program

I am requesting approval for a proposed \$500 student fee and \$500 tuition adjustment. The student fee is for capacity building, technology and resource acquisition, and curriculum experiential component.

The small \$500 tuition adjustment is to defray the increasing cost of hotel, lodging and feeding of the students. The approval of the requested \$1,000 will result in an increase from \$8,000 to \$9,000 which is still way below what other institutions with Executive Ph.D. Weekend Programs charge. This fee if approved will be effective starting fall semester 2021 for the new cohort.

Approved: Ben Pugh 1/22/21
Benjamin Pugh, Vice Chancellor for Finance

Approved: Dr. Sahoo 1/22/21
Dr. Bijoy Sahoo, Interim Executive Vice Chancellor

[Handwritten signature]
Approved
Subject to BOS
Approval

OFFICE OF THE DEAN



POLICY TITLE
Endowment Policy

POLICY NUMBER
1-015

Responsible Unit: <i>Office of Academic Affairs</i>	Effective Date: <i>02/01/2021</i>
Responsible Official: <i>Senior Associate Vice Chancellor for Academic Affairs</i>	Last Reviewed Date:
Policy Classification: <i>Academic Affairs</i>	Origination Date: <i>12/21/2020</i>

I. POLICY STATEMENT AND RATIONALE

Southern University and A&M College at Baton Rouge (SUBR) is one of the five (5) colleges in the only Historically Black University system in the nation. The original policy and revisions to the Policy on Endowed Faculty and Chairs is a Southern University System policy. While the proposed Endowment Policy for SUBR is aligned with the original System’s Policy, adjustments are proposed to accommodate for the specific needs of the SUBR campus.

A faculty member's designation as endowed professor or endowed chair constitutes the highest honor. Therefore, it is essential that standardized policies and procedures govern such appointments. The purpose of endowments is to recruit expert faculty and retain high-quality faculty members by recognizing the individuals who excel in their disciplines.

Endowed Chairs/Professorships are typically awarded on a competitive basis to current full-time faculty members based on merit. However, to recruit or retain outstanding faculty, an endowment may be awarded on a non-competitive basis. The term for all Endowment Awards for Chairs/Professorships is three years. However, an endowed chair and/ or professor recruited in the second year of the endowment is two years, while the third year appointment is for one year. An incumbent may apply for the aforementioned terms

and may hold a professorship multiple times, provided a regular review is conducted every three years and the incumbent demonstrates a high level of performance according to the department's standards, the respective college, and the proposed Endowment Policy for SUBR.

II. POLICY SCOPE AND AUDIENCE

The recipient of an endowment must hold rank as a faculty member. Endowments are granted to tenured or tenure-track faculty members. Deans, Associate Deans, Department Heads, and program coordinators who are also tenure-track faculty members are eligible for endowments. Chairs/Professorships are designated specifically for outstanding teaching, and continuing faculty who hold academic rank from the instructor to the full professor. Endowed Chairs/Professorships awards primarily recognize achievement in research and creative endeavors, scholarship or creative works, teaching, accreditation and related planning and assessment endeavors, or professional service throughout the previous three calendar years.

Should a faculty member holding an Endowed Chair/Professorship assume a full-time administrative position within the University, they may finish the term of the award if they choose to do so. Faculty members remain eligible for renewal of the Endowed Chair/Professorship by continuing to achieve excellence in accordance with departmental and college guidelines.

Demonstration of excellence is documented through significant intellectual contributions and primarily through professional publications or creative works: conference proceedings of local, national or international scope; books or original works by influential publishers; articles in reliable peer-reviewed journals; exhibitions or performances at major venues; and other forms of substantial scholarly work are commonly recognized within the academic community. Signature initiatives such as the establishment of institutes and centers as well as externally funded research and creative endeavors grants, especially those awarded competitively by federal agencies or significant foundations, are evidence of the merit of scholarly activities.

Proof of excellence in teaching includes professional publications about learning and instruction scholarship in respected peer-reviewed journals and national scope conference proceedings. Further demonstration of teaching accomplishments may consist of other forms of scholarship that focus on teaching, such as engaging in service-learning, research and creative endeavors, pedagogical approaches, mentoring students, and integrating technology (including e-learning). Teaching practices, active engagement in planning and assessment endeavors at the department, college, and/or institutional levels, supporting student success in learning, research, creative endeavors, and requiring undergraduate and graduate students in research and creative endeavors are essential as well. Excellence in professional service consists of leadership-type projects at the community, state, regional, or national levels. These include substantial contributions that advance economic development initiatives and cultural and educational contributions, contributing to the growth of the University and State.

A donor may establish an endowment with specific selection criteria and expectations for its holder. Typically, a faculty member/chair holds a single endowment. The College's Department and Dean in conjunction with the Office of Academic Affairs will oversee the screening and selection process.

- Annually, in the **fall semester**, the Office of Academic Affairs shall distribute a list of vacant Endowed Chairs and Professorships whose terms expire at the end of that academic year's three-year period to the College Deans. Each College Dean will distribute the list of vacant endowments to all Department Chairs and Faculty Members in the college.

- During the **spring semester**, an interested Faculty Member will submit an application for an Endowed Chair and/or Professorship through their academic department based on the guidelines contained in this proposed endowment policy for the SUBR campus. The Department Chair forms a Departmental Screening Committee, whose recommendations are forwarded to the college Dean. The Dean forms a College Screening Committee, whose recommendations are forwarded to the Office of Academic Affairs, which then submits a consolidated listing of the colleges' recommendations for approvals by the Executive Vice Chancellor, President-Chancellor and the Southern University Board of Supervisors. The endowments are not officially granted until they have been Board-approved and only then can they be awarded by the Office of Academic Affairs.

III. POLICY COMPLIANCE

Responsibilities of the Holder:

1. Send 'Thank you' notes/letters to the donor(s) in writing by **October 1**.
2. Participate wholly in the academic activities of the academic unit in which the Endowed Chair/Professorship is assigned.
3. Expend the available support supplemental funds (if applicable) annually, including equipment, supplies, travel, and student labor upon the approval of the Office of Academic Affairs for the academic year, no later than **April 1**.
4. Provide the Office of Academic Affairs with an annual report of academic activities undertaken during the Endowed Chair/Professorship by **May 1** of each year. The Office of Academic Affairs will keep copies of the annual report on file for at least five years.

Responsibilities of the Office of Academic Affairs:

1. The Office of Academic Affairs shall provide the endowment faculty holders, department chairs and deans with the total amount of funds available for expenditure in the current year, including salary supplement and support supplemental funds (if eligible) in writing by **September 1**.
2. The Office of Academic Affairs shall notify the holder of the permissible uses for the expendable fund, including the support supplemental funds allocation (if there are enough funds available) by **April 1** of each year.
3. The Office of Academic Affairs shall be responsible for the awardee receiving the salary supplement by **July 1**.
4. The Office of Academic Affairs will review the established goals and related activities for the Endowed Chair or Professorship, including the annual faculty evaluation procedure. Failure to meet the appointment conditions of the annual evaluation can result in the termination of the Endowed Chair or Professorship.
5. Endowed awards can be revoked by the Chief Academic Officer, if the awardee/appointee has failed to fulfill the appointment's expectation based on the annual assessment that has been reviewed by a subject-matter committee.

Letter of Appointment:

After the Southern University Board of Supervisors approves Endowed Chairs and Professorships, the Office of Academic Affairs shall send a letter of appointment to the appointee, which details and emphasizes commitments, contributions, and expectations. The letter should stipulate:

1. Terms of appointment
2. Resources available to the appointee

3. Degree of control the appointee will have to accomplish the stated goals
4. The standards and criteria to be met by the appointee
5. The applicable annual and other potential evaluations, accountability, and review standards
6. The appointment letter shall be signed by the Senior Associate Vice Chancellor for Academic Affairs (or the designee).
7. The appointee shall indicate acceptance by affixing his/her signature where appropriate on the letter of appointment and returning it to the Office of Academic Affairs.
8. Copies of the signed letter of appointment shall be forwarded to the President-Chancellor, Executive Vice Chancellor for SUBR, the Executive Director of the Southern University Foundation, the Vice Chancellor for Finance and Business Affairs, and the Office of Human Resources.

Termination Procedure:

Resignation of an endowed position before the end of the appointee's stipulated term may occur for one or more of the following reasons:

1. Resignation or termination of employment from the faculty of SUBR
2. A change in status from full-time to part-time faculty
3. Denial or revocation of tenure by SUBR
4. Failure to fulfill obligations of the endowed position or maintain an overall level of service and activity comparable to that presented for selection
5. An extended absence due to illness or some other reason (beyond one year)

Financial Accountability:

The Executive Director of the Southern University Foundation shall report the actual and projected earnings for each Endowment account to the System's Vice President for Finance and Business Affairs, SUBR's Vice Chancellor of Finance and Administration, and the Office of Academic Affairs, before the start of SUBR's fiscal year. The Executive Director of the Foundation, working collaboratively with the SUBR Office of Academic Affairs, Executive Vice Chancellor, and the President-Chancellor, encourages the re-investment of a certain percentage of the interest-earning to aid the increase of the principal of the endowment funded over time, off-setting inflation. The Vice President for Finance and Business Affairs in conjunction with SUBR's Vice Chancellor for Finance and Administration shall receive the proceeds from the Endowment Funds from the Executive Director of the Foundation and transfer and allocate available funds, as applicable to the SUBR campus. SUBR is then authorized to expend the funds under Louisiana law, Foundation rules and regulations, and the applicable endowment agreement. The Office of Academic Affairs shall be responsible for submitting annual detailed budget requests and year-end budget reports on each Endowment account to the Executive Vice Chancellor, SUBR's Vice Chancellor for Finance and Administration, and President-Chancellor, via the System's Vice President for Finance and Business Affairs. Funds are dispersed by fiscal year, and the awards and appointments will also occur during the academic fiscal year. The expenditure of funds shall at all times be consistent with the Southern University System Foundation investment policy. See policy annexed hereto as "Attachment A."

1. Endowment interest will be used as a salary supplement, plus fringe benefits within the range of 4% of total investment income per annum for recipients of endowed professorships.
2. Endowment interest will be used as a salary supplement, plus fringe benefits within the range of 4% of total investment income per annum for recipients of endowed chairs.
3. Any endowment interest within 4% of total investment income may be used to support supplement expenses, including equipment, supplies, travel, and student labor, upon approval of the Office of Academic Affairs, Executive Vice Chancellor, SUBR's Vice Chancellor for Finance and Administration, the System's Vice-President for Business and Finance, and the President-Chancellor.
4. The Office of Academic Affairs shall initiate the Personnel Action Forms (PAFs) for all Endowed Chairs and Professorships based on the amount of approved funding. As stated below:
 - a. Endowment interest will be used as a salary supplement plus fringe benefits.
 - b. Any endowment interest within 4% of total investment income may be used to support supplement expenses, including equipment, supplies, travel, and student labor, upon approval of the Office of Academic Affairs, Executive Vice Chancellor, SUBR's Vice Chancellor for Finance and Administration, the System's Vice-President for Business and Finance, and the President-Chancellor.
5. Additionally, monthly timesheets are not necessary. All Endowed Chairs and Professors are required to submit an annual report, according to the campus guidelines and the specifics detailed in their award letter, and, upon approval of their annual report, complete the necessary process for their annual payment in July.

IV. POLICY DEFINITIONS

- The **Endowed Professorship Program** was created by the Louisiana Endowment Trust Fund for Eminent Scholars during the 1983 Regular Session of the Louisiana Legislature. It was established in the State Treasury by Section 1 of Acts 1983, No. 668, utilizing monies appropriated annually by the State Legislature. The SUBR policy is written with adequate flexibility to provide a broad framework that each campus may use to formulate a campus-specific endowed faculty policy that complements SUBR's campus.
- **The Endowed Chair** appointment is up to three consecutive years. The Office of Academic Affairs determines the Endowed Chair's term, based on the recommendation of the Departmental chair's selection committee and the college Dean's selection committee's recommendation. The appointment is renewable based on the results of the annual performance review of the Endowed Chair's holder.
- **The Endowed Professor** appointment is up to three consecutive years. The Office of Academic Affairs determines the Endowed Professorship's term, based on the recommendation of the Departmental chair's selection committee and the college Dean's selection committee's recommendation. The appointment is renewable based on the results of the annual performance review of the Endowed Professorship's holder.

V. POLICY IMPLEMENTATION PROCEDURES

The awarding of the Endowment of Chairs and Professorships to the faculty include standardized procedures, which are as follows.

A. Applications

An applicant for an endowment submits the following materials to the Office of Academic Affairs by way of their respective college dean:

1. Cover letter of the applicant's qualifications for the award.
2. Their vitae focusing on the last three years (**July 1 – June 30**) including:
 - a. personal data
 - b. educational background
 - c. employment history
 - d. professional publications in complete bibliographic form (denoting peer-review journals and providing acceptance rates or other indications or evidence of journal competitiveness, where possible). When including works in progress, provide proof of acceptance of the final edited form.
 - e. honors
 - f. professional activities
 - g. funded research and creative endeavors and other grants
 - h. economic development successes
 - i. university, accreditation, and community service
3. Professional publications from the last three years
4. Professional service activities that the applicant wish to provide
5. Other materials as appropriate for the specific chair/professorship
6. Three letters of recommendation to analyze the quality of the individual's scholarly or artistic work, with specific reference to its impact on the field, and an explanation of each referee's personal or professional relationship to the nominee
 - a. One must be an external letter (from outside the University) of appraisal from a prominent scholar qualified to evaluate the nominee
 - b. College Screening Committee members cannot write letters of support for nominees

B. Department Screening Committee

1. The Screening Committee for an Endowed Chair/Professorship, membership shall include:
 - a. The chair of the department serving as chair of the committee.
 - b. Tenured faculty members appointed by the department chair.
2. The department chair shall ensure no conflicts of interest between Screening Committee members and the Endowed Chair/Professorship applicants.
3. If multiple Endowed Chairs/Professorships in a department are open for application each year, the department chair may elect to form one Screening Committee to consider all applicants for those Endowed Chairs and Professorships.

C. Department Screening Committee Procedures

1. The department chair will review the applications through an online application process

2. The department chair will then call a meeting of the Department Screening Committee to review the applications
3. The committee will vote by confidential ballot
4. The department chair will forward the recommendations of the committee via letter to the dean of the college. That communication will include:
 - a. Department Screening Committee members
 - b. All applicants with an indication that the Screening Committee has deemed qualified for the chair/professorship
 - c. Committee's ranking of the candidates deemed qualified
 - d. Ballots (including any proxy votes)

E. College Screening Committee Procedures

1. The College Screening Committee for an Endowed Chair/Professorship membership shall meet the following requirements:
 - a. The dean of the college will chair the committee
 - b. Tenured faculty members will be appointed by the dean
2. The dean shall ensure no conflicts of interest between College Screening Committee members and the Endowed Chair/Professorship applicants
3. If multiple Endowed Chairs/Professorships in a discipline or department are open for applications each year, the dean may elect to form one College Screening Committee to consider all applicants for those Endowed Chairs and Professorships

F. College Screening Committee Procedures

1. The dean will review the applications through an online application process
2. The dean will call a meeting of the College Screening Committee to review the applications
3. The committee will vote by confidential ballot
4. The dean will forward the recommendations of the committee **via letter** to the Office of Academic Affairs. That communication will include:
 - a. College Screening Committee members
 - b. All applicants with an indication that the Screening Committee has deemed qualified for the chair/professorship
 - c. Committee's ranking of the candidates deemed qualified
 - d. Ballots (including any proxy votes)

There are three situations in which a Screening Committee does not review applications:

1. When, with the approval of the Senior Associate Vice Chancellor for Academic Affairs, Executive Vice Chancellor, and President-Chancellor, the Endowed Chair/Professorship is used to recruit a new faculty member. In such a case, the departmental search committee will substitute for the Screening Committee
2. When a dean is an applicant
3. When the renewal of a non-competitively awarded endowment is considered

G. Office of Academic Affairs Procedures

The standard procedure involves the Office of Academic Affairs making its recommendation to Executive Vice Chancellor, the President-Chancellor, and the Southern University Board of Supervisors for approval. The regular procedure of the Office of Academic Affairs is as follows:

1. The Office of Academic Affairs shall forward the names and award amount of the prospective candidates to the Executive Vice Chancellor, the President-Chancellor, and the Southern University Board of Supervisors
2. Upon approval of the nomination from the President-Chancellor and the Board of Supervisors, the Office of Academic Affairs shall notify the relevant dean and faculty member to whom the Endowed Professorship/Chair was awarded

VI. POLICY RELATED INFORMATION

There is no additional policy-related information.

VII. POLICY HISTORY AND REVIEW CYCLE

The Endowed Professorship and Chair policy was originated on March 18, 2016 as a System’s policy. The last revision to the System’s policy was completed on September 1, 2017. This new SUBR campus proposed policy will be effective beginning February 1, 2021, upon the approval of the Southern University System Board of Supervisors and the President-Chancellor of the Southern University and A&M College System.

The major changes from the original System policy are as follows:

1. A current SUBR campus donor requested an increase to the salary supplement. To accommodate possible requests from other donors and to fulfill this request, the following is being proposed:
 - a) Salary supplement expenses changed in range from \$5,000 to \$15,000 annually for an Endowed Professorship
 - b) Salary supplement expenses changed in the range from \$50,000 to \$60,000 annually for an Endowed Chair
2. Support supplement expenses changed in range from \$2,500 to \$5,000
3. While the Holder of an Endowed Professorship/Chair award was previously being distributed in accordance with a calendar year, and we are proposing that changes be made to adhere to the academic year

VIII. POLICY URL

Southern University Policies and Procedures: <https://www.sus.edu/page/su-board-policies>

IX. POLICY APPROVAL



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

Effective Date of Policy

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

Effective Date of Policy



POLICY TITLE
Graduate Council Policy

POLICY NUMBER
1-017

<i>Responsible Unit:</i> Graduate School	<i>Effective Date:</i> 03/01/2021
<i>Responsible Official:</i> Dean of Graduate School	<i>Last Reviewed Date:</i>
<i>Policy Classification:</i> Academic Affairs	<i>Origination Date:</i> 11/10/2020

I. POLICY STATEMENT AND RATIONALE

The Graduate Council serves as the primary policy-making and academic advisory body to the Graduate School. The Graduate Council is responsible for the development and review of policies governing graduate education and programs at the Southern University – Baton Rouge (SUBR). Specific functions include: the review of the graduate program curriculum, review of existing graduate courses, review of letters of intent and proposals for new graduate programs, review and approval of graduate faculty status applications, facilitating support services to graduate students and ensuring that processes and procedures are in place to address graduate student and faculty concerns. Thus, this Policy serves as the guidance document that supports a well-represented Graduate Council that operates effectively and efficiently, makes decisions based on clear guidelines, and contributes to the revision and implementation of an updated strategic plan for the Graduate School that is aligned to SUBR’s Strategic – Imagine 20K.

II. POLICY SCOPE AND AUDIENCE

The major audiences of the Policy are the SUBR graduate students, graduate faculty, academic units that offer graduate programs, on-campus entities that deal with graduate studies, Graduate School staff and external partnering graduate institutions and graduate school organizations.

III. POLICY COMPLIANCE

The Policy is required to ensure the Graduate School remains in compliance with the Southern Association of Colleges and Schools-Commission on Colleges (SACSCOC) standards through SUBR's Office of Academic Compliance and SACSCOC Accreditation, the Louisiana Board of Regents requirements, expectations of professional accrediting agencies for various academic programs, the requirements of SUBR's Office of Academic Affairs, as well as the requirements and expectations of the Council of Graduate Schools. Most importantly, the Policy's existence and implementation will further advance the institution's Carnegie Classification of Institutions of Higher Education.

IV. POLICY DEFINITIONS

Graduate Council: refers to the policy-making and advisory body to the Graduate School.

Membership: There shall be 19 voting members of the Graduate Council. The composition is as follows: Representatives of Colleges with Graduate Programs (10), a representative of the Faculty Senate (1), a representative of AAUP (1), a representative of the Graduate Student Council (1), Dean of the Graduate School (1), a representative of the John B. Cade Library (1), a representative of the Center for International Education (1), a representative of the Office Academic Compliance and SACSCOC Accreditation (1), a representative of the Office of Academic Affairs (1), and a representative of the Chancellor's Office (1).

Quorum: The minimum number of members required for an assembly or organization to conduct business. In this Policy, the simple majority quorum required for the Graduate Council to conduct business is 50%+1.

V. POLICY IMPLEMENTATION PROCEDURES

The Graduate Council shall develop Bylaws that provide detailed implementation procedures.

Functions of the Graduate Council

The Graduate Council develops, revises and sets policies for the Graduate School. These may include policies and procedures on minimum admission requirements; the award of graduate assistantships, fellowships and scholarships; graduate faculty membership; supervision of degree requirements. The Graduate Council also reviews graduate programs in consultation with the academic program chairs/directors based on self-study and external review reports. The Council also advises the Dean of the Graduate School on any other issues pertaining to graduate studies. Specifically, the Graduate Council:

1. Serves as policy-making and advisory body to the Dean of the Graduate School.
2. Facilitates the revision of the Strategic Plan for the Graduate School.
3. Ensures Graduate School Policies and Procedures are in compliance with SACSCOC, Louisiana Board of Regents and all applicable institutional, state, and federal requirements.
4. Participates in the development of policies, procedures, manuals and guidelines pertaining to graduate education and graduate programs.
5. Participates in the establishment of policy and procedure manual governing all graduate assistantships, fellowships, and scholarships including overseeing eligibility and allocation procedures.

6. Reviews and makes recommendations on proposals for new or revised graduate degree programs, graduate certificates, graduate concentrations/specializations, graduate courses, deletions of programs, and curriculum additions or changes submitted by academic units offering graduate programs.
7. Initiates and supervises interdisciplinary or dual degree graduate programs in response to national, regional, or state needs.
8. Makes recommendations about establishing, affiliating, and abolishing academic centers and institutions that are engaged in research or graduate education.
9. Approves, or modifies recommendations made by the standing or ad-hoc committees.
10. Promotes and reviews periodic self-evaluation of graduate programs to ensure vitality, currency, and academic quality.
11. Considers appeals/concerns filed by graduate students relating to regulations of specific graduate programs or their welfare.

VI. POLICY RELATED INFORMATION

The Graduate Council is referenced in the 2019-2023 Graduate Catalog.

VII. POLICY HISTORY AND REVIEW CYCLE

This policy is a revised edition of an existing Graduate Council Policy and will be effective beginning March 1, 2021, upon the approval of the Southern University System Board of Supervisors and the 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

Southern University Policies and Procedures: <https://www.sus.edu/page/su-board-policies>

IX. POLICY APPROVAL



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

Effective Date of Policy

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

Effective Date of Policy

MANAGEMENT AGREEMENT

THIS MANAGEMENT AGREEMENT (this “**Agreement**”) is made as of February ____, 2021 (the “**Effective Date**”), by and between **Southern University and A&M College** (“Southern” or “University”), and **Southern University System Foundation** (“Foundation”), each a “**Party**” and collectively the “**Parties**.”

WITNESSETH:

WHEREAS, Article VII, Section 14(C) of the Constitution of the State of Louisiana provides that “for a public purpose, the state and its political subdivision or political corporations may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual”; and

WHEREAS, Southern University and its System prides itself on being deeply rooted in its communities, recognizes the health disparity within minority groups, especially African-American, and is well suited to assist in bridging the gap; and

WHEREAS, the Foundation’s mission includes advancing the University’s role in helping to build an increasingly functional Louisiana; and

WHEREAS, the Southern University College of Nursing and Allied Health with participation from the Foundation has developed Black Health, a comprehensive health education program designed especially for African-Americans in Louisiana;

WHEREAS, in furtherance of Black Health, a new campaign has commenced to promote COVID-19 vaccine education and administration among the elderly, the African American community and other minority groups; and

WHEREAS, Southern University College of Nursing and Allied Health has and will continue to develop factual vaccine information for disbursement to the state community; and

WHEREAS, the Foundation is best suited to oversee and manage the University’s COVID-19 vaccine campaign;

NOW THEREFORE, the University and the Foundation, each having the authority to do so, agree as follows:

I. OBLIGATIONS OF THE PARTIES.

A. **Obligations of the University.** The University will provide the following consideration:

1. Out of its CARES Act award, Southern will provide funding in the amount of \$225,000 for this year endeavor.
2. Provide culturally sensitive, age-appropriate educational information tailored to address vaccine hesitancy.

3. Work in collaboration with the Foundation and Consultant to achieve the goal of increasing the percentage of African-Americans in Louisiana who are vaccinated by February 28, 2022.

B. Obligations of the Foundation. The Foundation will:

1. Manage the funds provided by Southern.
2. Identify, coordinate and contract with Bayard Management Group, LLC or a similarly situated entity (“Consultant”) to market to the target audience within the state.
3. Ensure that Consultant delivers measurable and tangible results.
4. Provide record keeping of expenditures.

II. DURATION. This Agreement will be effective for one (1) year, from the commencement of the Agreement. Thereafter, this Agreement can be renewed by mutual consent of the Parties as long as the need for additional management is still necessary.

III. TERMINATION. Either Party may, in its sole discretion, terminate this Agreement with or without cause by giving the other Party at least thirty (30) days prior written notice. The Parties acknowledge that early termination will result in unused funds. Any unused funds will be held by the Foundation for Southern’s benefit.

IV. INDEMNITY. Both parties mutually agree to indemnify and hold each other harmless from and against all liability, losses, damages, claims, causes of action, cost or expenses (including reasonable attorneys’ fees), which directly or indirectly arise from the performance of the obligations hereunder by the indemnifying Party, its agents, servants, personnel, representatives and/or employees. The provisions of this Section shall survive the termination of this Agreement.

V. NOTICES. Except for any routine communication, any notice, demand, communication, or request required or permitted under this Agreement will be given in writing and delivered in person or by certified mail, return receipt requested as follows:

To the University:

Dr. Ray L. Belton
Office of the President-Chancellor
Southern University System
J.S. Clark Administration Building, 4th Floor
Baton Rouge, LA 70813

With a copy to:

General Counsel
Office of the President-Chancellor
Southern University System
J.S. Clark Administration Building, 4th Floor
Baton Rouge, LA 70813

To the Foundation:

Alfred E. Harrell, III
CEO
Southern University System Foundation
598 Harding Blvd.
Baton Rouge, LA 70807

Notices are effective when received, except any notice that is not received due to the intended recipient's refusal or avoidance of delivery is deemed received as of the date of the first attempted delivery. Each party is responsible for notifying the other in writing that references this Agreement of any changes in its address(es) set forth above.

VI. MISCELLANEOUS PROVISIONS.

A. **Rules of Construction.** This Agreement has been reviewed by all parties and shall be construed and interpreted according to the ordinary meaning of the words used so as to fairly accomplish the purposes and intentions of all parties. The headings and captions of this Agreement are provided for convenience only and are not intended to have effect in the construction or interpretation of this Agreement. The singular number includes the plural, where appropriate. Neither this Agreement nor any uncertainty or ambiguity herein shall be construed or resolved in favor of or against either party on the basis of which party drafted the language.

B. **Severability.** The parties intend all provisions of this Agreement to be enforced to the fullest extent permitted by law. Accordingly, if a court of competent jurisdiction finds any provision to be unenforceable as written, the court should reform the provision so that it is enforceable to the maximum extent permitted by law. If a court finds any provision is not subject to reformation, that provision shall be fully severable and the remaining provisions of this Agreement shall remain in full force and effect and shall be construed and enforced as if such illegal, invalid, or unenforceable provision was never included, and the remaining provisions of this Agreement shall remain in full force and effect.

C. **Survival of Provisions.** All representations and warranties and all responsibilities regarding record retention, access, and ownership, cooperation with Office of Inspector General investigations, and indemnification shall survive the termination of this Agreement and continue in full force and effect.

D. **Non-Waiver.** The failure of either party to insist upon strict compliance with any provision of this Agreement, to enforce any right, or to seek any remedy upon discovery of any default or breach of the other party shall not affect or be deemed a waiver of any party's right to insist upon compliance with the terms and conditions of the Agreement, to exercise any rights, or to seek any available remedy with respect to any default, breach, or defective performance.

E. **Modifications.** This Agreement shall not be modified except by written amendment executed by authorized representatives of the parties.

F. **Voluntary Execution.** Each party has read and fully understands the terms, covenants and conditions set forth in this Agreement and is executing the same willingly and voluntarily of its own volition.

G. **Complete Agreement.** This Agreement supersedes and replaces any and all prior agreements, negotiations, and discussions between the parties with regard to the terms, obligations, and conditions of this Agreement.

IN WITNESS WHEREOF, the University and the Foundation, through their duly authorized representatives, execute this Agreement.

Southern University and A&M College

By: _____

Ray L. Belton, Ph.D.
President-Chancellor

Southern University System Foundation

By: _____

Alfred E. Harrell, III
CEO



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

January 26, 2021

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


RE: Memorandum of Understanding (MOU) between the LexisNexis Rule of Law Foundation
and the Southern University Law Center



Dear Dr. Belton:

The LexisNexis Rule of Law Foundation (LNROLF), and 501(c)(3) non-profit corporation whose mission is to advance the Rule of Law globally, wishes to enter into a MOU with the Southern University Law Center (SULC) to collaborate with one another to provide cooperative opportunities for the promotion of the non-profit mission of LNROLF on the global advancement of the rule of law. This MOU will allow SULC to engage in many projects and opportunities that will be funded by (LNROLF).

I respectfully request that you present this MOU to the Southern University Board of Supervisors for approval at the February 12, 2021 meeting. If you have any questions, please feel free to contact me.

Sincerely,


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



Subject to BOS
Approval

**MEMORANDUM OF UNDERSTANDING
BETWEEN
LEXISNEXIS RULE OF LAW FOUNDATION
AND
SOUTHERN UNIVERSITY LAW CENTER**

This Memorandum of Understanding (“**MOU**”) has been executed on the day and year of the last signature indicated below, by and between –

LexisNexis Rule of Law Foundation (“LNROLF”), a not-for-profit corporation organized exclusively for educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”) whose mission is to advance the Rule of Law globally; LNROLF activities include, but are not limited to the following: (i) providing educational tools and materials through conferences and seminars, forums and discussion groups to increase understanding among the public regarding the rule of law both in the United States and throughout the world, (ii) facilitating access to research tools for educational purposes regarding the rule of law, (iii) providing hands on educational instruction, public forums and lectures for the public and industry to increase awareness and educate the public on issues concerning the rule of law, (iv) developing nonpartisan analysis, study or research relating to human rights issues, (v) improving access to laws and court records and to registry records relating to property rights and (vi) working with government, civil society, the legal profession, academic and private sector entities and other partners to assess, create, fund, develop and implement projects to achieve transparency of the law, access to legal remedy, equal treatment under the law, support for independent judiciaries and any ancillary activities supporting advancement of the rule of law.

- and -

Southern University Law Center (“SULC”), a public law school rich with history that was initially founded as the Southern University Law School catering to African-American students. Subsequently renamed as Southern University Law Center, it now has one of the most diverse student body in the state of Louisiana providing high quality legal education for its students and with distinguished alumni considered as trailblazers in the legal profession securing equal rights for others.

PURPOSE

LNROLF and SULC (collectively, the “Parties” and individually a “Party”) commit, through this MOU, to collaborate with one another in providing cooperative opportunities for the promotion and awareness of the non-profit mission of LNROLF described above especially on the global advancement of the rule of law.

Prior to initiating any specific activity or program, the Parties will negotiate and enter into a separate binding written agreement, signed by each Party's authorized signatory, describing the terms of the arrangement, including the budgets, if applicable. Each Party will designate a Liaison Officer to develop and coordinate specific activities or programs consistent with the non-profit mission of LNROLF described above.

The purpose of this MOU is to provide a framework for cooperation between the Parties and to facilitate and strengthen collaboration between the Parties, on a non-exclusive basis, in areas of common interest.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and conditions set forth in this MOU, and for good and valuable consideration, the sufficiency of which is acknowledged by both Parties, the Parties agree as follows:

I. ACTIVITIES

In furtherance of the above Purpose, the Parties understand that each will do the following:

- a) Both Parties will:
 1. Maintain an open and transparent communication with clear lines of relationship management.
 2. Provide each other the necessary information for a better understanding of each other's organizational structure and culture.
 3. Work to promptly and in utmost good faith resolve differences but with a recognition that there may be times that the Parties may not find any common ground to have a mutually acceptable resolution.
 4. In appropriate cases, espouse a communal approach on mutual issues or initiatives the Parties seek to collaborate in with a goal of having mutual learnings.
- b) SULC will:
 1. Facilitate student awareness and engagement in the programs and projects offered by the mutual agreement of SULC and LNROLF.
 2. Work with LNROLF to build and, where appropriate, implement projects which advance mutual missions.
- c) LNROLF will:
 1. Work to provide an engaging, educational and informative experience for students and/or faculty in any mutual collaboration.
 2. Operate transparently to facilitate administrative and other details of projects and programs of mutual interest.

II. TERM

The term of this MOU begins on the day of its signing by last Party who affixed its signature in the MOU and will continue until terminated by one or both Parties by providing at least thirty (30) days prior written notice of the same.

III. CONFIDENTIALITY

The Parties agree that the terms of this MOU and all discussions among the Parties and their representatives are confidential, and further agree not to disclose to any third party this MOU, its substance, the fact that discussions are or have been taking place with respect to the Purpose, subject matter or the contents of such discussions, in each case without the prior written consent of the other Party, provided that disclosures to legal counsel, financial advisors, and consultants shall be permitted on an as needed basis provided those parties agree to abide by the confidentiality requirements in this Article.

IV. PUBLIC RELATIONS

Each Party will coordinate with the other and receive prior written consent of the other Party with respect to any public announcements or activities relating to this MOU.

V. NON-MONETARY

This MOU will be non-monetary in nature. Any cost incurred by any Party in relation to the execution of their respective activities, responsibilities and obligations under this MOU shall be for its exclusive account and shall be without right of reimbursement, unless prior written consent of the other Party is secured.

Similarly, any earnings made by one Party shall be for its exclusive benefit unless a prior written agreement is made to the contrary.

VI. INTELLECTUAL PROPERTY, TRADEMARK & COPYRIGHT

Except as otherwise permitted, neither Party is granted any rights under this MOU to use any trademark, trade name or service mark, which belongs or is licensed to the other Party, in a way that implies a connection with or endorsement by the other party, without prior written approval of such Party.

The Parties acknowledge and agree that any unauthorized use of the other Party's trademark or name will result in immediate and irreparable injury to such Party, and, therefore, each Party authorizes the other to seek injunctive relief in order to prohibit the other Party from (or to cause the other Party to cease) use of its name or marks, as well as to seek all other legal or equitable remedies to which the Party may be entitled. To the extent a Party prevails in a suit at law or in equity for the purpose of enforcing trademark or other rights, the other Party understands and agrees that such prevailing Party shall be entitled to recover its reasonable attorneys' and expert fees plus court costs and expenses.

The Parties or any of its affiliates shall not use or seek to register, anywhere in the world, any trademarks which are confusingly similar to any Trademarks used by or owned by the other Party or its affiliates. Nothing in this section shall be interpreted to prevent any of the Parties from granting the other any license or right in and to any trademark, trade dress, design, logo, slogan, house mark or name controlled or owned by the other.

During the time the MOU is in effect, both Parties being in agreement, may execute addenda that improve its effectiveness.

VII. RESPONSIBILITY

Each Party shall be solely responsible for the acts and omissions of its own employees, agents or contractors.

VIII. ADMINISTRATIVE MATTERS

- a) **Applicable Law; Waiver of Trial by Jury** - This MOU shall be governed by, and construed and enforced in accordance with, the laws of the State of Louisiana, without regard to its conflicts of law principles that may require the law of any other state to govern. Any action or proceeding arising out of or relating to this MOU shall be brought in the courts of the State of Delaware, or, if it has or can acquire jurisdiction, in the United States District Court for the District of Delaware, and each of the Parties irrevocably submits to the exclusive jurisdiction of each such court in any such action or proceeding, waives any objection it may now or hereafter have to venue or to convenience of forum, agrees that all claims in respect of the action or proceeding shall be heard and determined only in any such court and agrees not to bring any action or proceeding arising out of or relating to this MOU in any other court. Each Party hereto irrevocably waives all right to trial by jury in any action, proceeding or counterclaim (whether based on contract, tort or otherwise) arising out of or relating to this MOU or the transactions contemplated by this MOU or the actions of the Parties or any of its affiliates in the negotiation, performance, or enforcement of this MOU.
- b) **Relationship of the Parties** - Nothing in this MOU constitutes or shall be construed to constitute any of the Parties as partners or joint venturers, and neither of the Parties shall have any power or authority to bind the other or others in any respect. This MOU does not create an employer-employee or similar relationship between the Parties. The relationship of the Parties is strictly that of independent contractors.
- c) **Non-Assignability** - Neither this MOU nor any of the rights or obligations hereunder may be assigned or delegated by either Party, except that a Party may be assisted by affiliates and subcontractors, which assistance shall not relieve such Party of any obligations hereunder. The relationship of the Parties is strictly that of independent contractors.
- d) **Preservation of Rights** - Any failure or delay of a Party to exercise or enforce any of its rights shall not be deemed a waiver of such rights, nor shall any such failure or delay preclude the exercise or enforcement of such rights at any later time.

- e) Headings - The headings appearing in this MOU are inserted only as a matter of convenience and for reference only and in no way define, limit, or describe the scope and intent of this MOU or any of the provisions hereof.
- f) Counterparts - This MOU may be executed in any number of counterparts and by facsimile or other electronic transmission, and all such counterparts so executed shall constitute one and the same instrument and be binding on all of the Parties hereto.
- g) Entire MOU - This MOU constitutes the entire understanding of the Parties and supersedes all other written or oral communications, agreements or understandings between the Parties relating to the subject matter hereof. It may not be amended or modified except by written agreement executed by duly authorized representatives of both Parties.

IX. NON-BINDING NATURE

Notwithstanding the foregoing provisions of this MOU, the Parties understand and agree that this MOU merely constitutes a statement of the Parties' mutual intentions, does not reflect all matters upon which agreement must be reached in order for the agreements to be consummated, and does not obligate any Party to negotiate, execute or consummate definitive agreements concerning the Purpose or any other transaction, other than the provisions of Articles II, III, IV, VI, VII, VIII, IX, and XI of this MOU, which are intended to be legally binding on the Parties. As noted in the previous sentence, except for the provisions of Articles II, III, IV, VI, VII, VIII, IX and XI of this MOU, this MOU is not intended to be binding, and a binding agreement with respect to the Purpose and any other transaction will result only from the execution of mutually satisfactory definitive agreements and will be entirely subject to the terms and conditions contained therein. No Party shall be liable for any indirect, lost profits or consequential damages of any kind in connection with this MOU.

X. PARTIES' REPRESENTATIVES

The representative's names below will serve in a liaison capacity to facilitate operations between the participating organizations:

LexisNexis Rule of Law Foundation

Name: **Teresa Jennings**
Title: **Vice President & Treasurer**
Address:
1150 18th Street, NW
Suite 600
Washington, DC 20036

Southern University Law Center

Name: **John K. Pierre**
Title: **SULC Chancellor**
Address:
2 Roosevelt Steptoe Dr.
Baton Rouge, LA 70813



XI. SIGNATORY AUTHORITY

This MOU is executed by the duly authorized Parties whose signatures are affixed below:

LexisNexis Rule of Law Foundation

Name: **Ian McDougall**
Title: **President**

Signature: _____
Date: _____

Southern University Law Center

Name: **John K. Pierre**
Title: **SULC Chancellor**

Signature: _____
Date: _____



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR
(225) 771-2552
FAX (225) 771-2474

January 29, 2021

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

RE: Proposed Amendment to the Southern University Law Center Mission Statement


Dear Dr. Belton:

During the fall semester of 2020, the Southern University Board of Supervisors approved a request by the Southern University Law Center to create a Common Law Track to its curriculum. The faculty at the Law Center has approved that creation of a Common Law Track in principle that it intends to implement in fall 2021 for incoming first-year law students who primarily come from states outside of Louisiana that plan to return to non-Louisiana common laws jurisdiction. The Law Center will essentially join Tulane and Loyola law schools in offering both a civil law and a common law track in its curriculum.

A corresponding step that needs to be taken is for the Southern University Board of Supervisors to approve an amended mission statement which reflects that the Law Center offers legal education with training in both civil law and common law traditions to satisfy ABA and SACSCOC accreditation requirements. A proposed amended mission statement is attached for review by the Board of Supervisors. The current mission statement is provided for comparison. I believe that the amended mission statement proposed is a slight/minor adjustment that is appropriate under the circumstances.

I respectfully request that the Board of Supervisors review the proposed amendment to determine if the amended mission statement should be approved at its February 12, 2021 board meeting. If you have any questions, please feel free to contact me.

Sincerely,


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


Approved
Subject to BOS
Approval



SOUTHERN UNIVERSITY LAW CENTER
Post Office Box 9294 Baton Rouge, Louisiana 70813-9294

PRENTICE L. WHITE, B.A., M.B.A., J.D.,
ASSOCIATE VICE CHANCELLOR,
EVENING DIVISION AND EMERGING INITIATIVES

MISSION STATEMENT

The mission and tradition of the Law Center is to provide access and opportunity to a diverse group of students from underrepresented racial, ethnic, and socio-economic groups to obtain a high-quality legal education with special emphasis on the Louisiana civil law. Additionally, our mission is to train a cadre of lawyers equipped with the skills necessary for the practice of law and for positions of leadership in society.

AMENDED MISSION STATEMENT

The mission and tradition of the Law Center is to provide access and opportunity to a diverse group of students from underrepresented racial, ethnic, and socio-economic groups to obtain a high-quality legal education with training in both civil and common law. Additionally, our mission is to train a cadre of lawyers equipped with the skills necessary for the practice of law and for positions of leadership in society.



Dr. Rodney A. Ellis
Chancellor



January 25, 2021

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

RE: SULSA MARKET SALARY ADJUSTMENTS

Dr. Belton:

This communication comes to request market salary adjustments for faculty and staff whose salaries are over the \$60,000 threshold for staff and over \$75,000 for faculty. Attached are the details of the adjustments for the following faculty and staff members:

- Mrs. Veloria Nance
- Mrs. Jane O'Riley
- Mrs. JoAnn Brown
- Dr. Lonnie McCray
- Dr. Barry Hester

I have attached a table with listing the individuals, their current salary, and the proposed. In addition, the table includes the market adjustment information requested at the January Board meeting. All market adjustments for SUSLA will go into effect February 1, 2021. I am requesting your endorsement and that of the Southern University Board of Supervisors to approve these adjustments. Thank you in advance for your consideration of this request and that of the SU Board of Supervisors.

With warm regards,

Rodney A. Ellis, Ed.D.
Chancellor

Attachments

Approved

Not Approved

Dr. Ray L. Belton, President/Chancellor

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

**SUSLA Market Salary Adjustments
Faculty over \$75,000 & Staff over \$60,000**

Last Name	First Name	Title/Department/Program	Current Salary	Proposed Salary	Market Entry Salary	Market Average Salary	Market Upper Salary
1. Nanze	Veloria	Director of Accounting	\$60,000.00	\$61,200.00	\$67,290.00	\$74,290.00	\$82,390.00
2. McCray	Lonnie	Dena Arts, Humanities, Social Science & Education	\$57,350.00	\$61,651.25	\$84,512.00	\$96,585.00	\$108,658.00
3. Brown	JoAnn	Dean & Associate Professor of Allied Health	\$71,400.00	\$74,390.50	\$86,625.00	\$99,000.00	\$111,375.00
4. O'Riley	Jane	Library Director	\$60,199.00	\$61,405.00	\$57,050.00	\$67,565.00	\$81,103.00
5. Hester	Barry	Dean, BSTEM & Professor of Chemistry	\$66,570.00	\$69,455.50	\$85,521.00	\$97,739.00	\$109,956.00

***NOTE:** Market Data for Salaries is based on information gathered from the College & University Professional Association for Human Resources (CUPA-HR) **AND** Salary.com, adjusted for the Cost of Living in Shreveport, Louisiana.

***NOTE:** The Southern Regional Education Board (SREB) **ONLY** provides data on Average Salaries of Full-Time Instructional Faculty at Public Two-Year Colleges and Technical Institutes or Colleges. The average annual salary in Louisiana for this population is \$45,120. The average annual salary in the Southern Region for this population is \$54,681. The states included in the Southern Region are: Alabama, Arkansas, **Delaware**, **Florida**, Georgia, Kentucky, Louisiana, **Maryland**, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, **Texas**, **Virginia** and West Virginia.

***NOTE:** SREB uses CUPA-HR as its source for Administrator salaries.



Dr. Rodney A. Ellis
Chancellor

December 16, 2020

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

RE: RECOMMENDATION OF MS. DEVONYE BROWN – EXPANSION OF DUTIES AND RESPONSIBILITIES

Dr. Belton:

This letter comes as a request to expand the job duties and responsibilities of Ms. Devonye Brown reflected in the restructuring plan of SUSLA approved by the SU Board of Supervisors November 20, 2020. Ms. Brown will continue her current responsibilities and title in addition to becoming the Southern Association of Colleges and Schools Commission on Colleges liaison and all responsibilities associated with this position. Currently, Dr. Regina Robinson, Vice Chancellor for RSPIE assumes these responsibilities. She is retiring in January 2021.

Ms. Brown currently holds a Master’s in Human Resource Management and Development (National Louis University) and seeking a Doctor of Education in Leadership Study (Louisiana State University in Shreveport). Accompanying this request is a salary increase of \$3,927 for a total salary of \$60,027 to begin January 1, 2020.

I am requesting your endorsement and that of the Southern University Board of Supervisors to expand the job duties and responsibilities for Ms. Devonye Brown. Thank you in advance for your consideration of this request and that of the SU Board of Supervisors.

With warm regards,

Rodney A. Ellis, Ed.D.
Chancellor

Approved Salary and Hire Date
(\$60,027; 01/01/2021)

Dr. Ray L. Belton, President/Chancellor

Not Approved

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

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER									
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

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

Profile of Person Recommended

Length of Employment _____ To _____
 Effective Date 02/01/2021

Name Devonye Brown (U01627042) SS# xxx-xx-1834 Sex F Race* B
 (Last 4 digits only)

Position Title: Director of Outcomes Assessments and Quality Department: RSPIE
 Mgmt

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

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

Years Experience _____ Southern University Experience _____
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year: _____

Current Employer _____

Personnel Action

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

Recommended Salary \$60,027 Salary Budgeted \$60,027

Source of Funds _____

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

Change of: _____
 Position From Director of Outcomes Assessment & Quality Mgt To Director of Outcomes Assessment & Quality Mgt
 Status Full-Time Full-Time
 Salary Adjustment \$56,100 \$60,027

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
521166 55211 61002 56000	

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor _____ Date _____

Vice Chancellor _____ Date _____

Director Personnel _____ Date _____

President _____ Date _____

Dean/Unit Head _____ Date 12/17/20

Chancellor _____ Date 12/17/20

Vice President Finance Business Affairs/Comptroller _____ 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.

_____ 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	

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

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



Position: Director of Outcomes Assessment & Quality Management

Employee Name: <i>Devonye Brown</i>	Department Name: Office of the Chancellor
Reports To (Supervisor's Name and Title): Dr. Leslie McClellon, Chief of Staff and Special Assistant for Strategic Initiatives	Physical Work Location of Incumbent: 3050 Dr. Martin Luther King Jr. Drive Shreveport, LA 71107

POSITION SUMMARY: Under the direction of the Chief of Staff and Special Assistant for Strategic Initiatives, the Director of Outcomes Assessment and Quality Management will be instrumental in fostering a culture of planning, assessment, and research, which includes developing information resources in support of campus decision-making related to policy and practices and supporting a comprehensive outcomes assessment program, documenting institution-wide continuous improvement in support of the mission and strategic plan. The position is key in providing guidance in the areas of institutional effectiveness, strategic planning, accountability, accreditation, data reporting, and program evaluation.

PRIMARY RESPONSIBILITIES:

1. Supports institutional accreditation processes and other internal and external reviews as appropriate, develops and manages processes to maintain compliance with SACSCOC accreditation requirements
2. Serves as the primary planner and coordinator for the ongoing SACSCOC reaffirmation process; engages the college in the use of research data to encourage a culture of evidence-based decision making; coordinates the development, implementation, and maintenance of processes for the submission of reports to meet SACSCOC requirements.
3. Serves as the primary author and/or coordinator for SACSCOC reports including substantive change, Fifth-Year Interim Review, Reaffirmation, and QEP;
4. Provides strategic direction and management of institutional planning, assessment, and research;
5. Oversees the continuous development and implementation of the institutional effectiveness cycle by which the College measures improvement and holds itself accountable to its constituents;

Devonye Brown

Professional experience

1/2001- 4/2003 College of Southern Maryland La Plata, MD

Contract Adjunct (Part-time) Instructor

Instructed adult students in conversational Spanish courses for the construction trades. Designed and presented professional development courses for government clients. Planned classroom instruction, coursework, and other materials as necessary. Maintained appropriate classroom logistics and presentation design. Tutored and counseled students as needed.

11/2000-4/2003 University of Maryland University College Adelphi, MD

Academic Coordinator, Graduate School of Management & Technology

Adjudicated grade appeals, investigated cases of academic dishonesty, and handled other student affairs for the Dean. Provided administrative support to faculty and students in the Master of International Management program. Managed the Presidential Management Internship program.

Faculty Employment Coordinator / Diversity Specialist

Developed diversity initiatives, and monitored and evaluated diversity efforts. Planned advertisements and implemented recruitment strategies for critical and short supply faculty positions. Developed and maintained budget for diversity recruitment. Provided assistance to search committees and hiring managers in best-practices methods. Reviewed and made recommendations for revising existing employment processes and policies. Compiled statistical data as needed. Supported the design, administration, and evaluation of programs and services related to faculty employment and student recruitment. Attended professional conferences and career fairs as needed.

8/1998 - 10/00 National-Louis University McLean, VA

Enrollment Specialist

Recruited students for various degree programs. Generated and responded to inquiries from prospective students. Conducted information seminars at corporations, educational fairs, and local campuses. Assisted applicants and students with admissions, registration and degree planning. Evaluated transcripts and military documents for transfer credit purposes. Trained incoming enrollment representatives as needed.

8/1997 - 7/1998 Aerotek Dept. of Human Resources Baltimore, MD

College Relations Coordinator

Devised advertising campaigns. Scheduled college recruiting events nationwide. Negotiated contracts with trade show vendors. Developed training program for new corporate recruiters. Assisted regional offices with staffing issues. Maintained internal job descriptions and postings. Increased overall new hire ratio by 45%.

8/1996 - 8/1997 Aerotek/Maxim Group Irving, TX

Personnel Manager

Managed a staff of 30 people. Interviewed, hired, and trained internal recruiting staff. Developed orientation programs, training manuals and educational materials for technical and administrative staff. Conducted diversity training, records management, and other personnel development workshops. Completed staff performance evaluation reports. Created and presented career management seminars to the Texas Employment Commission. Translated employment documents, conducted interviews in Spanish as needed, and represented the company at trade fairs and expositions. Appointed to corporate human resources position within one year.

2/1996 - 8/1996 Aerotek/Maxim Group Irving, TX

National Recruiting Coordinator

Organized and coordinated the external recruiting efforts of over 50 nationwide offices of Aerotek's Information Systems Division. Worked directly with the Vice President of Information Systems and the Director of Recruiting to create standards for the division. Created nationwide orientation and technical education program for new sales personnel. Selected to become one of the company's first Managers of Branch Recruiting.

1/1995 - 2/1996 Aerotek/Maxim Group Dallas, TX

Technical Recruiter

Recruited and screened technical personnel. Assisted consultants with employment documents and career management. Provided customer service to Fortune 500 client managers. Responsible for creating and maintaining job descriptions and negotiating contract salary rates. Promoted to National Recruiting Manager within first two years of employment.

Education

1999-2000 National-Louis University McLean, VA

Master of Science in Human Resource Management & Development

- Student Representative

1990 - 1994 Louisiana State University Baton Rouge, LA

Bachelor of Science in Business Administration / Pre-Law

- Concentration in Spanish

Technical Skills

PowerPoint, Corel Presentations, Microsoft Word / Office Suite, Access

Languages

Fluent in Spanish

6. Provides general support to the institution's assessment program through direct support of administrative units and indirect support of academic units. Together with the Coordinator of Institutional Effectiveness and Research and Assessment Coordinator, consults with academic units in developing, measuring, and analyzing learning outcomes, and with administrative units in developing, analyzing, and measuring operational outcomes;
7. Oversees the institution's plan for assessment, determines a common timetable for assessment stages and advises all assessment activities by aiding with the selection of assessable criteria and the selection or development of appropriate instruments;
8. Recommends policies and procedures to improve SUSLA's institutional effectiveness program
9. Oversees various research projects and assessment initiatives;
10. Monitors system-wide accountability measures;
11. Provides critical information, analysis, and insights in areas related to resource allocation, human resources, performance budgeting, and revenue enhancement; and
12. Serves on various university or external councils/committees that require analytic insight or research findings in support of campus-wide decision making or strategic planning.

REQUIRED EDUCATION AND EXPERIENCE:

1. Master's degree in a related field **and** five years of experience with planning, research and outcomes assessment in a higher education setting **OR**
2. Doctoral degree in a related field and three years of experience with planning, research and outcomes assessment in a higher education setting;
3. Demonstrated experience with use of qualitative and quantitative methods for assessment of student learning outcomes'
4. Experience with SACSCOC accreditation standards;
5. Experience with conducting surveys and report writing;
6. Displays excellent communication skills, including writing, speaking to groups, understanding English through personal conversation and written materials;
7. Demonstrated ability to provide professional-level interaction with faculty and staff at all levels of the institution;
8. Experience with assessment management systems;
9. Experience with survey management systems

PREFERRED QUALIFICATIONS:

1. Doctoral degree in related field.
2. Ten years of progressive experience in a higher education setting

UNIVERSAL PERFORMANCE STANDARDS:

1. **Completes** all assigned duties by established deadlines and in accordance with established or defined protocols, policies, and procedures.

2. **Apprises** supervisor of issues that might impede timely completion of assigned duties and/or departmental projects.
3. **Exercises** sound judgment and discretion at all times and maintains cooperative working relationships with both internal and external constituencies and co-workers.
4. **Exhibits** a willingness to perform other duties as requested or required efficiently and timely.
5. **Complies** with all policies and procedures as stipulated in the Employee Handbook.

11/2020

Note: This job description is not an employment contract and may be modified at any time at the discretion of the department or university.

Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employee assigned to this job.

Employee Signature: _____ Date: _____

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____

Equal Opportunity Employer

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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 _____ Reason Left _____
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment _____ To _____
 Effective Date 02/01/2021

Name Joann Brown(U01252653) SS# xxx-xx-6328 Sex F Race* B
 (Last 4 digits only)

Position Title: Dean/ Assoc Professor Allied Health Department: Academic Affairs and CWD

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

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

Years Experience _____ Southern University Experience _____

Degree(s): Type/Discipline (BA-Education): _____ Institution/Location (SU-Baton Rouge): _____ Year: _____

Current Employer _____

Personnel Action

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

Recommended Salary \$72,830 Salary Budgeted \$72,830

Source of Funds _____

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

Change of:
 From _____ To _____
 Position Dean/Assoc Professor Allied Health Dean/Assoc Professor Allied Health
 Status Full-Time Full-Time
 Salary Adjustment \$71,400 \$72,830

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
511001521106100351000	72,830

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

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

Supervisor _____ Date 1-6-21
 Vice Chancellor _____ Date 1-6-21
 Director/Personnel _____ Date _____
 President _____ Date _____

Dean/Unit Head _____ Date _____
 Chancellor _____ Date 1-6-21
 Vice President/Finance and Business Affairs/Comptroller _____ Date 1-6-21
 Chairman/S.U. Board of Supervisors _____ Date _____

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ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

COMMENTS:

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

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CLASS OF EMPLOYMENT (VISA STATUS):

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

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

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- _____ 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)

Jo Ann Brown, MBA
Southern University At Shreveport
Dean
Allied Health Sciences and Nursing
610 Texas Street, Suite 201
Shreveport, LA 71101
Cell (318) 469-2628
Office (318) 670-9651

EDUCATION

Master of Business Administration, *Concentration Healthcare Administration*, University of Phoenix, Phoenix, AZ 2007

Bachelor of General Studies, Louisiana State University Shreveport, 1995

Associate of Applied Science, Respiratory Therapy, Southern University Shreveport, 1986

Registered Respiratory Therapist, 1986

EXPERIENCE

Dean, Division of Allied Health Sciences and Nursing

2017-Present

- Responsible for the development of and implementing the division's vision and goals statement
- Responsible for leading the division efforts toward achieving university goals
- Develop and manage the division's budget
- Lead and coordinate the division's strategic planning and curriculum development
- Oversee the process of faculty and staff selection and retention
- Provide oversight of the professional development of divisional faculty and staff
- Evaluate Program Directors
- Review Departmental/School policies, procedures, and recommendations for appointment, salary, retention, tenure, and/or promotion of faculty, and ensuring that all policies are followed
- Provide recommendations to the VCAA regarding sabbaticals and other leaves for faculty and staff
- Manage non-faculty division staff members

Director of the Academy of Excellence, Southern University at Shreveport

2015-2017

- Responsible for effective planning, development, coordination, implementation and monitoring of training and development programs for all employees.
- Collaborate with each institutional administrative unit to access employee development needs.
- Research new technologies and methodologies in academia and staff-related duties.
- Acts as liaison to university administration, faculty and staff for grant activity.
- Secures grant funding for ongoing departmental operations, generating proposals and supporting documents in response to solicitations.
- Manage budgets and assesses return on investment.

Division Chair, Division of Allied Health Sciences, Southern University at Shreveport,

2005-2015

- Directly supervises all faculty within the division.
- Conducts annual performance evaluations of faculty within the division.

- Title III Activity Director for the Division of Allied Health
- Facilitates the development of programs, projects and initiatives that support the Strategic Plan of the Division of Allied Health Sciences.
- Ensures the relevance and vitality of programs within the divisions.
- Encourages professional development opportunities for faculty and staff.
- Class room instructor
- Oversee the day-to-day operations of the Division.
- Supervises the submission of course schedules to meet deadlines.
- Supervises the completion and submission of the required annual reports, self-studies, and site-visits for each of the designated programs.
- Faculty Advisor
- Provides leadership in developing, evaluating, and maintaining curricula and programs that respond to community needs, prepare students for success and that meet the state requirements of the Louisiana Board of Regents (BOR) and the Southern Association of Colleges and Schools (SACS).
- Facilitates divisional meetings to review/approve divisional plans, delivery of services, resolve faculty and student issues, and ensure faculty support.
- Ensure textbook adoptions are completed and submitted in a timely manner.
- Develops and assist in implementation of student recruitment efforts.
- Develops and coordinate program promotional materials.
- Participate in professional/informal learning activities to enhance personal and professional development.
- Maintain faculty records.
- Serve on various university committees.
- Perform other duties as assigned by the Vice-Chancellor and Chancellor.

**Department Chair of Respiratory Therapy, Southern University at Shreveport,
1995-2007**

- Supervised and administered all faculty, budgets, students, and daily operations of the department
- Kept abreast of latest technological advances and best practices by participating in professional development Seminars

**Clinical Instructor, Respiratory Therapy, Southern University at Shreveport,
1991-1995**

- To provide instruction and guidance to the students.
- Meeting all scheduled classes for the full class period.
- Following prescribe course syllabi and adopted textbooks.
- Preparing instructional materials and keeping them current to make the best possible use of each class period.
- Informing students of course objectives, performance objectives, class procedures, and grading policies at the beginning of the semester.
- Keeping accurate records of students' attendance, grades, and final semester grades per University and program policies.

Director of Respiratory Therapy Department , P & S Hospital, Shreveport, LA

1989-1991

- Oversaw daily departmental operations, including but not limited to: employee scheduling, payroll, Joint Commission reaffirmation, risk management, quality control, patient education and clinical preceptors.

Supervisor and Staff Respiratory Therapist, Willis Knighton Medical Center, Shreveport, LA

1986-1991

- Performed all respiratory care related duties
- Coordinated and directed clinical shifts

SERVICE TO THE UNIVERSITY

- Chancellor's Cabinet Member
- Curriculum Committee Chair
- Online Peer Review Committee Member
- Quality Management Committee Member
- Registration Committee Member
- Academic Council Committee Member
- Planning & Priorities Committee Member
- Commencement Committee Member
- Catalog Committee Member
- University Professional Development Committee Member
- Workforce Innovation of Northwest Louisiana (WINLA) Healthcare Alliance Committee Member
- Allied Health Executive Council Chair
- QEP Committee Member
- Scholarship Committee Member
- Strategic Planning Committee Member
- Workforce Develop (WINLA Project)
- Safety Committee Member
- Outcomes Assessment and Quality Enhancement Committee Member
- Budget Revision Adhoc Committee Member

PROFESSIONAL DEVELOPMENT

- Introduction to Grants and Cooperative Agreements for Federal Personnel Certificate – July 13, 2016
- Certified SCID (Systematic Curriculum & Instructional Design) Facilitator-March 2015
- Certified DACUM (Developing a Curriculum) Facilitator – October 20014
- Quality Matters Peer Review Certified – 20136
- NACADA-Assessment of Academic Advising Institute-February 2012
- Certified Online Course Development- May 2011
- Grant Writing Workshop – April 2010
- MOODLE Training/Certified – July 2012
- Voted Educator of the Week KSLA TV – December 2003
- Developing an Online Orientation – March 2010
- Student Learning Outcomes: Where Do We Go From Here? – Faculty/Staff Institute-August 2006

- Online Certified Blackboard-August 2005

FUNDED PROJECTS

- Board of Regents Grant
 - Work Innovations of Northwest Louisiana (WINLA) Healthcare Partnership Grant
-



Dr. Rodney A. Ellis
Chancellor



January 25, 2021

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

**Re: Stephanie Graham – Title Change, Expansion of Duties and Responsibilities,
and Salary Increase**

Dear Dr. Belton:

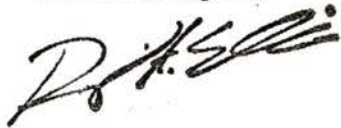
This communication comes as a request to change the title, expand the job duties and responsibilities, and increase the salary for Ms. Stephanie Graham, Director of Sponsored Programs. Ms. Graham will continue her current responsibilities in addition to providing oversight for the Title III Project Manager, a position created to supervise Title III facilities projects, and supervising the Resource Specialist, who assist with identifying external funding public and private grants, community grants and writing grants. I have also expanded her duties to strengthen resource development of the college and compliance of strategic initiatives. The title change is requested to align the department with current higher education titles for same or similar functions. I am requesting to change her title from Director of Sponsored Programs to Director, Office of Grants and Sponsored Programs.

Ms. Graham has eleven years of experience managing and directing Title III programs and Carl Perkins Career and Technical Education Programs, as well as other local, state and federal grants. She is a valuable resource for the institution demonstrated through her successful advancement of her department, program improvement strategies, grant management, and community relations. These characteristics and others outlined in the attached letter is justification for Stephanie Graham's recommendation is to increase Ms. Graham's salary by \$5000. This would increase her salary from \$66,300 to \$71,300.

By way of this communication, I am requesting your endorsement to expand the duties, change the title and increase the salary of Ms. Stephanie. Thank you in advance for your consideration of this request.

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

With warm regards,

A handwritten signature in black ink, appearing to read "R. A. Ellis".

Rodney A. Ellis, Ed.D.
Chancellor

xc: Dr. Leslie R. McClellon, Chief of Staff and Special Assistant for Strategic Initiatives
Mr. Wayne H. Bryant, Director, Human Resources

Attachment

RAE/lrm

A handwritten signature in blue ink, appearing to read "Approved" followed by a stylized signature.

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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 _____ Reason Left _____
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment _____ To _____
 Effective Date 02/01/2021

Name Stephanie Graham(U01637104) SS# xxx-xx-5045 Sex F Race* B
 (Last 4 digits only)

Position Title: Director of Grants & Sponsored Programs Department: RSPIE

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

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

Years Experience _____ Southern University Experience _____

Degree(s): Type/Discipline (BA-Education): _____ Institution/Location (SU-Baton Rouge): _____ Year: _____

Current Employer _____

Personnel Action

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

Recommended Salary \$71,300 Salary Budgeted \$71,300

Source of Funds _____

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

Change of: Position From Director of Grants & Sponsored Programs To Director of Grants and Sponsored Programs

Status Full-Time Full-Time
 Salary Adjustment \$66,300 \$71,300

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Source of Funds	Amount
521226 55211 61002 56000	

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor _____ Date _____
 Vice Chancellor _____ Date _____
 Director/Personnel _____ Date _____
 President _____ Date _____

Dean/Unit Head _____ Date _____
 Chancellor _____ Date _____
 Vice President/Finance _____ Date _____
 Business Affairs/Comptroller _____
 Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: _____

EMPLOYEE DIRECT SUPERVISOR: _____

SUPERVISOR/DEPARTMENT CONTACT NUMBER _____

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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



Position: Director, Office of Grants and Research

Employee Name: <i>Stephanie Graham</i>	Department Name: Grants and Sponsored Programs
Reports To (Supervisor's Name): Dr. Leslie McClellon	Physical Work Location of Incumbent: 3000 Dr. Martin Luther King, Jr. Drive Shreveport, LA 71107

POSITION SUMMARY:

The Director of Grants and Sponsored Programs (OGSP) will be responsible for the overall management and administration of grants, contracts and sponsored research. This includes specific pre-award activity, post-award activity and compliance. The Director will manage and direct the administration of the Historically Black Colleges/Universities (HBCU) Title III Programs as well as the Carl Perkins Career and Technical Education Programs. The Director evaluates departmental operations and directs program improvement strategies, if necessary, and supervises the work and activities of direct reports within the department to ensure the utmost in quality, customer service and ethics in dealing with the internal campus community and external constituents. The Director is expected to assist the University/Division in achieving its vision and mission; focus on customer service, accountability, integrity and have a willingness to assist as needed.

PRIMARY RESPONSIBILITIES:

1. Assign and review work, orient and train staff, and make recommendations in all areas related to supervision, including but not limited to interviewing and selection, compensation, discipline, performance appraisal, training, and career development of personnel. Supervise the Grants Coordinator and Resource Specialist personnel of OGSP.
2. Act as director for the Title III, Strengthening HBCUs grants and coordinator for the Carl D. Perkins Career and Technical Education grants.
3. Conducts ongoing research of funding sources, develops proposals and submits complete proposals (with appropriate approval) working with applicable college personnel, representatives of other educational institutions, business and industry.
4. Ensure and/or direct the review of individual grants proposals with faculty and staff to ensure compliance with funding agency policies; advise the Administration on compliance with University policies, priorities and funding implications.

5. Represent the University in liaison with agencies providing grant funding. Ensure review of modification in awards, requests for extensions and revisions in implementation schedules and negotiate as required with agency representative concerning these issues.
6. Administer and interpret applicable federal and/or State laws and regulations regarding grant implementation and compliance.
7. Develop and/or update handbooks and guides to assist faculty and staff in the preparation of grants and contracts. Oversee OGSP's website.
8. Responsible for monitoring post-award compliance including effort reporting, sub-recipient activity, conflict of interest documentation and cost match documentation.
9. Prepares briefings, reports, letters and agency profiles to comply with reporting requirements and departmental needs.
10. Conduct training and orientation sessions with other department members to assist faculty and staff in developing departmental proposals for funding.
11. Maintain knowledge of fiscal administration functions, practices, and techniques in regard to sponsored projects; ensure sponsored projects meet federal/state/institutional programmatic and fiscal compliance, as well as sponsor goals and objectives.
12. Advise the senior leadership and others in the development of policy relating to administrative issues in the grants and research enterprise.
13. Act as the Authorized Organizational Representative on grant-related projects and proposals.
14. Assist the Director of Facilities and Purchasing Office in the drafting and issuance of project proposals, RFP's, and preliminary schedules for Title III infrastructure projects.
15. Other responsibilities as assigned.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited college or university.
- Required grant and/or writing experience with proven research capabilities. Additional experience requested with private foundation grant submissions. Federal appropriation experience and project administration experience desired but not required.
- Candidate must have very strong writing, analytical, organizational and research skills. Experience editing and proofreading with the ability to produce high-quality materials while adhering to multiple deadlines.

PREFERRED QUALIFICATIONS:

- Experience in developing/administering grants and budgets
- Detailed-oriented, results driven, and professional

UNIVERSAL PERFORMANCE STANDARDS:

1. **Completes** all assigned duties by established deadlines and in accordance with established or defined protocols, policies, and procedures.
2. **Apprises** supervisor of issues that might impede timely completion of assigned duties and/or departmental projects.
3. **Exercises** sound judgment and discretion at all times and maintains cooperative working relationships with both internal and external constituencies and co-workers.
4. **Exhibits** a willingness to perform other duties as requested or required efficiently and timely.
5. **Complies** with all policies and procedures as stipulated in the Employee Handbook.

Note: This job description is not an employment contract and may be modified at any time at the discretion of the department or university.

Reasonable accommodations may be made to enable individuals with disabilities to perform their duties.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of an employee assigned to this job.

Employee Signature: _____ Date: _____

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____

Equal Opportunity Employer

STEPHANIE A. GRAHAM

OBJECTIVE

To utilize work experience, skills and education to full potential within a secure organization that offers advancement and growth.

EXPERIENCE

April 1999--Present Southern University at Shreveport Shreveport, LA

Management Assistant (Division of Community & Workforce Development)

- Serve as special assistant to Vice Chancellor for Community & Workforce Development
- Serve as managing supervisor for Office of Grants & Sponsored Programs
 - University's Authorized Organizational Representative for Grants.gov
 - Review, critique and ensure external proposals meet sponsor and university guidelines prior to submission
 - Supervise post-award staff
 - Serve as university grant writer
- Provide oversight to programmatic and fiscal operations of Title III HBCU and Title III CCRAA federal grants

Perkins Programs Coordinator/Pre-Award Services Coordinator (Department of Grants & Sponsored Programs 2007-2009)

- Administration of Carl D. Perkins Career & Technical Education Grant to include preparation, submission and maintenance of Local Application Plan, financial reports (budgets, reimbursements, project completion), and other reports as required
- Coordinate on-campus requests for internal grant funding; solicit collaboration among budgetary sources on campus
- Serve as co-Principal Investigator for Project SUCCESS training grant
- Assist Director of Title III HBCU Grant in effectively administering grant program
- Provide pre- and post-award services to university community in support of securing external funding

Perkins Programs Coordinator/Management Assistant (Division of Community & Workforce Development 2004-2007)

- Administration of Carl D. Perkins Career & Technical Education Grant to include preparation, submission and maintenance of Local Application Plan, financial reports (budgets, reimbursements, project completion), and other reports as required
- Coordinated on-campus requests for internal grant funding; solicit collaboration between budgetary sources on campus

- Served as co-Principal Investigator for Project SUCCESS training grant
- Assisted Director of Title III HBCU Grant in effectively administering grant program
- Responsible for programmatic and fiscal compliance as well as compliance with other terms and conditions of grant awards (Perkins, Project SUCCESS, Title III)

Interim Perkins Programs Coordinator (Department of WVO 2002-2004)

- Administration of Carl D. Perkins Vocational & Technical Education Grant to include preparation, submission and maintenance of Local Application Plan, financial reports (budgets, reimbursements, project completion), and other reports as required.
- Coordinated Tech Prep activities to create linkages between secondary and postsecondary schools through articulation process. Tracked and maintained files for Tech Prep students.
- Active participant on Northwest LA Tech Prep Consortium advisory board.
- Supervised Technology Support Tech and Lab Techs to manage student computer labs.
- Collaborated with other departments and personnel to coordinate computer training workshops.
- Design and layout of "Administrative Affairs" newsletter

Lab Assistant/Vocational Facilitator (Department of WVO 2001-2002)

- Provided assistance to students, faculty and staff using the campuswide computer lab – Academic & Career Enhancement (ACE) Center.
- Coordinated and marketed schedules of computer training workshops as well as identified workshop instructors.
- Supervised Lab Tech and student workers.
- Provided clerical support for Perkins Vocational & Technical Education Grant program and computer lab.
- Maintained Perkins Grant program files, budget information and reports.
- Design, layout and edit of "The Ace" Newsletter

Chief Clerk I (Student Support Services 1999-2001)

- Performed clerical duties and office management for department.
- Assisted program director with maintenance of financial records and reports.
- Maintained database of program participants and events.
- Updated and/or revised departmental forms.
- Responsible for design and layout of "Express" newsletter
- Assisted in writing, submitting and securing grant dollars for two grant cycles totaling over \$500,000

Sept 1998-Apr 1999 Bossier Parish Community College Bossier City, LA

Clerk III (Community Education Division)

- Assisted in planning, coordinating and disseminating Continuing Education Non-credit class schedules for fall, spring and summer semesters.
- Assisted in on-going registration process by phone, fax, e-mail and in person (over 5,000 students annually).

- Operated office independently two nights per week

June 1998-Jan 1999 **Casino Magic, Inc** **Bossier City, LA**

Cage Cashier

- Handled large amounts of cash (\$50,000-\$250,000) daily.
- Provided customer service to patrons and casino personnel.

June 1995-June 1998 **Printpack, Inc.** **Shreveport, LA**

Platemaker

- Made rubber and photopolymer printing plates in pre-press department for printing machines.
- Assisted plate mounting department when necessary.
- Assisted press operators in setup and job runs when necessary.

Jan 1992-June 1995 **Wal-Mart Stores, Inc.** **Shreveport, LA**

Stocker/Cashier

- Stocked merchandise to shelves in various departments.
- Unloaded merchandise from trucks and pulled pallets to floor from stockroom.
- Handled customer checkout and register transactions.

EDUCATION/TRAINING

May 2000 Bossier Parish Community College Bossier City, LA

- A.S., Business Administration

Pursuing Louisiana State University-Shreveport Shreveport, LA

- B.S., Business Administration (Fall 2011)

December 2008 Management Concepts

- Grants Management Certificate Program-Recipient Track
 - Applying for Federal Grants and Cooperative Agreements
 - Managing Federal Grants and Cooperative Agreements
 - Uniform Administrative Requirements: OMB Circular A-102 and 2 CFR Part 215
 - Cost Principles: 2 CFR Part 220,225 and 230 and FAR 31.2
 - Business Management System for Recipients
 - Audit of Federal Grants and Cooperative Agreements
 - Accountability for Federal Grants: Planning, Measuring and Reporting Grant Performance

PROFESSIONAL DEVELOPMENT

- Completed MS Powerpoint training - 2002
- Completed MS Excel training – 2003
- Attended HBCU Title III Administrators Technical Assistance Workshop – annually from 2005 to present
- Attended The Grant Institute Grant Proposal Workshop – 2005
- Attended U.S. Department of Labor Employment & Training Administration (DOLETA) New Grantee Orientation – 2005
- Completed PLATO tutorial software training – 2006
- Attended Workforce Innovations Conference – 2006 & 2008
- Attended DOLETA Region IV Best Practice Forum – 2007
- Attended DOLETA “Earmark Training Institute” - 2008
- Attended Southern University at Shreveport Grant Writing Workshop – 2007
- Attended National Association of Career & Technical Education Institute (NACTEI) Conference – 2007
- Attended U.S. Department of Labor Employment & Training Administration “Reemployment Forum” - 2009

ACCOMPLISHMENTS

- Grants Written and Awarded
 - MedCamp – Perkins Leadership Grant to provide summer camp to expose middle and high school youth to healthcare careers. (2002-\$24,900.00)
 - Technology in the Classroom – Perkins Leadership Grant to provide software and professional development to career & technical education courses in support of e-learning. (2002-\$35,000)
 - Professional Development Institute (PDI) – Perkins Leadership Grant to provide professional development to SUSLA Allied Health faculty and host statewide radiology technology clinical instructors seminar. (2005-\$15,000.00)

- WIA Incentive Grant – Perkins Incentive Grant to support SUSLA Economic Development Forum, faculty professional development and equipment. (2005-\$49,294.00)
 - Computed Radiography – Perkins Leadership Grant to purchase digital x-ray equipment for radiology technology department. (2005 - \$75,000)
 - Project SUCCESS - DOLETA Community-Based Job Training Grant to provide workforce training in high-growth, high-wage healthcare areas: dental hygiene, medical lab technology, nursing, phlebotomy, radiology technology and respiratory therapy. (2005 - \$1,992,240.00)
 - Jags4Hire – DOLETA Earmark Grant to provide workforce training and career awareness in high-growth, high-wage healthcare areas: health information technology, nursing and surgical technology. (2009 - \$95,000.00)
 - Title III Strengthening HBCU Grant – Submission and management of five-year Comprehensive Development Plan for Office of Grants & Sponsored Program and Administration & Implementation activities and annual implementation plans since 2007. (various annual award amounts)
 - Perkins Career & Technical Education Grant – Annual submission and management of Local Application Plan for state-operated formula grant since 2001. Responsible for management of annual budget of \$289,153.00 in 2001-2002 to award of \$657,963.00 for 2007-2008.
 - HBCU College Cost Reduction & Access Act (CCRAA) – Submission and management of proposal/implementation plan for FY2009 (\$1,036,543.00) and FY2010 (\$987,791.00).
 - Project SUCCESS II – DOLETA American Recovery and Reinvestment Act (ARRA) to provide workforce training in high-growth, high-wage healthcare areas: dental hygiene, medical lab technology, nursing, phlebotomy, radiology technology and respiratory therapy with an Adult Basic Education component.
- University Accomplishments and Services
 - In Year 1 of two-year project, spearheaded efforts that lead to enhancement of 14 classrooms, library resource room and student lounge area across three university buildings.
 - Developed and implemented “New Employee Checklist” for Division of Community & Workforce Development (CWD).

- Zero audit findings in Perkins Careet & Technical Education Grant annual programmatic audits.
- Led efforts to create articulation agreement between SUSLA CISCO Network Technology program and Caddo Parish Schools Career & Technology Center.
- Serve as President of Electronics Technology Advisory Board.
- Currently serving on University's SACS Reaffirmation Quality Enhancement Plan (QEP) Team
- Served on several university personnel search committees: grant personnel, vice chancellor for academic affairs, clerical positions, adult literacy instructor
- Student Support Services' Staff Appreciation Award 2003

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

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

Profile of Person Recommended

Length of Employment _____ To _____
Effective Date 02/01/2021

Name Barry Hester (U01639901) SS# xxx-xx-3407 Sex M Race* B
(Last 4 digits only)

Position Title: Dean/Professor of Chemistry Department: Academic Affairs and CWD

Check One Existing Position *Visa Type (See Reverse Side):
 New Position Expiration Date: _____
(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience _____ Southern University Experience _____
Degree(s): Type/Discipline (BA-Education): _____ Institution/Location (SU-Baton Rouge): _____ Year: _____

Current Employer _____

Personnel Action

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

Recommended Salary \$67,906 Salary Budgeted \$67,906

Source of Funds _____

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

Change of:
Position Dean/Professor of Chemistry From To Dean/Professor of Chemistry
Status Full-Time Full-Time
Salary Adjustment \$66,570 \$67,906

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
511001524106100351000	

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor [Signature] 1-6-21 Date
Vice Chancellor [Signature] 1-6-21 Date
Director/for _____ Date
President _____ Date

Dean/Unit Head [Signature] 1-6-21 Date
Chancellor [Signature] 1-6-21 Date
Vice President/Finance and Business Affairs/Comptroller [Signature] 1-6-21 Date
Chairman/S.U. Board of Supervisors _____ Date

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ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

COMMENTS:

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.

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CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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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)

BARRY CHRISTOPHER HESTER

EDUCATION

NASA Fellow	Summers of 2014 and 2013
Post-Doctoral	Louisiana State University, Fluorescent Dyes, summer 2004, 1997, 1998, 1999. East Carolina University, Synthesis of C ₆₀ , 1993-1994.
Ph.D.	University of Nevada, Organic Chemistry, 1992.
M.S.	University of North Texas, Physical Chemistry, 1986.
B.S.	Grambling State University, Chemistry, 1983.

PROFESSIONAL EXPERIENCE

2017 - Current	<u>Dean of Business, Science, Technology, Engineering and Mathematics (BSTEM)</u>
Fall 2014- Fall 2016	Chairman, Division of Science, Technology, Engineering & Mathematics (STEM) and Professor of Chemistry Southern University at Shreveport, Shreveport, Louisiana Restructure of Division to STEM. Developed new programs in Computer Networking, Process Technology, Engineering, Digital Forensics and General Studies and shared in the development of new Information Systems programs. Provide administrative leadership for the functional academic areas of Science, Computer Science, Pre-Engineering, Mathematics and Aerospace Technology. Manage the division budget of state funds and federal funds for grant awards. Develop and enhance the curriculum with faculty representation.
Fall 2002 –Spring 2014	<u>Chairman, Division of Science & Technology and Professor of Chemistry</u> Southern University at Shreveport, Shreveport, Louisiana Managed the budget of both state and federal funds. Supervised four academic departments, inclusive of 20 full-time and 8-12 adjunct/part-time faculty. Handled all programmatic needs of the division inclusive of developing the curriculum, staffing the department, reviewing faculty performance and creating an atmosphere conducive to scholarly pursuits. Instrumental in

providing input for the institutional reaffirmation of accreditation for Southern Association of Colleges and Schools. Developed the research infrastructure at the institution. Participated in development of biomedical research infrastructure project. Implemented infusion of technology in curriculum via grant funding for equipment in STEM classrooms. Served as a reviewer for several scientific journals. Served on grants review panels.

Fall 1996- Spring 2002

Chairman, Department of Chemistry and Biology and Professor of Chemistry
Southern University at Shreveport/Bossier City, Shreveport, Louisiana

Handled all programmatic needs of the department inclusive of developing the curriculum, staffing the department, reviewing faculty performance. Developed weekend program for Biology and Chemistry.

Fall 1998 - present

University Committees
Southern University at Shreveport, Shreveport, Louisiana

Curriculum Committee: Responsible for receiving, reviewing and approving applications/proposals for new and existing programs, curriculum course offerings and changes.

Planning & Priorities Committee: Responsible for reviewing and prioritizing budgetary plans for revenue and expenditures.

Chancellor's Cabinet Committee: Responsible for providing a cross-sectional representation of ideas for the effective operation of the university's business.

University Catalog Committee: Responsible for reviewing and coordinating changes and revisions in the general university catalog.

Promotion and Tenure Committee: Responsible for reviewing applications for promotion and tenure and submitting recommendations to the Vice Chancellor for Academic Affairs.

Academic Council Committee: Responsible for coordinating program scheduling, reviewing request for new programs, approving candidates for degrees, coordinating and facilitating divisional efforts.

Financial Aid Appeals Committee (2005-2012): Responsible for reviewing applications for reinstatement of financial aid for

Students who have been denied because of academic reasons or excessive student credit hours.

Faculty Grievance Committee (2006-2011): Responsible for hearing all grievances by faculty members and reporting recommendations to the Vice Chancellor for Academic Affairs.

Sabbatical Leave Evaluation Committee (2000-2005): Responsible for evaluating applications for sabbatical leave such that it will enhance the faculty members' value to SUSLA and submit recommendations to the Vice Chancellor for Academic Affairs.

General Education Articulation Committee (2001): Responsible for keeping up with the changes at the state level and provide advisement as needed.

Continuing Education and Outreach Committee (1998): Responsible for providing assistance in making sure that quality courses are being offered.

TEACHING EXPERIENCE

Fall 1996 – present

Professor of Chemistry
Southern University at Shreveport, Shreveport, Louisiana

Responsible for teaching General Chemistry for majors and non-majors, Organic Chemistry, Inorganic Chemistry, all corresponding laboratories, Organic & Biochemistry for Allied Health majors.

Fall 1995 – present

Instructor for the Upward Bound Program
Southern University at Shreveport, Shreveport, Louisiana

Responsible for teaching Biology, Chemistry and Physical Science for 9th-12th graders.

Summer 2003

Adjunct Professor
Louisiana State University, Shreveport, Louisiana

Responsible for teaching Organic Chemistry Lecture.

Fall 1998 – Fall 2002

Adjunct Professor
Our Lady of the Lakes Hospital, Shreveport, Louisiana

Responsible for teaching General Chemistry.

Fall 1996 –Fall 2002 Adjunct Professor
Centenary College, Shreveport, Louisiana

Responsible for teaching General Chemistry Lecture and Laboratory.

Summer 2004, 1996 Adjunct Professor
Grambling State University, Grambling, Louisiana

Responsible for teaching General Chemistry Lecture

1987 - 1991 Graduate Assistant
University of Nevada, Reno, Nevada

Responsible for teaching Organic Chemistry Laboratory

1983 - 1986 Graduate Assistant
University of North Texas, Denton, Texas

Responsible for teaching Organic and General Chemistry Laboratories

RESEARCH

2006 – Present Synthesis of Aromatic/Aliphatic Polyurea and Polyimides with CNT/Nanoparticles

2003 Synthesis of Phthalocyanines

1997-2002 Synthesis of Base Nucleotides

1994 Synthesis and Characterization of C60 Derivatives

1988 - 1993 Synthesis of Acetal Compounds and the Characterization of them by NMR, IR, GC/MS and UV

1983 - 1985 Photochemical and Thermal studies of Metal Carbonyls

GRANTS AND AWARDS

2020 PTECH Department of Energy, \$1.2 million

2020 BORSF-Aerospace, \$100,000

2019 LAMP- \$20,000

2019 MSEIP - \$680,000

2019 Rapid Response Grant-BOR - \$250,000

2017 Board of Regents – Allied Health and Science AKA Scholarships
\$100,000

2015 Board of Regents - \$100,000 Equipment

2014 Most Outstanding Researcher Award, Southern University

2012 Most Outstanding Researcher Award, Southern University

2008-2013	HBCU-UP Grant from NSF for \$2.5 million (Program Manager)
2006-2011	Educational Resources Grant-NSF for \$2 million
2005-2010	Biomedical Research Grant from NIH for five-year period-\$2 million (Program Manager)
	Hester 5
2009	Thurgood Marshall Nominee
2002-2008	Coordinator of The Bridge Program--\$64,000
2005	Board of Regents Award - \$7,000
2004	Bridge Program Award for 2004-2007 - \$70,000
2002	American Chemical Society SEED Award--\$10,000
2001	Outstanding Professor of Southern University
2001	American Chemical Society Award--\$7,500
1999	LEQSF Award -- \$64,000
1999	Coordinator for Louisiana Alliance for Minority Participation -- \$100,000
1997	American Chemical Society Award -- \$10,000
1996	American Chemical Society Award -- \$10,000
1996	Coordinator for Louisiana Alliance for Minority Participation (LAMP) -- \$70,000
1996	American Chemical Society for High School Students -- 10,000
1995 - 1996	LEQSF Grant -- \$55,000
1995 - 1996	OPP Company Grant -- \$1,000
2006, 2008	Grantmanship Award from Southern System
1994 - 1995	Nominated for the Presidential Award for Faculty Excellence
1991-1992	Outstanding Teaching Assistant at University of Nevada
1991 - 1992	Outstanding Teaching Assistant, University of Nevada
1984	Minority Scholarship Award, North Texas State

PUBLICATIONS/PRESENTATIONS

Naidu V. Seetala¹, Cassandra R. Hendon¹, Naeem Tull-Walker¹, Johan Van Behr², Barry Hester², Marisabel Lebron-Colon³ and Michael A. Meador³ ¹Department of Mathematics and Physics, Grambling State University, LA 71245 ²Department of Chemistry, Southern University at Shreveport, Shreveport, LA 71107 ³NASA Glenn Research Center, 21000 Brookpark Road, Cleveland, Ohio 44135. World Journal of Engineering, 2012, SYNTHESIS AND CHARACTERIZATION OF POLYIMIDE-CARBON NANOTUBE COMPOSITES

Alak, JIB and B. Hester, 2007. Intestinal Parasites in the aged: Role of Nutrition. In "Handbook of Nutrition in the Aged-4th Edition, by Professor Ronald R. Watson, October, 2007.

Alak, JIB and B. Hester, 2007. Consumption of Probiotic Bacteria and Enhancement of Immunity in the Elderly. In "CAM Botanical Therapies to Promote in the Aged". Edited by Ronald R. Watson.

Barry Hester and Robert Hammer, Near-Infrared Modified Fluorescent Dyes for Base-Calling in DNA-Sequencing, LSU-NSF/NIH Presentation, Baton Rouge, La., 2005.

Barry Hester and Robert Hammer, Synthesis of Near-Infrared Modified Fluorescent Dyes for Base-Calling in DNA-Sequencing, LSU-NSF/NIH Presentation, Baton Rouge, La., 2004.

Barry Hester and Robert Hammer, Near-Infrared Modified Fluorescent Dyes for Base-Calling in DNA-Sequencing, LSU-NSF/NIH Presentation, Baton Rouge, La., 2003.

Barry Hester and Robert Hammer, Synthesis of Near-Infrared Modified Fluorescent Dyes for Base-Calling in DNA-Sequencing, LSU-NSF/NIH Presentation, Baton Rouge, La., 2002.

Photochemical and Thermal Studies of Ligand Substitution Reactions, Am. Chem. Soc. 1987, 109, 5386-5392.



Position: Chief of Staff and Special Assistant for Strategic Initiatives

Employee Name: <i>Leslie R. McClellon</i>	Department Name: Chancellor's Office
Reports To (Supervisor's Name and Title): Dr. Rodney A. Ellis, Chancellor	Physical Work Location of Incumbent: 3050 Dr. Martin Luther King Jr. Drive Shreveport, LA 71107

POSITION SUMMARY:

The Chief of Staff and Special Assistant for Strategic Initiatives (COS) is responsible for oversight of the Chancellor's Office, development of policies and procedures, SUS Board liaison, ensures the effective implementation of strategic initiatives, strategic planning and effectiveness, budget alignment, and is a trusted advisor to the Chancellor. The position also oversees special projects and serves as the Chancellor's primary liaison with all stakeholders. The COS sits on the Chancellor's executive team and cabinet.

PRIMARY RESPONSIBILITIES:

This position assists in the evaluating, planning and coordinating of participant plans.

1. Advise the Chancellor on day-to-day operations ensuring efficiency and effectiveness and optimizing use of all available resources and personnel. On behalf of the Chancellor, the Chief of Staff will maintain relations with all administrative to ensure appropriate responsiveness and serve as a facilitator for matters and emerging initiatives of the Chancellor's office.
2. Serve as the Chancellor's primary liaison with management, staff, and the stakeholder community at large.
3. Provides oversight and supervision for outcomes assessment & quality management, institutional research and effectiveness, and sponsored programs.
4. Ensures effective implementation of strategic planning, effectiveness, decision-making and execution of decisions in advancing the leadership agenda of the Chancellor and institution.
5. Monitors the development of policies and procedures for the institution. Develops policies and procedures and works with SUS and SU Board to gain approval.

6. Develops and implements special projects related to the institution.
7. Represents the Chancellor in selected internal and external interactions with administration, staff and the community at large.
8. Perform other duties as assigned

REQUIRED EDUCATION AND EXPERIENCE:

1. Must have a Master's degree in education, business, governmental affairs or related field from an accredited university
2. Progressive supervisory experience
3. Demonstrated leadership and managerial skills with analytical ability and experience with strategic planning process.
4. Must be able to maintain confidentiality and demonstrate knowledge and understanding of ethics in data collection and analysis
5. Strong attention to detail is essential
6. Demonstrated ability to plan, organize, coordinate and direct multiple projects and activities with varied deadlines; utilize sound judgement, be a strategic thinker and effective in moving strategic agendas; be politically savvy, and ensure the utmost discretion and confidentiality in all matters;
7. Ability to set priorities and work well with all levels of personnel;
8. Strong written and research skills with the proven ability to problem-solve;
9. Excellent interpersonal skills with ability to interact with diverse internal and external constituents.

PREFERRED QUALIFICATIONS:

1. Work experience in executive leadership position in postsecondary education.

UNIVERSAL PERFORMANCE STANDARDS:

1. **Completes** all assigned duties by established deadlines and in accordance with established or defined protocols, policies, and procedures.
2. **Apprises** supervisor of issues that might impede timely completion of assigned duties and/or departmental projects.
3. **Exercises** sound judgment and discretion at all times and maintains cooperative working relationships with both internal and external constituencies and co-workers.
4. **Exhibits** a willingness to perform other duties as requested or required efficiently and timely.
5. **Complies** with all policies and procedures as stipulated in the Employee Handbook.

03/2017

Note: This job description is not an employment contract and may be modified at any time at the discretion of the department or university.

Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employee assigned to this job.

Employee Signature: _____ Date: _____

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____

Equal Opportunity Employer



Dr. Rodney A. Ellis

January 5, 2021

Dr. Ray L. Belton, President/Chancellor
S U System Office
4th Floor, J. S. Clark Administrative Building
Baton Rouge, La 70813

RE: Approval for Title Change - Dr. Leslie R. McClellon

Dear Dr. Belton:

Please accept this request for approval for a title change. I am changing the title for Dr. Leslie R. McClellon from *Chief of Staff and Special Assistant for Strategic Initiatives* to *Chief of Staff and Executive Director for Strategic Initiatives*. Dr. McClellon will assume these duties at the proposed salary of \$88,248 submitted in this packet.

It is my pleasure to recommend this title change for Dr. Leslie R. McClellon with your approval as well as that of the SU Board of Supervisors. After favorable endorsement by you, I request permission to make these modifications effective February 1, 2021. Your support of this request is appreciated.

Respectfully submitted,

Rodney A. Ellis, Ed.D.
Chancellor

Dr. Ray L. Belton, President-Chancellor Date **Approved**

Dr. Ray L. Belton, President-Chancellor Date **Disapproved**

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



Dr. Rodney A. Ellis
Chancellor



December 16, 2020

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

RE: RECOMMENDATION OF DR. LESLIE R. MCCLELLON – EXPANSION OF DUTIES AND RESPONSIBILITIES

Dr. Belton:

This letter comes as a request to expand the job duties and responsibilities of Dr. Leslie R. McClellon as reflected in the restructuring plan of SUSLA approved by the SU Board of Supervisors November 20, 2020. Dr. McClellon will continue her current responsibilities and title in addition to providing oversight and supervision to the Director of Outcomes Assessment/Quality Management and staff and the Director of Sponsored Programs and staff. Her expansion of duties and responsibilities is due to the retirement of Dr. Regina Robinson, Vice Chancellor for RSPIE, who is retiring in January 2021.

Dr. McClellon holds a Doctor of Education in Adult Learning and Leadership from Kansas State University. Accompanying this request is a salary increase of \$4,164 for a total salary of \$88,248 to begin January 1, 2020.

I am requesting your endorsement and that of the Southern University Board of Supervisors to expand the job duties and responsibilities for Dr. Leslie R. McClellon. Thank you in advance for your consideration of this request and that of the SU Board of Supervisors.

With warm regards,

Rodney A. Ellis, Ed.D.
Chancellor

Approved Salary and Hire Date
(\$88,248; 01/01/2021)

Dr. Ray L. Belton, President/Chancellor

Not Approved

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

"Southern University at Shreveport does not discriminate on the basis of race, color, age, national origin, gender, disability or any other protected class in its programs and activities". The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator: Dr. Tuesday Mahoney, College Success Ctr. (318) 670-9201. Section 504 Coordinator: Jerushka Ellis, Behavioral Science, (318) 670-9367

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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 _____ Reason Left _____
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment _____ To _____
 Effective Date 02/01/2021

Name Leslie McClellon (U01648880) SS# xxx-xx-4441 Sex F Race* B
 (Last 4 digits only)

Position Title: Chief of Staff & Executive Director for Strategic Initiatives Department: Office of the Chancellor

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

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

Years Experience _____ Southern University Experience _____
 Degree(s): Type/Discipline (BA-Education): _____ Institution/Location (SU-Baton Rouge): _____ Year: _____

Current Employer _____

Personnel Action

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

Recommended Salary \$88,248 Salary Budgeted \$88,248

Source of Funds _____

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

Change of: _____
 Position From Chief of Staff & Special Assistant for Strategic Initiatives To Chief of Staff & Special Assistant for Strategic Initiatives
 Status Full-Time Full-Time
 Salary Adjustment \$84,048 \$88,248

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
511001 55110 61002 56000	
525223 52021 61002 54100	

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor _____ Date _____
 Vice Chancellor _____ Date _____
 Director/Personnel _____ Date _____
 President _____ Date _____

Dean/Unit Head _____ Date _____
 Chancellor _____ Date _____
 Vice President/Finance Business Affairs/Comptroller _____ 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.

_____ 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	

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

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



Position: Chief of Staff and Executive Director for Strategic Initiatives

Employee Name: <i>Leslie R. McClellon</i>	Department Name: Chancellor’s Office
Reports To (Supervisor’s Name and Title): Dr. Rodney A. Ellis, Chancellor	Physical Work Location of Incumbent: 3050 Dr. Martin Luther King Jr. Drive Shreveport, LA 71107

POSITION SUMMARY:

The Chief of Staff and Executive Director for Strategic Initiatives (COS) is responsible for oversight of the Chancellor’s Office, development of policies and procedures, SUS Board liaison, ensures the effective implementation of strategic initiatives, strategic planning and effectiveness, and is a trusted advisor to the Chancellor. The position also oversees special projects and serves as the Chancellor’s primary liaison with all stakeholders. The COS sits on the Chancellor’s executive team and cabinet.

PRIMARY RESPONSIBILITIES:

This position assists in the evaluating, planning and coordinating of participant plans.

1. Advise the Chancellor on day-to-day operations ensuring efficiency and effectiveness and optimizing use of all available resources and personnel. On behalf of the Chancellor, the Chief of Staff will maintain relations with all administrative to ensure appropriate responsiveness and serve as a facilitator for matters and emerging initiatives of the Chancellor’s office.
2. Serve as the Chancellor’s primary liaison with management, staff, and the stakeholder community at large.
3. Ensures effective implementation of strategic planning, effectiveness, decision-making and execution of decisions in advancing the leadership agenda of the Chancellor and institution.
4. Monitors the development of policies and procedures for the institution. Develops policies and procedures and works with SUS and SU Board to gain approval.
5. Develops and implements special projects related to the institution.
6. Represents the Chancellor in selected internal and external interactions with administration, staff and the community at large.

7. Perform other duties as assigned

REQUIRED EDUCATION AND EXPERIENCE:

1. Must have a Master's degree in education, business, governmental affairs or related field from an accredited university
2. Progressive supervisory experience
3. Demonstrated leadership and managerial skills with analytical ability and experience with strategic planning process.
4. Must be able to maintain confidentiality and demonstrate knowledge and understanding of ethics in data collection and analysis
5. Strong attention to detail is essential
6. Demonstrated ability to plan, organize, coordinate and direct multiple projects and activities with varied deadlines; utilize sound judgement, be a strategic thinker and effective in moving strategic agendas; be politically savvy, and ensure the utmost discretion and confidentiality in all matters;
7. Ability to set priorities and work well with all levels of personnel;
8. Strong written and research skills with the proven ability to problem-solve;
9. Excellent interpersonal skills with ability to interact with diverse internal and external constituents.

PREFERRED QUALIFICATIONS:

1. Work experience in executive leadership position in postsecondary education.

UNIVERSAL PERFORMANCE STANDARDS:

1. **Completes** all assigned duties by established deadlines and in accordance with established or defined protocols, policies, and procedures.
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03/2017

Note: This job description is not an employment contract and may be modified at any time at the discretion of the department or university.

Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as

a comprehensive inventory of all duties, responsibilities and qualifications required of employee assigned to this job.

Employee Signature: _____ Date: _____

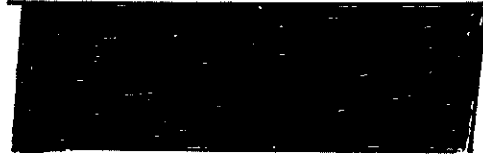
Approved by: _____ Date: _____

Reviewed by: _____ Date: _____

Equal Opportunity Employer

Résumé

Leslie R. McClellon, Ed.D.



EDUCATION:

- **8/2020, Doctor of Education**, Adult Leadership and Leadership, College of Education, Kansas State University, Manhattan, KS
 - Dissertation: A phenomenological study of change in an urban community college system
- **12/1997, Master of Education**, Urban Education, Langston University, Langston, OK
- **7/1989, Bachelor of Arts**, Psychology, Langston University, Langston, OK

11/2016 – Present: Chief of Staff and Special Assistant for Strategic Initiatives, Southern University at Shreveport, Shreveport, LA

Southern University at Shreveport, a unit of the Southern University System located at Baton Rouge, Louisiana, created by Act 42 of the ordinary session of the Louisiana Legislature on May 11, 1964, is designated a two-year commuter college to serve the Shreveport-Bossier City area. Its basic emphasis is to provide the first two years of typical college and university work.

7/2019 – Present: Chief of Staff and Special Assistant for Strategic Initiatives, Southern University at Shreveport, Shreveport, LA

Responsibilities:

Responsible for oversight for the chancellor's Office, development of policies and procedures, Southern University System Board of Supervisors liaison, ensures the effective implementation of strategic initiatives, strategic planning, institutional research and effectiveness, sponsored programs, and is a trusted advisor to the Chancellor. The position oversees special projects and serves as the Chancellor's primary liaison with all stakeholders. A member of the Chancellor's executive team and cabinet.

Specific Duties Include:

Chief of Staff

- Advising the Chancellor on day-to-day operations ensuring efficiency and effectiveness and optimizing use of all available resources and personnel. On behalf of the Chancellor, maintains relations with all administrators to ensure appropriate responsiveness and serve as a facilitator for matters and emerging initiatives of the Chancellor's Office.
- Serves as the Chancellor's primary liaison with management, staff, and the stakeholder community at-large.

L.R. McClellon

- Develops policies and procedures and works with SUS and SU Board to gain approval. Monitors the development of policies and procedures for the institution.
- Represents the Chancellor in selected internal and external interactions with administration, staff and the community at-large.

Special Assistant for Strategic Initiatives

- Ensures effective implementation of strategic planning, institutional effectiveness, decision-making and execution of divisions in advancing the leadership agenda of the Chancellor and institution.
- Develops and implements special projects related to the institution.
- Assist in the development of the college budget.
- Provides leadership for institutional research and effectiveness, sponsored programs, and the liaison for accreditation.

Major Accomplishments (under my leadership):

Administration and Programmatic

- Coordinated Coronavirus 19 initiative for campus and served as liaison for Southern University System Coronavirus 19 Taskforce.
- Facilitated development of return to campus work plan.
- Led college initiative with Thurgood Marshall Scholarship Fund and McKinsey Group for Coronavirus 19 campus crisis management for Historically Black Colleges and Universities.
- Coordinator of campus-wide testing in partnership with Testing for America.
- Developed employee and student Coronavirus 19 reporting forms for campus.
- Co-editor of Chancellor's Report for monthly submission to Board of Supervisors.
- Coordinate approval of college policy and procedures with Southern University System Board of Supervisors Governance Committee liaison and submission for placement on Board agenda.

Policies, Procedures and Systems

- Developed and implemented campus-wide policy and procedures development process.
- Developed and implemented Activity and Tracking publication for campus operations.
- Developed and implemented Strategic Planning Implementation Schedule to ensure completion of college strategic plan goals and strategies.
- Development and implementation of Strategic Action Team initiative for institutional strategic plan goal completion.

Accreditation

- Completed Standard 4 – Governance for the Compliance Report with compliance for the Southern Association of Colleges and Schools Commission on Colleges.

8/2018 – 7/2019: Special Assistant to the Chancellor for Economic Development, Southern University at Shreveport, LA

Responsibilities:

L.R. McClellon

Assist the Chancellor and the Division of Community and Workforce Development in coordinating efforts for workforce development, continuing education, and incumbent worker initiatives.

Specific Duties Included:

- Redesign of continuing education program and web presence.
- Hired continuing education coordinator.
- Created and maintained partnerships with business, industry, and other workforce agencies.

Major Accomplishments (under my leadership):

Administration and Programmatic

- Facilitated the creation and publishing of continuing education spring 2019 and summer 2019 course brochure.
- Partnered with vendor for neighborhood statistical information for distribution.
- Hired Coordinator for Continuing Education.
- Hired part-time staff to assist with program implementation and summer programs.
- Developed and maintained community partnerships with industry and workforce agencies.

11/2016 – 8/2018: Chief Administrative and Operations Officer, Southern University at Shreveport, Shreveport, LA

Responsibilities:

Provided leadership and administrative oversight to all aspects of information technology, facilities management, and the university police. Supervised a wide range of matters of institutional importance. Responsible for developing and implementing key college initiatives and working with leadership and various teams to execute the plans.

Specific Duties Included:

- Served as the Liaison between the Chancellor and senior leadership team, faculty, staff, and community/business leaders.
- Served as the Liaison with the college's Institutional Advisory Board of Directors and supports general governance of the organization.
- Collaborated with leadership to track the progress of implementing initiatives to improve organizational efficiency, effectiveness, visibility, and leadership capabilities.
- Acted as project manager for special, non-recurring, and ongoing projects, at the request of the Chancellor, which may include, working with senior leadership team members to draft certain official documents for special events and functions, planning and developing strategies for projects.
- Under the direction of the Chancellor, drafted speeches and/or talking points for speaking engagements, major reports such as annual reports, individual and donor correspondence, program overviews and narratives.
- Tracked vital public policy issues and recommends strategies for policy development to the Chancellor.
- In coordination with the Chancellor and the Executive Team, led the development of College rules, regulations, procedures, and policies.

- Led and directs college-wide Information Technology (IT) operations.
- Provided leadership to Information Technology staff to insure effective delivery of services.
- Led and directs college-wide Facilities Management operations.
- Provided leadership, strategic direction and management for the effective administration of the Facilities Department.
- Led and directs the operations of the University's Police and Parking Services.
- Provided administrative direction and oversight for comprehensive police services and security and law enforcement programs.

Major Accomplishments (under my leadership):

Administration

- Developed, implemented, monitors college-wide policy and procedure process for policy development.
- Develop and edit policy and procedures for college.
- Implemented college-wide Quality Team structure to aid in establishing SUSLA's strategic plan across the institution.
- Developed and implemented college-wide plan to complete SUSLA strategic plan – Strategic Plan Implementation Schedule (SPIS)
- Developed and implemented college-wide planning document for annual planning to monitor annual progress.
- Point of contact for college-wide crisis projects i.e. Hurricane Harvey and Coronavirus 2019 (COVI-19).
- Completed Standard 4: Governing Board of the Southern Association of Colleges and Schools Commission on Colleges. Provided documentation and review for additional Standards.
- Led efforts for college to operate under FirstNet communications system for emergency responders.
- Coordinated 1st Annual Dentistry from the Heart event that yielded 200+ participants.

Operations

Facilities:

- Executed the use of \$598,000 in deferred maintenance funds.
- Assisted in the receipt of additional deferred maintenance funds of more than \$400,000.
- Facilitated Energy Savings Contract and RFP process.
- College received \$500,000 grant from Louisiana Public Service Commission for Energy Efficiency.
- Negotiated vendor contracts with major corporation for overall savings to department and college budget.
- Assisted in converting campus to digital HVAC system.
- Worked with architect private contractors, construction company, and State of Louisiana Facility, Property & Control to execute building completion or renovation of three buildings on campus.
- Completed Louisiana State Capital Outlay process for SUSLA to include project revision and prioritization.

L.R. McClellon

- Coordinated grand opening of Alphonse Jackson Building for campus, SUS System, and Shreveport community.
University Police Department:
- Restructured University Police Department and hired a police chief.

1/2016 – 6/2016: Senior System Director, Minnesota State Colleges and Universities System, St. Paul, MN

The Minnesota State Colleges and Universities (MnSCU) system is one of two systems of public higher education in the state of Minnesota (the other is the University of Minnesota). The MnSCU system has 31 institutions with 54 campuses conveniently located in 47 Minnesota communities that serve more than 430,000 students. The law creating the system was passed by the Minnesota Legislature in 1991 and went into effect July 1, 1995. The law merged the state's community colleges, technical colleges and state universities into one system.

Responsibilities:

Responsible for the development and expansion of academic and student support programming to increase student retention, program completion, and reduce the achievement gap. Researches best practices across the system and nation, and works collaboratively with campus faculty and staff to develop effective, scalable programming based on these best practices with particular attention to students from communities traditionally underrepresented in higher education.

Specific duties include:

- Inventory existing campus-based academic and student support programming aimed at increasing retention and completion, and reducing the achievement gap.
- Document the efficacy of existing campus-based programming.
- Research national best practices in academic and student support programming aimed at increasing retention and completion, and reducing the achievement gap.
- Collaborate with campuses to develop and/or expand effective, scalable programming.

7/2014 – 1/2016: President, Rochester Community and Technical College, Minnesota State Colleges and Universities System, Rochester, MN

Rochester Community and Technical College was founded in 1915 on a motion by Dr. Charles Mayo to the Rochester School Board. Celebrating its Centennial this year, RCTC is Minnesota's oldest - and one of the nation's oldest - original community colleges. It is part of the Minnesota State Colleges and Universities (MnSCU) System which is the fifth largest community college system in the country. Sitting on 518 acres, RCTC enrolls more than 12,000 students annually and is accredited by the Higher Learning Commission. More than 70 technical and transfer programs, 120+ degree options, and 300+ online classes are offered. RCTC is known throughout the region for its championship teams in ten athletic programs. Amongst its unique or largest academic programs are administrative clinical assistant, clinical neurophysiology technology, dental hygiene, surgical technology, law enforcement, nursing, health information technology and liberal arts. RCTC's annual budget was \$68 million.

Responsibilities:

L.R. McClellon

Provided strong, visionary leadership and management to Rochester Community and Technical College as president.

Specific Duties Included:

- Served as the chief executive officer of the college and report directly to MnSCU's chancellor.
- This position served on the Minnesota State Colleges and Universities (MnSCU) System Leadership Council, which consist of the System Chancellor, the presidents of the other 31 MnSCU colleges and universities, and members of the Systems cabinet.
- Contributed to the governance of the system; worked to promote, enhance and protect the reputation of MnSCU.
- Collaborated to achieve system-wide strategies, goals and objectives.
- Exercised broad responsibilities for all aspects of the academic, student, financial, development, and administrative dimensions of the college within the multi-institution system.
- Ensured that the institutions faculty, staff and students achieved the mission and vision of the college.

Major Accomplishments (under my leadership):

System and College Development

- Established "Charting the Future" Campus Team to move this System-wide initiative forward on the campus to support campus activities and communicate strategies for this initiative to the campus and community.
- Identified College-Wide Goals by establishing a College-wide process for goal identification and completion through teams consisting of faculty, staff and students to address the goals on an annual basis.
- Hosted PathPro Chinese Delegation to establish curriculum and programs in subject areas to provide Chinese and U.S. students multiple pathways for access to international education and career opportunities.
- Completed submission of Higher Learning Commission Systems Portfolio Review (AQIP) addressing various criteria for reaffirmation by the Commission.

College and Community Engagement

- Established RTCT President's Advisory Council.
- Established a College-wide Diversity and Inclusion Task Force to advance the goals of the College.
- Enhanced visibility of College and administrators in the community for key economic initiatives, Destination Medical Center and Journey to Growth.
- Established new partnerships with business/industry in key areas to include Hospitality, Construction, and Automotive to begin or enhance academic programs.
- Established new public relations and marketing strategies to include social media, print, and television.
- Hosted Centennial celebration activities throughout the year, including a Centennial Founder's Day, Centennial Art Exhibit to memorialize the year.
- Hosted ground breaking and grand opening for Career and Technical Education Center at Heintz (CTECH) building.

- Hosted grand opening of the Rochester Regional Stadium.
- Hosted PathPro Chinese Delegation to enhance opportunity for exchange collaboration.
- Produced RCTC Centennial documentary in collaborated with PBS to include \$5,000 fundraising effort for the project.

Academic and Workforce Program Development

- Established new partnerships with business/industry in key areas to include Hospitality, Construction/Trade, and Automotive to begin or enhance academic programs.
- Collaborated and partnered with the State of Minnesota to renovate the Heintz Center to house the Workforce Development, Incorporated with a mission to develop and advance the workforce of Southeast Minnesota.
- Developed partnership and hosted first construction trade meeting with local unionized organizations to create and expand academic programs.
- Revised the Advisory Council guide for technical program advisory councils.
- Implemented annual Advisory Council meeting for president to address advisory council members.
- Received \$438,768 continuation grant from Minnesota Job Skills Partnership (MJSP) Grant to provide job skills training to Schmidt Printing incumbent employees.
- Received \$545,369 multi-year Department of Labor Bridges to Healthcare, Minnesota Job Skills Partnership (MJSP) to partner with Adult Basic Education and Workforce Development, Inc. for Rural Healthcare Competencies to develop career pathways.
- Awarded \$303,537 Minnesota Job Skills Partnership Grant to train 289 health care employees of three health care facilities in region.

Finance, Budgetary, and Facility Management

- Developed a long-range budget plan to balance the College's budget to reduce or eliminate the use of reserves in excess of \$300,000 per year.
- Received \$1 million state capital planning funds to renovate student learning and faculty office space.
- Partnered with Minnesota State University-Mankato for Institutional Research assistance to streamline cost to the College.

Academic Program Development and Enhancement

- Development of Post-Baccalaureate – only program in the state at a two-year institution – for students seeking admission to health and other professional schools, including medical, physical therapy, veterinary medicine, physician assistant, occupational therapy, pharmacy, dentistry, chiropractic, osteopathic medicine and other professional programs.
- Secured approval from the US Department of Education to offer financial aid for Associate of Applied Science, Administrative Clinic Assistant program.
- Established an agreement with Metropolitan State University for new academic program offerings and transfer options for students.
- Received accreditation for the Business Department by the Accreditation Council for Business Schools and Programs (ACBSP).
- Collaborated with Mayo Clinic to develop a new online Cancer Registry Management program—one of only nine in the country and first in Minnesota.
- Collaborated with Rochester Public School System to construct Career and Technical Education

Center at Heintz (CTECH) located on college campus, developed curriculum, and housed common learning spaces on campus.

Program Development

- Secured a \$59,500 DASH Emergency Grant from Great Lakes Higher Education Guaranty Corporation. The grant was used to help students with financial needs facing unexpected expenses (i.e. car repairs or medical bills).
- Received a \$10,000 MnSCU System inclusiveness grant for Moving Forward to create greater awareness across the college for low-income student needs and provide direct services to these students.

Policies, Procedures and Systems

- Established a Strategic Planning Task Force and completed the new strategic plan for the College.
- Established a Strategic Enrollment Management Council with workgroups to address data collection/analysis, enrollment, retention, completion, and long-term budgeting for growth and community needs.
- Produced an Annual Planning Guide to ensure better communication, planning, implementation, and tracking of activities and outcomes.
- Developed "A Vision in Progress" vision document to provide internal and external constituents the opportunity to view in executive summary the College's accomplishments, initiatives, priorities, and purpose.
- Updated and implemented processes, policies and procedures for travel abroad programs to reduce or eliminate risk management issues.
- Collaborated with System Safety Administrators to implement new online safety training system that allows courses/training to be completed on a monthly basis, based on a rotating three-year schedule.
- Implemented a Mass Email Policy, thus insuring email follows state statutes and MnSCU Policies.
- Launched the new RCTC Emergency Alert system and classroom E911 phone system as part of campus safety communication initiatives.
- Developed cooperative agreement with Riverland Community College to enhance safety compliance and engaged Occupational Safety and Health Administration (OSHA) consultant as part of safety enhancement.
- Developed and deployed Violence Against Women Act (VAWA) training for all employees and students to support compliance and programming.
- Developed academic sustainability process to assess health of academic programs for continuation.
- Introduced the Council for the Advancement of Standards in Higher Education (CAS) to assess student affairs programs.

Human Resource Development

- Conducted searches and hired key management personnel (two Academic Deans, Director of Marketing/Public Relations, Director of Admissions, Athletic Director, RCTC Foundation Director, Vice President for Academic Affairs, and Chief Institutional Effectiveness/Advancement Officer).

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- Provided professional development for Leadership Council and mid-level managers.
- Re-established and re-organized the division of Institutional Effectiveness and Advancement Officer and PR/Marketing department.
- Created Athletic Director position and new supervision model for department.

8/10 – 7/2014: Vice President of Student Affairs, Community College of Denver, Denver, CO

The Community College of Denver, a Hispanic-serving institution, enrolled 12,000 students each semester. Situated on the unique Auraria Campus that is managed by the Auraria Higher Education Center, the college shares spaces and the campus with two universities. It is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Responsibilities:

Provided strong, visionary leadership and management in the division of student affairs by performing leadership duties personally or through subordinate supervisors in the following areas: Enrollment Services, Student Development and Retention, Student Life, and Creative Services and sub-departments. This position had full authority for overseeing more than 250 Student Affairs employees and represented the college in various meetings, councils and activities on the Auraria campus. Ensured service to the unique and diverse needs of students, participated in collective bargaining procedures and hearings.

Specific duties include:

- Supervised Dean of Enrollment Management, Dean of Student Services and Retention, Dean of Student Life, and Director of Marketing and Creative Services.
- Managed fiscal and material resources of the division (\$8,798,863 or 16.8 percent of the College budget).
- Evaluated operations, staff, programs support services and activities to ensure areas were efficient and effective in achieving divisional, college and Colorado Community College System goals and strategies.
- Utilized data to develop goals and objectives for departments.
- Served as a leading member of the Auraria Higher Educational Center's Emergency Planning Committee to ensure the safety of students, employees and visitors to Auraria campus.
- Served as a leading member of the Policy Development and Shared Operations Committee to ensure equity of space and policy development for all institutions at Auraria.
- Collaborated with external organizations and constituencies who provided support for the institution and System to advance a culture of inclusiveness and innovation.

Major Accomplishments (under my leadership):

Student, Academic Affairs, & Workforce Program Development

- Established interdepartmental alliances to develop special services programming to close achievement gap for underserved and critical populations to the college.
- Planned and executed faculty professional development for classroom management, conduct and crisis management.

- Led the creation and implementation the transfer center and programming, including transfer week activities, transfer admission guarantee program and fiscal support from universities. Increased institutional transfer rates from **10-11% to 13-16%** in a three-year period; transfer week 4-year university participation increased from **13 to 50+** in a three-year period.
- Retention rates increased from **3-5%** over a three-year period and graduation rates increased **2-5%** over a three-year period. The percentages represent the rates for two institutions.
- Created Center for Special Programs and Resource Center to enhance student success services: Urban Male Initiative, 50 Plus, Hispanic Initiative, Homelessness Initiative, Women Intentional about Success and Excellence (WISE). Included Displaced Homemakers program.
- Led the successful development and execution of the urban male program, a program designed to enhance retention, graduation and completion rates of male students. The program grew by **18%** within 1 1/2 years with a cumulative grade point average increase of **8%** for all participants.
- Led and supervised implementation of the successful development of the 50 Plus program designed to provide targeted success services and job identification to students in this population.
- Strengthened international services and programs with Chinese funded Confucius Institute.
- Traveled to China to enhance international recruitment and efforts toward a student-staff exchange program.
- Created 34 new positions to address the needs in the division.

Fiscal/Budgetary Management and Facilities

- Secured System grant funds of \$250,000 to create and intensify special services programming beginning with the Minority Male Initiative.
- Secured general fund budget of \$230,000 to create and intensify international recruitment strategies.
- Secured \$70,000 annually of general fund budget to provide mandatory divisional professional development.
- Assisted in the planning and programming of Confluence for one-stop and developmental education functions and Cherry Creek renovations.
- Worked with Student Government to provide \$800,000.00 funding for Cherry Creek courtyard renovation.

Policies, Procedures and Systems

- Restructured division of student affairs that improved customer service and enhanced student development.
- Implemented the Council for the Advancement of Standards in Higher Education (CAS) to assess student affairs programs.
- Created college call center to include click to chat function. Upon implementation, dropped calls decreased by **9% (17.6% to 8.4%)**.
- Led the development of the CARE Team – behavioral intervention for college.
- Trained in Title IX and led the development of Title IX programming for college. Participated in Title IX development training for Colorado Community College System.

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- Developed and implemented divisional planning document for annual planning and a divisional vision document to monitor annual progress.
- Facilitated development of Student Affairs divisional goals.
- Established and implemented mandatory professional development program for Student Affairs.
- Improved accountability and institutional effectiveness by streamlining processes and procedures for the division and college.
- Improved the internal and external communication systems by developing and implementing processes and procedures for faculty, staff and student email system of the college.
- Provided leadership in the development and review of tri-institutional policies and agreements for the Auraria campus.
- Developed criteria for students to be serviced by Auraria Health Center.
- Co-Founder of Auraria Diversity and Inclusion Committee.
- Assisted in the development of the CCD Diversity and Inclusion Council.

09/06-8/10: Dean, Student Retention and Support Services, Arizona Western College, Yuma, AZ

Arizona Western College is a comprehensive, Hispanic-serving community college serving 13,000 students annually. The College offers more than 85 certificates, degree and transfer programs and is accredited by the Higher Learning Commission.

Responsibilities:

Provided strong, visionary leadership and management for student retention and support services in the Division of Student Services by performing leadership duties personally or through subordinate supervisors in the areas of Advising, Athletic Advising Coordination, Accessibility Resource Services, Single Parent Services, Transfer Services, Violence Prevention Program, TRiO Programs – Upward Bound, Educational Talent Search, Student Support Services and Orientation.

Specific duties include:

- Supervised Director of Advising, Athletic Advisor, faculty advisors, Directors of TRiO programs, Director of Transfer Services, and Director of Violence Prevention program.
- Developed and implemented retention planning.
- Enhanced college readiness and expanded curriculum for entering freshman by facilitating the college-wide summer bridge program with faculty.
- Execution and accountability of grant funds.
- Assisted in curriculum design for transfer and summer bridge programs.
- Coordination of activities, programs and services that supported student access, success and life-long learning by collaborating with faculty.
- Developing and implementing the college orientation program.
- Collaborated with internal and external stakeholders for grant writing opportunities.
- Initiated and maintained communication with constituencies through presentations, serving on community boards and participating in community activities.

Major Accomplishments (under my leadership):

Administrative

- Provided intrusive advising with improved customer service to students with the implementation of eAdvising.
- Participated in restructuring the college-wide strategic enrollment management committee to forecast enrollment growth and budget development.
- Facilitated the development of the transfer center and programming, including transfer week activities, course curriculum, a transfer admission guarantee program and fiscal support from universities. Increased transfer **44.8% to 100%** from baseline over a five-year period.
- Executed the redesign of an early alert process for **100%** outreach to all developmental and lower - 100-level courses.
- Provided transportation for Summer Bridge program for entering freshman; decreased remediation for participants in a range of **74% - 95%** in the areas of Reading, English and math.
- Three hundred-percent increase in attendance of students and parents at redesigned Freshman Orientation Program.
- Led the development of Student Services Learning Outcome program.
- Led the development of academic advisement for year-round services to students.
- Implemented the Council for the Advancement of Standards in Higher Education (CAS) to assess student affairs programs.

Fiscal, Budgetary Management and Facilities

- Assisted in securing continued grant funding for Violence Prevention Program for \$899,974 from the U.S. Department of Justice.
- Secured operational funding for newly created Transfer Center and programming.
- Participated in \$73 million, 200,000 gross square feet project that included a new student success and conference center building.

Policies, Procedures and Systems

- Established College student email policy/procedure.
- Established College hazing policy/procedure.
- Established and implemented mid-term grade monitoring process.
- Facilitated the establishment and execution of the College-wide faculty/staff advisement model.
- Established advising and tracking process for probation and suspension students.

12/00-8/06: Assistant to the Vice President for Student Services, Langston University, Langston, OK

Langston University is a public land-grant institution and the only Historically Black College & University in Oklahoma. Founded in 1897, the university has grown to one branch campus in Tulsa, OK and an extension in Oklahoma City, OK. The university enrolls 2,061 undergraduates and 378 graduate students and offers associate, bachelor, master and doctoral degrees and is accredited by the Higher Learning Commission.

Responsibilities:

Provided strong, visionary leadership, supervision and management for student services area of the division of Student Affairs. Acted as Dean of Women. Initiated grant writing to expand grant footprint and monitored grant compliance for TRiO programs.

Specific Duties Included:

- Responsibility for developing and executing the university's retention programming.
- Developed and implemented faculty, staff, and freshmen student mentoring program.
- Support services or referrals to the university community.
- Oversight of TRiO – Upward Bound, Educational Talent Search and Student Support Services, GEAR UP.
- Executed programming related to a national Red Cross agreement.
- Led training for Division of Student Affairs in budget preparation and management, program planning/development and assessment/evaluation.
- Adjunct instructor - Academic Achievement and Critical Thinking courses for incoming freshman.
- Collaborated with Academic Affairs to implement Campus Compact initiative (Service Learning/State of Oklahoma).
- Established university-wide leadership development and systems utilization.
- Assisted with development and implementation of policies and procedures that governed support services and enrollment services specific to academic progress and probation and suspension.
- Participated in recruitment, admissions, marketing and transfer orientation for the Enrollment Management department.
- Participated in the development of the university campus safety program and county-wide mock exercise (disaster/terrorism preparedness) and designated as building emergency coordinator.

Major Accomplishments (under my leadership):

Community Outreach

- Established comprehensive TRiO newsletter for all grant program participants, campus leadership and public officials.
- Coordinated and executed winning Oklahoma state-wide higher education voter registration drive for Langston University.
- Established partnership with Logan County Red Cross to become a county disaster relief site.
- Established the university as a national leader in blood and bone marrow donations with the development and implementation of the Red Cross/NAFEO (National Association for Equal Opportunity in Education) Blood and bone Marrow initiative.
- Established blood and bone marrow drives on all Langston University campuses which included Langston-Tulsa-Oklahoma City, OK.
- Recognized in the American Red Cross online newsletter.

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- Panelists for National Convention of American Red Cross on Blood and Bone Marrow donation participation programming.
- Participated in the HBCU Blood and bone Marrow Summit (Raleigh/Durham, NC).

Program Development

- Developed and implemented university retention program.
- Established the university's blood and marrow donation program with quarterly donations.
- Participated in \$40 million building project for a new student success and engagement building.

03/98-12/00: Executive Assistant to the Vice President for Student Affairs, Langston University, Langston, OK

Langston University is a public land-grant institution and the only Historically Black College & University in Oklahoma. Founded in 1897, the university has grown to one branch campus in Tulsa, OK and an extension in Oklahoma City, OK. The university enrolls 2,061 undergraduates and 378 graduate students and offers associate, bachelor, master and doctoral degrees and is accredited by the Higher Learning Commission.

Responsibilities:

Provided office management leadership to the Division of Student Affairs while assisting the Vice President for Student Affairs/Affirmative Action Officer.

Specific Duties Included:

- Assisted the vice president with oversight, policy and procedure, fiscal management and communications for Student Life, Greek Life, Housing, Enrollment Services, Support Services, Counseling Services, Health Services, Athletics, Police Department and Student Conduct processing and tracking.
- Coordinated proceedings and guiding principles for Affirmative Action Officer during related proceedings.
- Created housing tables during the university's transition to SIS software.
- Maintained housing data base.
- Designed and provided training to housing staff.
- Established and successfully implemented university's Red Cross/NAFEO (National Association for Equal Opportunity in Education) Blood and Bone Marrow Initiative for university and community wide increase in blood and bone marrow donations to African Americans.

Major Accomplishment (under my leadership):

Community Outreach

- Gained national recognition from the American Red Cross Association by creating an alliance with Lincoln University (MO) to enhance blood and bone marrow donations of African Americans in Oklahoma and Missouri.

Systems Development

- Created and maintained housing module tables during university's transition to SIS software.
- Developed and facilitated training on housing module for the division during college-wide software update.

10/96-03/98: Dean of Students, Wright Business School, Oklahoma City, OK

Wright Business School, now renamed Wright Career College, is a not-for-profit corporation that offers 25 diplomas & certificates, associate degrees and bachelor degrees in Oklahoma, Kansas and Nebraska.

Responsibilities:

Developed academic progress and success plans for medical students, who were more than, 50% of the student body, for matriculation and graduation during their 10-month program. Applied retention and completion strategies for students.

Specific Duties Included:

- Applied retention strategies to assist students in persistence and completion goals.
- Monitored student matriculation by collaborating with faculty and participated in staff and student development.
- Prepared daily reports of attendance and progress to administration.
- Worked with career placement to reach student employment goals.
- Resources were solicited internally and externally to assist students in various academic and personal needs.
- Instructed preparatory and professional development classes for all students.
- Hired and supervised the assistant to the dean of students.

Major Accomplishment (under my leadership):

Academic Development and Staff Development

- Achieved an average of **75% to 80%** completion rate of students in 10-week programs.
- Hired, trained and supervised Assistant to the Dean of Students.

08/95-03/96: Financial Aid Counselor, University of Central Oklahoma, Edmond, OK

University of Central Oklahoma is one of the top public universities and offers innovative learning to its more than 18,000 students as Oklahoma's metropolitan university. With more than 450 full-time and 650 adjunct faculty and staff, it is accredited by the Higher Learning Commission.

Responsibilities:

Assisted students in securing federal and state aid to the institution.

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Specific Duties Included:

- Counseled prospective and returning students and parents on financial aid processes, procedures and updates.
- Conducted workshops and assisted with completing forms and securing documentation from students and parents for awarding.
- Awarded students financial aid according to Federal and State regulations.

Major Accomplishment (under my leadership):

Community Outreach

- Developed and conducted community informational sessions and formed FAFSA completion sessions for prospective students.

01/94-08/95: Financial Aid Counselor, Langston University, Langston, OK

Langston University is a public land-grant institution and the only Historically Black College & University in Oklahoma. Founded in 1897, the university has grown to one branch campus in Tulsa, OK and an extension in Oklahoma City, OK. The university enrolls 2,061 undergraduates and 378 graduate students and offers associate, bachelor, master and doctoral degrees and is accredited by the Higher Learning Commission.

Responsibilities:

Assisted students in securing federal and state aid on the main campus and two satellite campuses of the institution.

Specific Duties Included:

- Counseled prospective and returning students and parents on financial aid processes, procedures and updates.
- Conducted workshops and assisted with completing forms and securing documentation from students and parents for awarding. Worked with veterans and vocational rehabilitation coordinators.
- Awarded students financial aid according to Federal and State regulations.

Major Accomplishment (under my leadership):

Community Outreach

- Developed and conducted community informational sessions and formed FAFSA completion sessions for prospective students.

01/93-01-94: Case Manager (After Care), Community Counseling Center, Oklahoma City, OK

Community Counseling Center offers comprehensive outpatient treatment for its mentally ill patients. Treatment includes case management, treatment plans, monitoring by staff doctors and nurses and community resource assistance.

Responsibilities:

Managed a caseload of more than 60 chronically mentally ill clients developing needs assessments aiming to promote patient growth.

Specific Duties Included:

- Assisted clients in adapting to society after releaser from mental institutions.
- Secured housing and monitored clients to review their acclimation and stability.
- Collaborated with doctors and nurses to develop treatment teams in order to execute and review treatment plans for each client.
- Acted as coordinator and liaison as clients utilized community resources and services.
- Assisted in revising policies, procedures, goals and objectives for the Center and program.

Major Accomplishment (under my leadership):

Systems & Client Support

- Successfully managed a heightened caseload of 85 clients.
- Prevented three suicide attempts by clients.
- Collaborated with Center doctors and nurses to re-establish treatment plans for clients released from hospitals.

09/90-03-92: Special Recruiter/Case Worker, Big Brothers/Big Sisters of Greater Oklahoma, Oklahoma City, OK

Big Brothers/Big Sisters of Greater Oklahoma is the nation's largest donor and volunteer supported mentoring network. Through meaningful, monitored matches between adult volunteers ("Bigs") and children ("Littles") in communities across the country, they develop positive relationships that have a direct and lasting effect on the lives of young people.

Responsibilities:

Established and managed the special recruitment program to increase the involvement of African American big brothers. Case manager for client case load of program. Screened volunteers, children and parents through intensive interviews, home visits, reference and background checks. Assisted in agency fundraisers.

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Specific Duties Included:

- Developed marketing and fundraising campaigns.
- Partnered with local media outlets for program public relations and recruitment.
- Participated in public relations initiatives with United Way on behalf of the agency and other marketing strategies to garner interest in the program.
- Solicited financial support from business and professional communities.
- Initiated case management protocol.
- Matched volunteers and children.
- Provided support and monitoring to all agency participants.
- Conducted volunteer and parent informational meetings.

Major Accomplishment (under my leadership):

Community Outreach

- Increased minority participation by **477%**.
- Raised funds and gained donations for special program in excess of \$50,000.

SELECTED COLLEGE COMMITTEES

Southern University at Shreveport, 11/2016-Present

- Chair, Quality Teams
- Member, Risk Management Umbrella Committee
- Member, Southern Association of Colleges and Schools Commission on Colleges Accreditation Committee
- Member, Dentistry from the Heart

Rochester Community and Technical College, 07/14-01/16

- Chair, President's Advisory Council
- Chair, President's Cabinet/Council
- Chair, Strategic Enrollment Management Council
- Chair, President's Diversity/Inclusion Council
- Member, MSCF Faculty Shared Governance Committee
- Member, AFSCME Labor/Management Committee
- Member, MAPE Union Committee
- Member, Student Senate/Cabinet Committee
- Member, HLC Steering Council

Community College of Denver, 08/10 – 07/14

- Member, Executive Staff
- Member, President's Collaboration Council
- Member, AQIP Committee
- Chair/Facilitator, Commencement Committee
- Chair, Student Affairs Council

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- Member, C-3 Team
- Member, Community Response Team
- Member, Auraria Response Team
- Member, Policy Development & Shared Operations
- Member, Auraria Phoenix Center Advisory Board
- Member, Colorado Commission of Higher Education, Academic and Student Affairs Council
- Member, Community College Colorado System Vice President's Council

Arizona Western College, 08/06-08/10

- Member, President's Council
- Member, Academic Standards Committee
- Member, Strategic Enrollment Management Council
- Member, Enrollment, Processing and Procedures Committee
- Member, Student Services Council
- Co-Chair, Transfer Admission Guarantee
- Member, Wellness Committee
- College-Wide Objective Committees
 - Chair, College Student Email Committee
 - Chair, Faculty/Staff Advisement Model
 - Member, Student Survey
 - Member, College-Wide Communication Committee
- Member, Commencement Committee
- Member, AQIP Committee
- Member, Learning Excellence Assessment Process (LEAP) Committee
- Member, Learning Services Council
- Member, Learning Services Reorganization Committee
- Member, Campus Climate Committee
- Member, Behavior Intervention Committee
- Member, Title V Grant Committee
- Member, CAMP Grant Committee
- Member, AVID Grant Writing Committee

Langston University, 03/98-08-06

- Member, Student Affairs Council
- Chair, Retention Program
- Chair, Red Cross Committee
- Member, Campus Compact Committee (Service Learning)
- Chair, Voter Registration Committee
- Member, Marketing Committee
- Member, Admissions/Recruitment Committee
- Member, Campus Safety/Security Committee
- Member, Miss Langston Pageant Committee in coordination with Miss Oklahoma & Miss America

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- Member, Presidential Search Visitation Committee
- Member, Student Welfare Committee
- Member, Give Five – Hurricane Katrina Relief Committee
- Member, Homecoming Committee
- Member, Student Success Center Committee
- Member, University Senate
- Member, Violence in the work Place Committee
- Member, Probation/suspension (Academic) Committee
- Advisor, Alpha Zeta Chapter of Alpha Kappa Alpha Sorority, Inc.

CURRENT PROFESSIONAL MEMBERSHIPS

- American Association of Community Colleges
- American Association of Women in Community Colleges

NATIONAL BOARD MEMBERSHIP

- Higher Educational Research Development Institute – HERDI *Innovate* Advisory Board (Richmond, VA), 2020 (*term began*)
- Community College Transfer Advisory Board for St. Augustine’s University (Raleigh, NC), 2020 (*term began*)

SELECTED COMMUNITY SERVICE ACTIVITIES

Louisiana, 11/2016-Present

- Greater Shreveport Chamber of Commerce Leadership Program Senior Coordinator, 2020-2021
- Greater Shreveport Chamber of Commerce Leadership Program Junior Coordinator, 2019

Minnesota, 07/14-01/16

- Member, Greater Rochester Advocates for Universities and Colleges
- Member, Minnesota College Athletic Conference
- Member, Ethical Practices Board
- Board Member, Rochester Areas Chamber of Commerce
- Board Member, Rochester Area March of Dimes
- Board Member, Greater Rochester Arts and Cultural Trusts
- Member, Olmsted Medical Center Institutional Review Board
- Member, American Association of Community Colleges Diversity and Inclusion Commission
- Board Member, Rochester Area Boys and Girls Club

Denver, 08/10-07/14

- Member, Denver Scholarship Foundation Retention Scholarship Committee
- Member, Denver Metropolitan Urban League Board
- Member, Western Regional Council on Black American Affairs Board
- Founding Member, Rocky Mountain Council on Black American Affairs

Arizona, 09/06-08/10

- Member, Teacher’s Task Force (K-12 System and College)

- Board Member, Yuma County Family Advocacy Coalition, Inc. – Amberly’s Place

Oklahoma, 01/91-09/06

- Board Member, Right Start Behavioral Health Center
- Board Member, Lend A Hand Parent Child Center
- Board Member, Young Ambassadors
- Board Member, Logan County Disaster Relief (Red Cross)
- Board Member, Southwest Region Blood Service (Red Cross)

LEADERSHP INSTITUTE PARTICIPATION

- American Association of Community Colleges, John E. Roueche Workforce Leadership Program Participant (2019)
- Greater Shreveport Chamber of Commerce Leadership Program Participant (2018)
- Participant, Colorado Community College System Aspiring Presidents Academy (2011)
- Participant, American Association of Community Colleges Future Presidents Institute (2012)
- Participant, Thomas Lakin Institute for Mentored Leadership (2012)

LEADERSHIP INSTITUTE FACILITATION

- Emerging Leaders Institute, Southern University at Shreveport – Co-Facilitator (2020-2021)
- Academic Leaders Institute, Southern University at Shreveport – Co-Facilitator (2020-2021)

INVITED AND SCHOLARLY PRESENTATIONS

- League for Innovations in the Community College Innovations 2018 Conference, “Purpose and Grit” (March 18-21, 2018, National Harbor, MD)
- National Women’s Studies Association 38th Annual Conference, “The Chocolate Truth: The Experiences of Black Women in Community Colleges” (November 16-19, 2017, Baltimore, MD)
- Rochester Area Chamber of Commerce, Women in Leadership Series, “Mentoring” (December 3, 2015, Rochester, MN)
- Career and Technical Education Conference, Ted Talk (November 5, 2015, Minneapolis, MN)
- Thomas Lakin Institute for Mentored Leadership, First Year as a President Panel (October 2015, Atlanta, GA)
- Rochester Area Chamber of Commerce, Education Leadership Panel (October 9, 2015, Rochester, MN)
- Federal Medical Center, “Diversity in the Community” (August 5, 2015, Rochester, MN)
- DEED: Governor’s Workforce Development Council, “Regional Planning, Managing Change, and Innovation/Opportunities” (June 10, 2015, Rochester, MN)
- HealthForce Minnesota, Girls ConnectZ Day (May 19, 2015, Rochester, MN)
- Martin L. King, Jr. Day, National Association for the Advancement of Colored People, “Told is Not Taught” (January 19, 2015, Rochester, MN)
- Women on Wednesdays: Women and Leadership, Rochester Civic Theatre/Diversity Council (October 2, 2014, Rochester, MN)
- MnSCU Leaders Conference “So You Wanna Be a College or University President?” Stores from the field Panel (September 18, 2014, St. Paul, MN)
- 93rd American Association of Community Colleges Annual Convention, “Fire and Shooting in

- the Rockies: Community Colleges Respond” (April 19-23, 2013, San Francisco, CA)
- Rocky Mountain Council on Black American Affairs, “African American Leadership in the 21st - Century” (March, 2013, Aurora, CO)
- Society for College and University Planning 2013 Pacific Regional Conference, “Place Transforms the Learning Environment at Community College of Denver” (March 24-27, 2013, Denver, CO)
- Kappa Alpha Psi, Fraternity, Inc., Denver Alumni Chapter, “State of Black Colorado, Community & Education” Panel (November 8, 2011, Denver, CO)
- Auraria Higher Education Diversity Summit, “Inclusive Excellence in Higher Education” Panel (April 4, 2011, Denver, CO.)
- ACT 24th Annual Enrollment Planners Conference, “Walking the Strategic Tightrope: Do You Have a Net?” (July 2009, Chicago, IL.)
- 6th Annual Symposium on Pursuing Excellence in Student Preparation, Access and Success, “Sharing Ideas and Best Practices” (February-March 2007, New Orleans, LA.)
- Rocky Mountain Educational Research Association, “The Study of the Higher Educational System in Belize” (October 2005, Stillwater, OK)
- National Convention for the American Red Cross, Discussion on involving African-American students in the Blood and Bone Marrow donation process (June 2002, Phoenix, AZ)

SELECTED AWARDS

- Colorado Black Women on Political Action, Education Honor (2013)
- Good Neighbor Award – Southwest Region Blood Services, American Red Cross (2001)
- New Frontier Award from Southwest Region Blood Services, American Red Cross (2000)
- Keepers of the Dream Award, Ebony Tribune Newspaper (1991)

PUBLICATIONS (Featured)

McClellon, L.R. (2002, May-August). Retention on university campuses. *Educational Path*

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

Profile of Person Recommended

Length of Employment _____ To _____
 Effective Date 02/01/2021

Name Lonnie McCray (U01648953) SS# xxx-xx-9916 Sex M Race* B
(Last 4 digits only)

Position Title: Dean of Arts Humanities Social Services & Education Department: Academic Affairs and Workforce Management

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

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

Years Experience _____ Southern University Experience _____

Degree(s): Type/Discipline (BA-Education): _____ Institution/Location (SU-Baton Rouge): _____ Year: _____

Current Employer _____

Personnel Action

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

Recommended Salary \$61,651.25 Salary Budgeted \$61,651.25

Source of Funds _____

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

Change of:
 Position Dean AHSSE From _____ To _____
 Status Full-Time
 Salary Adjustment \$57,350 \$61,651.25

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
511001 52310 61003 51000	

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

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

Supervisor _____ Date _____
 Vice Chancellor _____ Date _____
 Director/Personnel _____ Date _____
 President _____ Date _____

Dean/Unit Head _____ Date _____
 Chancellor _____ Date _____
 Vice President (Finance) _____ Date _____
 Business Affairs/Comptroller _____
 Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

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.

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CLASS OF EMPLOYMENT (VISA STATUS):

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

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
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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)

Dr. Lonnie McCray

Assistant Professor of English
Southern University Shreveport
3050 Martin Luther King Drive
Shreveport, La. 71107
(318) 670-9363


lmccray@susla.edu

Education

PhD

Higher Education Administration minor in American Literature. University of North Texas August 2011
Dissertation: *An essential academic program: A case study of the general studies program at Louisiana State University in Shreveport*
Committee: Dr. V. Barbara Bush, chair; Dr. Kathleen Whitson and Dr. Jacqueline Foertsch

MA

American Literature, Louisiana Tech University, 1999

BGS

Humanities, Louisiana State University in Shreveport, 1996

Additional Studies

2002- 2004

M.Ed. Courses at Louisiana State University in Shreveport:
Theories of Learning
Educational Administration; Educational Research; Philosophy of Education
School Law
Principles of Guidance and Counseling

Employment

1/12 – present

Southern University Shreveport
Assistant Professor of English, Chair of English and Foreign Languages (1/13)
Responsibilities: teach freshman and sophomore English courses; participate on departmental and university committees; advise students pursuing a general studies degree; submit yearly employee performance evaluations; assess program outcomes; develop course schedules; serve in absence of the Division Chair; participate and provide community service.

10/10- 12/13

University of Phoenix
Associate Faculty, College of Humanities
Responsibilities: taught First Year Sequence courses in English and Humanities; participated in Content Area Meetings; participated in workshops and workshop training.

8/00 – 1/12

Louisiana State University in Shreveport
Instructor of English, Director of General Studies (8/01-1/12)
Responsibilities: taught two courses per semester and one summer course; participated on at least one departmental committee; provided community service; advised new, continuing, and graduating students in the General Studies program; served as chair of the General Studies Advisory Committee; created all graduation documents for students in the program; supervised student worker.

- 1/99 - 8/00 **Louisiana State University in Shreveport**
Financial Aid Counselor
Responsibilities: administered all scholarship and tuition/fee exemption programs; processed and disbursed Title IV Federal Financial Aid funds; counseled students and parents on financial aid concerns; presented workshops on scholarships and financial aid.
- 9/97 - 5/98 **Louisiana Tech University**
Teaching Assistant and Graduate Assistant
Responsibilities: taught Developmental English class ranging from 20 to 25 students; provided tutorial services for English students; computer lab assistant.
- 7/95 - 9/97 **Isle of Capri Casino**
 7/98 - 12/98 *Senior Cashier*
Responsibilities: operated main banks ranging from \$400,000 to \$2,000,000; supervised cashiers; operated main vault in excess of \$20,000,000; made daily deposits and daily exchanges; familiarity with Title 31 requirements.
- 8/91 - 8/92 **Kroger Co.**
 5/93 - 4/96 *Customer Service/Office Clerk*
Responsibilities: operated office; completed employee payroll; supervised cashiers and courtesy clerks; completed opening and closing procedures of the store; documented daily and weekly sales activity of the store.
- 1/93 - 5/95 **Louisiana State University in Shreveport**
Ambassador
Responsibilities: student recruitment; knowledge of admissions and records policies; filing and microfilming procedures.

Primary Courses Taught (face to face and online)

Developmental Composition	Advanced Composition (online)
Freshman Composition I (online)	Writing in the Humanities (online)
Freshman Composition II (online)	General Studies Senior Seminar
Introduction to Fiction	American Literature (online)

Administrative Experience

- 1/13 – present Chair of English and Foreign Languages. Southern University Shreveport.
- 8/01 – 1/12 Director. General Studies Program. Louisiana State University in Shreveport.

Presentations

- “Writing Personal Statements” STEM Program Participants, April 2014
- “Whose Line is it Anyway” Extemporaneous Speaking Activity for annual 4H end of year educational program, May 2014
- “4H: 100 Years of Growing Louisiana Leaders” Presentation at the 4H Area Leader Training program, July 2014
- Career Day guest speaker for Northside Elementary School, May 2009

“Leadership Today.” Presentation to local Junior Leadership Organization, Sept. 1, 2002.

“Think.” Member of panel discussion on surviving college; presented to university scholarship recipients for Student Success Series Workshops, Sept. 13, 2001; Oct. 8, 2001; Sept. 10, 2002; Oct. 16, 2002

“Don’t Blow your TOPS.” Student Success Series presentation to students who were recipients of the Louisiana tuition assistance scholarship, Oct. 4, 2001

“Diversity Awareness.” Diversity Awareness Workshop Presenter/Coordinator for LASFAA April and May 2000

Service

University:

Southern University Shreveport

Faculty Senate Parliamentarian (elected for 2014-2016)

Phi Theta Kappa Advisor (2013 – present)

Chair Academic Appeals Committee (2012 – present)

Strategic Planning Committee (2014- present)

Financial Aid Appeals Committee (2014 – present)

First Year Experience Committee (2015 – present)

University Outcomes Assessment Team (2014)

Commencement Committee (2012 – 2014)

Louisiana State University Shreveport

Faculty Senator for College of Arts and Sciences – (elected for 2010-2012)

Faculty Senate Executive Committee Member-at-Large (2011-2012)

TeachLSUS Alternative Certification Program Selection Committee (2009- 2012)

Retention Committee (2011- 2012)

Chair, Search Committee Financial Aid Assistant Director (2008) LSUS

Leadership Academy (2004-2005)

Noel Levitz Connections Trainer (2004-05)

Freshman Mentor (Early Alert Referral System) (2003-2004)

Student Financial Aid and Scholarship Committee Advisor (2000- 2012)

Black Students’ Association Advisor (2002-2005)

Student Recruitment Committee (2002-2003)

Enrollment Planning Team (2002-2003)

Soar Leader Selection Committee – (2002)

College:

Louisiana State University Shreveport

General Studies Advisory Committee – Chair, (2001 – 2012)

Liberal Arts Planning Committee - (2003-2004)

Liberal Arts Leadership Council (2001 – 2009)

Member Grade Appeals Committee (2004)

Department:

Southern University Shreveport

Chair English Department Committee (2012- present)

Live Text Implementation Committee (2013 – present)

Louisiana State University Shreveport
Teaching / Writing Committee member (2001 – 2012)
Teaching Committee – Chair, (2003 – 2005)
Information Technology Committee (2003 – 2012)
Search Committee member for English Faculty (2005)

Community:

Greater Shreveport Human Relations Commission (2015 - present)
Chair Auction Committee Philadelphia Center (2013 - present)
Program Advisory Committee Virginia College (2013 – 2014)
President Board of Directors Philadelphia Center (2012)
Vice-President Board of Directors Philadelphia Center (2010 – 2012)
Board Member Philadelphia Center (2007- 2009; 2014 - present)
Caddo Parish 4-H Advisory Committee, Facilitator (2004 – present)
Science Fair Judge Riverside Elementary (2011)
Program Advisory Committee Remington College Shreveport (2008 – 2010)
Scholarship Selection Committee Caddo Parish 4-H program (2009,2010,2011)
Scholarship Selection Committee Harrison County 4-H program (August 2009)
Caddo 4-H Judge Talent Competition (2006 – present)
Debate Tournament Judge (2006)
Social Studies Fair Judge (2005)

Grants

BORSF Grant Multimedia Lab 2015, funded for \$45,500 Principal Investigator
BORSF Grant Classroom Enhancement with Technology 2012, funded for \$57,000 Co-principal Investigator
BORSF Grant for Film Studies Classroom 2003, funded for \$55,000
Co-principal Investigator
Student Life and Learning Technology Fee Grant 2008, funded for \$1,300
Principal Investigator
Student Life and Learning Technology Fee Proposal 2007, funded for \$2500
Co-principal Investigator

Training

Quality Matters: Using Instructional Materials and Technology to Promote Learner Engagement and Connecting Learning Objectives and Assessments (November 2014)
Quality Matters: Applying the QM Rubric (January 2013)
Sirius Online Instructional Training (July 2012)
LSU Shreveport Center for Online Learning and Faculty Development - Online Instructional Training (Spring 2011)
University of Phoenix New Faculty Training (July 2010)
Socrates Online Teacher Training (March 2010)
Alternative Certification Selection Training (October 2009)
Louisiana Endowment for the Humanities – Prime Time Reading Program (Summer 2008)
Human Resources – Recruiting Training (2008)
College Student Inventory (CSI) Advisor Training (2008)
Moodle Training (3 sessions) (2006-2007)
Wiki Workshop (2007)
Leading and Managing Academic Departments Audio Conference (2005)
Advisor Training – Teleconference (2) (2005)
NACADA Academic Advising Administrators' Workshop (2003)
Diversity Awareness/Professional Awareness Workshop (2000)

Boot Camp for New Financial Aid Counselors (1999)
"WOW" Customer Service Training (2 days) (1996)

Honors and Activities

2015	Southern University System Awards: Rising Star for Research (April 2015)
2010	Shreveport Chamber of Commerce Young Professional Initiative 40 under 40 Honoree
2010	The Honor Society of Phi Kappa Phi UNT (inducted Fall 2010)
2002-2003	Excellence in Teaching Award
2000-2004	NACADA and LACADA Member NCTE Member LACC Member
1999	LASFAA Member - LASFAA Diversity Awareness Committee Member
1997	Louisiana Association of College Composition (LACC) Member
1996	LSU-S Academic Award - General Studies
1996	Phi Sigma Iota - Foreign Language Honor Society
1993 - 1995	Toastmasters International

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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 _____ Reason Left _____
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment _____ To _____
 Effective Date 02/01/2021

Name Veloria Nanze (U01651227) SS# xxx-xx-5897 Sex F Race* B
(Last 4 digits only)

Position Title: Director of Accounting Department: 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 _____ Southern University Experience _____
 Degree(s): Type/Discipline (BA-Education): _____ Institution/Location (SU-Baton Rouge): _____ Year: _____

Current Employer _____

Personnel Action

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

Recommended Salary \$61,200 Salary Budgeted \$61,200

Source of Funds _____

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

Change of:
 Position Director of Accounting From Director of Accounting To
 Status Full-Time Full-Time
 Salary Adjustment \$60,000 \$61,200

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
511001 56100 61002 56000	

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor _____ Date _____

Vice Chancellor _____ Date _____

Director/Personnel _____ Date _____

President _____ Date _____

Dean/Limit Head _____ Date _____

Chancellor _____ Date _____

Vice President/Finance _____ Date _____

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

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

EMPLOYEE DIRECT SUPERVISOR:

SUPERVISOR/DEPARTMENT CONTACT NUMBER

NUMBER OF EMPLOYEES SUPERVISED, (if any)

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

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

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

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

Profile of Person Recommended

Length of Employment _____ To _____
 Effective Date 2-1-2021

Name Jane R. O'Riley SS# xxx-xx-0092 Sex F Race* B

(Last 4 digits only)

Position Title: Director of Library Department: Library

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

New Position Expiration Date: _____

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

Years Experience _____ Southern University Experience _____
 Degree(s): Type/Discipline (BA-Education): BS Institution/Location (SU-Baton Rouge): Wiley College Year: 1979
MSLS Atlanta University 1985

Current Employer Southern University at Shreveport

Personnel Action

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

Recommended Salary \$61,405 Salary Budgeted \$ _____

Source of Funds General

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

Change of: From _____ To _____

Position _____
 Status Full-Time
 Salary Adjustment \$60,199 \$61,405

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Source of Funds	Amount
210607 & 210403	\$61,405

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if applicable):

Veronica McEachin 1-25-21

Supervisor _____ Date _____

Dr. Terry Kidd 1-25-2021

Vice President _____ Date _____

Wagner Bryant 1-25-2021

Director/Personnel _____ Date _____

President _____ Date _____

Dean/Unit Head _____ Date 1-25-2021

Chancellor Dr. Rodney A. Ellis _____ Date _____

Brandt Jaster 1-25-21

Vice President/Finance _____ Date _____

Business Affairs/Comptroller _____

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

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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: Dr. Terry Kidd

SUPERVISOR/DEPARTMENT CONTACT NUMBER _____

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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



Position: Library Director

Employee Name: <i>Jane R. O'Riley</i>	Department Name: Library
Reports To (Supervisor's Name and Title): Dr. Veronica McEachin Associate Vice Chancellor of Academic Innovation	Physical Work Location of Incumbent: 3050 Dr. Martin Luther King Jr. Drive Shreveport, LA 71107

POSITION SUMMARY:

The Library Director administers all aspects of library services and resources in support of student learning, academic programs and faculty teaching and research. The Director provides collaborative leadership with library staff, faculty and other University administrators and staff.

PRIMARY RESPONSIBILITIES:

1. Plans, implements and administers all library resources and services for students, faculty and staff on all campus (MLK & Metro) and for distributive learning.
2. Implements a clear and concise strategic plan for the library that promotes the mission of the university and library and enhances continuous improvement.
3. Regularly evaluates and assesses the effectiveness and efficiency of library services. Informs administration of the library's strengths and weaknesses in meeting University needs and accreditation standards.
4. Develop strong partnerships within the College. Advocate for the library. Collaborate with faculty to assess, provide and improve the library collection and services to meet student and faculty needs.
5. Provides relevant collections and technologies for accessing and distributing library services.
6. Evaluates and reports on programs, collections and services effectiveness. Prepare proposed annual budget. Supervise and implement purchasing of library resources, services and supplies.
7. Work with library staff to set high level procedural guidelines for Circulation policies, technical services and reference department.
8. Serve on University committees and maintain professional development through membership in professional organizations.
9. Work flexible schedule including some evenings and occasional Saturdays.
10. Perform other duties as assigned

REQUIRED EDUCATION AND EXPERIENCE:

1. Must have a Master's degree in Library Science or Information Science from an American Library Association (ALA) accredited institution.
2. Three years of continuous professional and management experience in a college or university library setting.

PREFERRED QUALIFICATIONS:

1. Five years management experience in a community college library.

UNIVERSAL PERFORMANCE STANDARDS:

1. **Completes** all assigned duties by established deadlines and in accordance with established or defined protocols, policies, and procedures.
2. **Apprises** supervisor of issues that might impede timely completion of assigned duties and/or departmental projects.
3. **Exercises** sound judgment and discretion at all times and maintains cooperative working relationships with both internal and external constituencies and co-workers.
4. **Exhibits** a willingness to perform other duties as requested or required efficiently and timely.
- s. **Complies** with all policies and procedures as stipulated in the Employee Handbook.

03/2017

Note : This job description is not an employment contract and may be modified at any time at the discretion of the department or university.

Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employee assigned to this job.

Employee Signature: [Handwritten Signature] Date: 1-18-10

Approved by: [Handwritten Signature] Date: 1-18-10

Reviewed by: [Handwritten Signature] Date: _____

Equal Opportunity Employer

Jane Redden O'Riley

janeredoriley57@gmail.com

(318) 572-0949

Education

1985 M.L.S. Master of Library Science

- Atlanta University – (Clark Atlanta University), Atlanta Georgia

1979 B.S. Elementary Education

- Wiley College, Marshall Texas

Professional Experience

Southern University at Shreveport, Shreveport, LA

University Library Director, 2012- Present

- Administers all aspects of library services and resources in support of student learning, academic programs and faculty teaching and research. Also, plan, direct, manage, implement and oversee the activities and operations of the Library. Administers payroll (six library staff members), library services, public relations, and facilities maintenance. Coordinate activities with library departments. Also, implements a clear and concise strategic plan for the library that promotes the mission of the university and library to enhances continuous improvements. Responsible for collection development, interlibrary loan, bibliographic instruction and participate on University committees.

Interim Head Librarian & Acquisition Librarian, 2005-2012

- Oversees the daily operation of the Library by performed duties for Library Director and Acquisition Librarian

Acquisition Librarian, 2001-2005

- Negotiates with publishers, submits orders and maintains current inventory of materials. Develop a collection of all types of materials such as print, media and electronic resources that support the curriculum and weed the collection. Provide library instruction and reference service to all patrons. And participate on university committees.

Caddo Parish School System, Shreveport, LA

Librarian, 2000-2001

- Performed a variety of duties including ordering books, media and other library materials, cataloging all library materials and teaching Library Skills.

Cobb County Public Library, Marietta, GA

Librarian II, 1999-2000

- Worked at the reference desk, answered questions from the public both in person and over the telephone. Assisted children and adults with their library research, instructing them in the use of Cobbcats online system.

University of Texas at Arlington, Arlington TX

Development & Outreach Librarian, 1994-1996

- Managed the day to day activities of the University Libraries related to fund raising and development. Coordinated system-wide outreach efforts to the campus community. Served jointly as a member of the Libraries Outreach and Development Committees. Participated in providing reference services to the students, faculty and the community. Worked with many electronic resources, and the online Library Catalog. Editor, UTA Library Notes, a semiannual newsletter directed at the user community and other constituents. Responsibilities included gathering information on relevant items of interest to faculty, off-campus users and potential donors. Negotiated for articles, coordinated illustrations, photographs and production.

Dallas Public Library, Dallas, TX

Branch Librarian, 1993-1994

- Developed and managed the adult materials collection in the branch library through selection, weeding, binding, gift, and replacement decisions. Provided reader's advisory and reference assistance for adults and children. Planned and implemented programs for the adults, including preparation of publicity. Developed indices to materials as needed to serve the adult community. Supervised the preparation or scheduling of exhibits, displays, and bulletin boards.

Mansfield ISD, Mansfield, TX

School Librarian, 1991-1992

- Performed a variety of duties including ordering books, media and other library materials, cataloging all library materials and teaching library skills.

Bossier Parish Community College, Bossier City, LA.

Academic Librarian, 1986-1991

- Supervised the ordering of periodicals, microforms, pamphlets, vertical file materials, audiovisual materials, and equipment. This included preparation of orders and requisitions, processing and cataloging materials and maintenance of necessary records. Worked closely with faculty members in controlling and maintaining an orderly Reserve Book Collection. Participated in providing reference services to the students, faculty and the community, and Bibliographic Instruction. Assisted in the preparation of the annual library budget.

Desoto Parish School System, Mansfield, La.

Special Education Teacher, 1984-1986

- Developed lesson plans based upon curriculum guidance which meets the needs of children in Special Education programs, materials which enhanced lesson plans and created a well-rounded program which included motor development. Planned, designed, and implemented individual educational programs for each student. Conducted parent teacher conferences which assisted parents in continuing school programs at home.

Library of Congress, Washington, D.C.

Issue Brief Clerk, 1983-1984

- Responsible for checking nightly requests to see that all new computer-generated documents have been received. Fulfilled personal and telephone requests for issue materials, in addition to requests picked up periodically from Inquiry Unit.

Library Clerk, 1982-1983

- Received unbound current newspapers for languages in both Cyrillic and Western alphabets, sorted them by geographic area. Processed call slips and telephone requests for current unbound issues, bound volumes, and microfilm reels returned by users.

Professional Membership

- American Library Association
- Black Caucus of American Library Association
- Louisiana Library Association
- Association of College and Research Libraries
- National Association of University Women

Awards, Certification

- Texas State Teaching Certificate
- National Institute for Staff and Organizational Development Excellence Award 2008

Community Service

- American Red Cross, Volunteer – Hurricane Katrina
- National Association of University Women, Youth Volunteer, 2004 & 2005
- Hancock & Filosa Convalescent Homes, Volunteer, Danbury, Ct. 1997-1998

Publications

- O'Riley, Jane Redden, "Muriel Belton Boyd: A Legend in Librarianship among Black Librarians in Louisiana," Louisiana Libraries, Winter 2005 pp.3-6



Suite 1036 T. H. Harris Hall
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Baton Rouge, LA 70813-5995

(225) 771-2330 Voice
(225) 771-4071 FAX
www.subr.edu

January 22, 2021

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

Dear Dr. Belton:

Please find the attached request for salary adjustments for several individuals associated with Title III program activities and administration for your consideration and approval. The documents were originally transmitted in October of 2020 but tabled pending the outcome of the campus-wide salary increase.

Each adjustment requested is associated with increased responsibility and/or effort and is included in the existing federally funded Title III budget. Please note that this request does not utilize any of the nonrecurring Higher Education Emergency Relief Fund (HEERF) CARES Act. An itemized list of the proposed adjustments is attached.

Thank you for your consideration of this request. Please feel free to contact me if I can provide additional support to this request.

Sincerely,

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

Huey Kenneth Lawson
Director

MEMORANDUM

TO: Dr. Ray L. Belton, President-Chancellor
FROM: Huey Kenneth Lawson, Director
SUBJECT: FY 20-21 Title III Board Documents and Program Summary
DATE: October 7, 2020

Please find the attached summary of Personnel Changes to FY 2020-2021 Title III program activities. The attached Executive Summary table succinctly notes each proposed personnel change with changes requiring Board action noted in the final column.

In summary, the 2020-21 changes are highlighted by

- Organizational Changes and Increased Duties
 - Reorganization of Enrollment Management and Student Success
 - Establishment of University College
 - Expansion of the Sponsored Programs Activity to include Office of Governmental Contracts
 - Expansion of University Counseling Center to include full-time psychologist and full-time disability services coordinator
 - Division of Information Technology position Title changes and competitive salary adjustments
 - Program Administration salary changes for increased duties
- Major Infrastructure Projects
 - Parking/roadway ADA resurfacing improvements at Nursing/Honors College/Pinchback
 - Stewart Hall interior and exterior renovation completion
 - Music Recording Studio Completion
 - Learning Resource Center (Higgins Hall – Large Lecture renovation)
 - Additional roadway ADA resurfacing for academic zones as budget permits
 - T.H. Harris Hall student study area enclosure planning

Attached are Position Vacancy Authorization requests, letters of justification, resumes', Personnel Action Forms and other documents required in support of the changes noted. Also attached is a DRAFT letter from you to Chairman Rutledge on my behalf in support a 7.3% salary adjustment and my transition into the Title III director's role at 100% effort.

Please contact me if there are any questions about the enclosed documents.

October 1, 2020

Dr. Ray L. Belton
President-Chancellor
Southern University and A&M College System
Baton Rouge, Louisiana 70813

Dear Dr. Belton

This letter comes to request approval for 8% salary increases for the Title III Program Administration staff shown in the table below. The total level of funding managed by the office has increased by 29% since their most recent salary adjustment. The total level of funding for Title III activities has grown from \$6,866,131 in FY-2016-17 to \$8,848,849 in FY-2020-21.

This increase is requested for three reasons.

- 1) To accommodate the expanded workload associated with increased Title III transactions and remain competitive to retain these highly qualified individuals.
- 2) Expanded University-wide tracking of inventoried equipment purchased with Title III funding as required on all federal grants
- 3) Expanded contribution to the administrative process redesign to expand unit level budget management with appropriate controls and compliance monitoring

The source funds include the Title III Part-B and Title III Part-F federal grants. None of the proposed changes are funded using the temporary Higher Education Emergency Relief Fund (HEERF) CARES Act grants to the University.

Name		Proposed	Current	Difference
Bethley, Carmela	Associate Director and Budget Manager	\$ 70,200	\$ 65,000	\$ 5,200
Pitcher, Kresten	Project and Resource Manager	\$ 62,640	\$ 58,000	\$ 4,640
Jacobs, Consuella	Budget Analyst	\$ 50,544	\$ 46,800	\$ 3,744

As shown on each resume' the experience base of these individuals is well suited for the proposed expanded roles involving administrative process redesign, program management and inventory control. Because of these highly competent staff, project activities are managed in a well-organized and efficient manner.

Thank you for your consideration of this request. Please contact me if there are any questions or if I can provide additional support to this request.

Sincerely,



Huey Kenneth Lawson
Director

Approved: 
Dr. Ray L. Belton, Chancellor-President

BP/H

FY 2020-2021
 Title III - HBCU/FUTURES Executive Summary
 Activity and Personnel Changes

Activity #	Activity Name	Activity Director	FY-21 Funding	FY-20 Funding	Funding Change	% Change	Activity/Personnel Changes	Justification
H1-EPESS	Experiential Faculty (Sponsored Programs)	Dr. Norma Frank	\$ 598,158	\$ 333,158	\$ 265,000	80%		
		Frank, N	\$ 82,000	\$ 70,720	\$ 11,280		Director to Executive Director	Additional Responsibility Gov't Contracting
		Bessix, T	\$ 52,840	\$ 47,840	\$ 5,000		Assistant Director to Assistant Director/Contract Specialist	
		Washington, S	\$ 88,000		\$ 88,000		Office of Government Contracting Services - New Position	
		Cloko, A	\$ 62,000		\$ 62,000		Office of Government Contracting Services - New Position	
H2-EIE	Enhancing Institutional Effectiveness	Dr. Toni Manogin	\$ 433,615	\$ 433,615	\$ -		No Personnel Changes	
H3-SAI	Strengthening the Academic Infrastructure	Dr. Bijay Sahoo/Dr. Melanie Johnson	\$ 856,176	\$ 784,668	\$ 71,508	9%		
		TBD-Scheduler/Degree Auditor		\$ 50,000	\$ (50,000)		Scheduling Coordinator (and Degree Works) - Registrar's Office	Position to Support Banner Degree Works
H4-EM	Enrollment Management	Dr. Jaqueline Preastley/TBD	\$ 274,378	\$ 297,600	\$ (23,222)	-8%		
		Cyriaque, V	\$ 60,000	\$ 52,000	\$ 8,000		Title change from Student Advocate/Ombuds to Director- Student Advocacy (Position moved from Student Success)	Additional remote responsibility and supervision of GA
		TBD-Associate VC	\$ 45,000	\$ 34,000	\$ 11,000		Title change from Assistant to the Associate VC to Executive Administrative Assistant	Additional Duties Competitive Adjustment

XX-CSS Center for Student Success

FY 2020-2021
 Title III - HBCU/FUTURES Executive Summary
 Activity and Personnel Changes

Activity #	Activity Name	Activity Director	FY-21 Funding	FY-20 Funding	Funding Change	% Change	Activity/Personnel Changes	Justification
H5-UC	University College (formerly FYE/SYE)	Dr. Zackeus Johnson	\$ 1,388,651	\$ 470,000	\$ 918,651	195%		
		Johnson, Z	\$ 85,000	\$ 75,000	\$ 10,000		Title Change from Exec. Director to Dean	Newly Reorganized Activity and Unit Changes Commensurate with new positions and responsibilities
		Collins, L	\$ 75,000	\$ 75,000	\$ -		No Change	
		Thomas, J	\$ 60,000	\$ 46,000	\$ 14,000			
		Butler, L	\$ 55,000	\$ 55,000	\$ -		Title Change from Asst Dir CSS to Associate Director-Student Success	
		Chaney, A	\$ 58,200	\$ 50,000	\$ 8,000		Title Change from Assoc. Director of Emerging Jags and Transition Program to Director- Emerging Jags/First Year Programming	
		Richardson, V	\$ 57,000	\$ 52,000	\$ 5,000		Title Change from Assoc Dir of CSS to Associate Director- Academic Advising	
		Richard, J	\$ 40,000	\$ 40,000	\$ -		Title Change from Academic Specialist to Testing Manager	
		Hughes, M-Advisor II	\$ 47,000	\$ 41,600	\$ 5,400		Title Change from Academic Coach to Advisor II	
		Williams, R-Advisor I	\$ 47,000	\$ 41,600	\$ 5,400		Title Change from Academic Coach to Advisor II	
		Thomas, W-Advisor II	\$ 47,000	\$ 41,600	\$ 5,400		Title Change from Academic Coach to Advisor I	
		Pendergrass, G-Advisor I (BS)	\$ 45,000	\$ 41,600	\$ 3,400		Title Change from Academic Coach to Advisor I	
		Goree, M-Advisor I (BS)	\$ 45,000	\$ 41,600	\$ 3,400		Title Change from Academic Coach to Advisor I	

H6-SMART	Student Mental Awareness Resources & Tools	Dr. ValaRay Irwin	\$ 516,617	\$ 334,877	\$ 181,740	54%		
		Irwin, V	\$ 95,960	\$ 88,600	\$ 7,360		Title Change from Director to Director and Senior Psychologist	Additional responsibility w/Title Change
		Netters, J	\$ 50,000		\$ 50,000		Effort Changed from 10% to 100% for Coordinator of Disabled Student Services	Position changed to full-time
		TBD-Psychologist	\$ 73,000		\$ 73,000		New Position-Asst. Director/Clinical Coordinator	Added based on demand for services

H7-DoIT	Division of Information Technology	Dr. Gabriel Fagbeyiro/Ms. Alice Dou	\$ 1,439,650	\$ 1,302,224	\$ 137,426	11%		
		TBD	65,000	\$ -	\$ 65,000		Information Technology Liaison	Title changes to reflect current IT Job Descriptions, Additional Responsibility and response to Market Competition
		Dozier, A	73,000	\$ 65,520	\$ 7,480		IT Project Manager	
		Thompson, V	83,200	\$ 83,200	\$ -		ERP Coordinator	
		Johnson, B	66,000	\$ 58,926	\$ 7,074		Network-Video Services Administrator	
		Brown, C	62,200	\$ 57,200	\$ 5,000		Coordinator of LMS/Web Services	
		Carniere, R	73,640	\$ 68,640	\$ 5,000		Director of Web Application Services	
		Chang, J	63,000	\$ 57,200	\$ 5,800		Coordinator of Academic Support Services	
		Jrc Baptiste, E	67,400	\$ 62,400	\$ 5,000		ERP Solutions Specialist	
		Tillotson, K	65,000	\$ 56,160	\$ 8,840		ERP Programmer Analyst	
		Ordogha, J	75,000	\$ 75,000	\$ -		Sr. Banner Systems Analyst	
		TBD	70,000	\$ 61,880	\$ 8,120		Network-Telecommunications Engineer	
		Giles, G	35,000	\$ 35,000	\$ -		Junior Systems Administrator	

FY 2020-2021
 Title III - HBCU/FUTURES Executive Summary
 Activity and Personnel Changes

Activity #	Activity Name	Activity Director	FY-21 Funding	FY-20 Funding	Funding Change	% Change	Activity/Personnel Changes	Justification
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H8-AF	Academic Facilities	Mr. Kestee Weir/Mr. Archie Tiner		\$ 1,003,673	\$ (1,003,673)	-100%	No Personnel Changes	
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H9-PA	Program Administration	Mr. Huey Lawson	\$ 484,687	\$ 513,686	\$ (28,999)	-6%		
		Lawson, H	\$ 103,500	\$ 94,400	\$ 8,500			Expansion of duties and effort to full-time Title III
		Bethley, C	\$ 70,200	\$ 65,000	\$ 5,200			Additional duties
		Pitcher, K	\$ 52,640	\$ 58,000	\$ 4,540			Additional duties

F4-PA	Program Administration	Mr. Huey Lawson	\$ 151,000	\$ 150,759	\$ 241	0%		
		**Lawson, H	\$ 20,600	\$ 20,800	\$ (200)			Includes \$15,600 from Civil Engineering + 14% of 3 summer months
		*Jacobs, C	\$ 50,544	\$ 46,800	\$ 3,744			Additional duties
		Johnson, C	40800	40000	\$ 800			Additional duties

Approved: _____
 Huey Kenneth Lawson, Director

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

JOB CLASS

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION

CAMPUS: SUS SUBR X SULAC SUAREC SUNO SUSLA

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

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

Previous Employee Reason Left
Date Left Salary Paid

Profile of Person Recommended

Length of Employment October 1, 2020 To September 30, 2021
Effective Date October 1, 2020

Name Carmela L. Bethley SS# 7171 Sex Female Race* Black
(Last 4 digits only)

Position Title: Associate Director and Budget Manager Department: Title III Program Administration

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

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

Years Experience 30 Years Southern University Experience 24 Years

Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
B.S Accounting Southern University and A & M College-Baton Rouge 1990
MBA Colorado Technical University 2015

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

Personnel Action

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

Recommended Salary \$ 70,200 Salary Budgeted \$70,200

Source of Funds Title III

Identify Budget: Title III Location
Form Code: Page Item #

Change of: From To
Position Associate Director and Budget Manager Associate Director and Budget Manager
Status
Salary Adjustment \$65,000 \$70,200

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Table with 2 columns: Source of Funds, Amount. Row 1: Title III, \$70,200

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor: Benjamin W. Pugh 10/07/2020 Date
Dean/Unit Head 10/07/2020 Date
Vice Chancellor Date
Director/Personnel Date
President Date
Chancellor Date
Vice President/Finance Business Affairs/Comptroller Date
Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

_____ Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, 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: 8:00am-5:00pm Monday- Friday

EMPLOYEE DIRECT SUPERVISOR: Mr. Huey K. Lawson

SUPERVISOR/DEPARTMENT CONTACT NUMBER: (225) 771-4381

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)	HI	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. F1 Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-“Practical Work Experience”)	F0	

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

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

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Associate Director and Budget Manager AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR (Salary Adjustment Only)

(Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

(See Attached Description)

Salary/Range: \$70,000- \$75,000 Previous Incumbent (if replacement): Carmela Bethley

 Approved Disapproved  10/07/20
Department Head **Date**

 Approved Disapproved  10/07/20
Dean/Director/Supervisor of Budget Unit **Date**

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<u> </u> Yes	<u> </u> No
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<u> </u> Yes	<u> </u> No
Employee Class:	Job Class:
Verified By:	Date:

 Approved Disapproved  10/7/20
Vice Chancellor **Date**

 Approved Disapproved 
Chancellor/Vice President **Date**

 Approved Disapproved 
President **Date**

An Equal Opportunity Employer

Job Description: Associate Director and Budget Manager

The Associate Program Director administers the fiscal function of the Title III grant. Duties and responsibilities are:

- Take charge of budgets and day-to-day fiscal monitoring;
- work with the university fiscal officer on reconciliations;
- coordinate fiscal aspects of the program with the campus office of Business and Finance; provide input when needed to assess the utilization of Title III financial resources to ensure fiscal accountability;
- maintain compliance with DoE grant and fiscal regulations; review all documents for accuracy in budgeting and expenditures; ensure fiscal control of all activity expenditures;
- keep the Program Director informed of all budgetary concerns, i.e. unspent funds, budget inactivity, overages, etc.; assist activity directors with any fiscal challenges they encounter; assist the Program Director in maximizing program effectiveness and provide fiscal data for the completion of the Annual Performance Report at the end of each fiscal year.
- Verifies screening for project transaction request as compliant with LAAs
- Assist with the identification, documentation and tracking inventoried assets purchased with Title III funds
- Assist with the identification and establishment of appropriate controls associated with the administrative redesign of processes impacting Title III transactions

CARMELA L. BETHLEY

Email: Carmela.Lane@yahoo.com

GRANTS ADMINISTRATION / MANAGEMENT

Extensive experience and knowledge of principles, methods and practices in accounting, grants management, budget preparation, university policies, and federal and state regulatory compliances. Skilled in problem solving, Banner financial Modules and MS Office Suite. Proven ability in analyzing numerical data, communicating effectively with peers, other employees, university officials, federal agencies, legislative auditors and the public. Works great independently and as a team member and is self motivated.

PROFESSIONAL EXPERIENCE

SOUTHERN UNIVERSITY AND A&M COLLEGE, BATON ROUGE, LA

TITLE III PROGRAM ADMINISTRATION

(2015 -Present)

Associate Director / Budget Manager

- Assist the Director in supervising Title III staff;
- Assist the Director in developing and managing the program budget in accordance with the grant, federal, state and university regulations;
- Maintain compliance with federal regulations, policies and procedures governing the administration of the program;
- Ensure that program data and records are maintained securely;
- Supervise the maintenance of an inventory and maintenance log of peripheral equipment purchased with Title III funds;
- Demonstrate organizational skills and the ability to meet deadlines under pressure;
- Observe financial trends within activity budgets to control spending and adjust budgets as needed;
- Spot discrepancies in information provided through Banner system that causes cash flow problems;
- Use computer programs to create reports and spreadsheets;
- Provide expenditure reports to the Director, Activity Directors, Sponsored Programs Accounting, Legislative Auditors and External Evaluators;
- Research and analyze accounting data to prepare financial reports to upper management;
- Document financial transactions in internal database;
- Substantiate financial transactions by auditing documents for compliance;
- Maintain accounting controls by preparing and recommending policies and procedures;
- Reconciles financial discrepancies by collecting and analyzing account information;
- Maintain financial security by following internal controls and protect operations by keeping financial information confidential;
- Answer accounting procedure questions by researching and interpreting accounting policy and regulations;
- Comply with federal, state and university financial legal requirements by studying existing and new regulations, enforcing adherence to requirements and advising the Director on recommended/needed actions.

SOUTHERN UNIVERSITY AND A&M COLLEGE, BATON ROUGE, LA**OFFICE OF SPONSORED PROGRAMS (OSP)**

(2001 -2015)

Grants Administrator / Post Award Specialist

- Assist PIs with processing and monitoring project expenditures by obtaining necessary financial reports, preparing and submitting programmatic reports; and assisting with budgetary forecasting; assist with reporting time and effort commitments;
- Serve as the primary liaison between PIs and OSP and other University departments involved with grants administration, such as Procurement, Human Resources and Budget Office to process financial information;
- Assist PIs to assure compliance with University policies and procedures, sponsor requirements and the relevant laws and regulations in research with human subjects and the care and protection of animals; assist PIs with the timely completion and processing of appropriate forms for the review of research protocols, as well as compliance progress and final reports;
- Participate in specialized training activities related to sponsored programs and partake in initiatives to improve University business processes related to the conduct of sponsored programs;
- Provide guidance and assistance to other Grant and Contract Administrators and Departmental Research Administrators, as required or requested;
- Work seamlessly with team member(s) in the Comptroller's offices to provide excellent service to PIs and Department customers; lead training sessions with departmental based grant managers in OSP training sessions and participate in OSP improvement projects;
- Attend professional organization meetings, such as SRA and/or NCURA;
- Independence on all daily activities, ability to understand more complicated areas of research administration and assist in the training and orientation of new Grant Administrators.
- Serve as back-up when Director is not available, represent the Director and OSP and serve as a key member of the office leadership team and attend senior level meetings for OSP and/or on behalf of the Director;
- Participate in strategic planning of all OSP initiatives (pre, post and compliance);
- Perform other duties as assigned.

OFFICE OF RESEARCH AND STRATEGIC INITIATIVES (ORSI)

(1999 - 2008)

Budget Analyst (SMART) Grant

- Developed and maintained internal budget monitoring systems;
- Assisted in the development of business proposals and grant applications;
- Ensured compliance with all relevant university and agency regulations and restrictions;
- Administered the expenditure of funds, ensuring that funds were expended according to sponsoring organization's stipulations and appropriate university guidelines;
- Conferred with appropriate internal and external administrative offices to ensure that required procedures are followed;
- Provided instruction and answered questions relating to budget procedures and served as liaison between ORSI and the Comptroller's office;
- Identified budget issues, provided alternative solutions, and resolved problems;
- Monitored and approved expenditures throughout the budgetary period.

OFFICE OF THE COMPTROLLER

(1996 – 1999)

Accounts Payable Specialist

- Reconciled processed work by verifying entries and comparing system reports to balances;
- Charged expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries;
- Maintained accounting ledgers by verifying and posting account transactions;
- Protected organization's value by keeping information confidential;
- Updated job knowledge by participating in educational opportunities;
- Accomplished accounting and organization mission by completing related results as needed.

Travel Specialist

- Audited travel documents in accordance with state regulations;
- Requested payments, processed travel advances, encumbered funds;
- Ensured fund availability, recorded journal entries and operated various office equipment in the performance of assigned duties.

EDUCATION

MBA, Colorado Technical University – Online, Colorado Springs, CO,

B.S., Accounting, Southern University A&M College, Baton Rouge, LA

JOB RELATED TRAINING / CERTIFICATION

Managing Federal Grants and Cooperative Agreements for Recipients Certificate, Management Concepts, 2005

Accountability for Federal Grants Certificate, Management Concepts, 2006

Monitoring Federal Grants to Pass-Through Entities Certificate, Management Concepts, 2006

Grant Writing Workshops, Minor & Associates, 2001, 2003, 2005, 2007, 2009, 2013, 2015

Banner System Financial Training, Southern University and A&M College, 2013

Financial Records System (FRS), Southern University and A&M College, 1999, 2001

Uniform Administrative Requirements for Federal Grants 2 CFR 200 (Subparts A-D) Certification, Management Concepts, 2015

Title III Administration Regional Workshops, 2016, 2017, 2018

Title III Program Administration National Conference, 2016, 2017, 2018, 2019

MEMORANDUM

TO: Dr. Ray Belton
President

FROM: Dr. Michael A. Stubblefield *MAS*
Vice Chancellor for Research

DATE: October 7, 2020

RE: *Justification for Position and Salary Change for Dr. Norma J. Frank*

Please accept this justification as a request, for the above mentioned employee. Dr. Frank has demonstrated exceptional leadership in the Office of Sponsored Programs, for over twenty (20) years. She has been assigned additional supervisory duties, objectives and staff, to fulfill the goals and mission, within the Office of Sponsored Programs. This includes the further development of the Intellectual Property/Tech Transfer initiatives at the University. She will have more responsibilities, to ensure that policies and procedures are in place, for the marketing, licensing and commercialization of successful patents. Additionally, Dr. Frank will provide advisory support to the Office of Governmental Contracting Services.

If there are any questions, please inform.

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

Profile of Person Recommended

Length of Employment October 1, 2020 To September 30, 2021
 Effective Date October 1, 2020

Name Norma Jean Frank SS# xxx-xx-4463 Sex Female Race* B
 (Last 4 digits only)

Position Title: Executive Director Department: Office of Sponsored Programs

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

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

Years Experience 41 years Southern University Experience 21 years
 Degree(s): Type/Discipline (BA-Education): Bachelor of Science/Accounting Institution/Location (SU-Baton Rouge): Grambling State University Year: 1979
Master of Professional Accountancy Southern University and A& M College 1989
Doctor of Philosophy Duplichain University 2013

Current Employer Southern University and A&M College

Personnel Action

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

Recommended Salary \$82,000 Salary Budgeted \$82,000

Source of Funds Title III - HBCU

Identify Budget: Title III - HBCU Location _____
 Form Code: _____ Page _____ Item # _____

Change of:
 Position Director From Senior Director To
 Status _____
 Salary Adjustment \$70,720 \$82,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
Title III - HBCU	\$82,000

*See Reverse Side

Graduate School signature (if, applicable):

Michael A Stubblefield 10.07.2020
 Supervisor Date
Michael A Stubblefield 10.07.2020
 Vice Chancellor Date
 _____ Date
 Director/Personnel Date
 _____ Date
 President BP/TH Date

Michael A Stubblefield 10.07.2020
 Dean/Unit Head Date
 _____ Date
 Chancellor Date
 _____ Date
 Vice President/Finance Date
 Business Affairs/Comptroller Date
 _____ Date
 Chairman/S.U. Board Date
 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 to 5:00 pm

EMPLOYEE DIRECT SUPERVISOR: Michael A. Stubblefield

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-3890

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. F1 Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

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

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

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Executive Director AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Office of Sponsored Programs

(Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

A restructure of the Title III Program for the Office of Sponsored Programs. Additional staff, objectives and supervisory responsibilities to oversee. Also, additional Title III reporting.

Salary/Range: \$82,000 Previous Incumbent (if replacement): N/A

Approved Disapproved *[Signature]* 10.06.2020
 Department Head Date

Approved Disapproved *[Signature]* 10/07/20
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class:	Job Class:
Verified By:	Date:

Approved Disapproved *Benjamin W. Pugh* 10/7/20
 Vice Chancellor Date

Approved Disapproved *[Signature]*
 Chancellor/Vice President Date

Approved Disapproved *[Signature]*
 President Date

An Equal Opportunity Employer

Norma Jean Frank

Norma_Frank@subr.edu

Professional Profile

Summary of Qualification

Over forty (40) years of Accounting Experience, Practical Skills in Administrative Management and Supervision, Database Management, and Software Programs.

Over twenty (20) years Grants Management with Sponsored Programs

EDUCATION

<i>JUNE, 2013</i>	Ph.D. Duplichain University Lake Charles, Louisiana
<i>APRIL, 1989 -</i>	MPA, Master of Professional Accountancy Southern University and A&M College Baton Rouge, Louisiana
<i>MAY, 1979 -</i>	B.S., Bachelor of Science in Accounting Grambling State University Grambling, Louisiana
<i>SEPTEMBER, 1996 -</i>	Developmental Training Institute Developer Baltimore, Maryland
<i>JANUARY, 1997 -</i>	National Association of Housing Counselors Certified Housing Counselor Atlanta, Georgia

PROFESSIONAL EXPERIENCE

**Southern University and A&M College
Office of Sponsored Programs
Baton Rouge, Louisiana**

10/09 to Present

Director

03/09 to 09/09

Interim Director

- Reports to the Vice Chancellor for Research.
- Supervises all activities of the Office of Sponsored Programs relative to pre-award and non-financial post-award activities for grants, contracts, subcontracts, and confidentiality/non-disclosure and intellectual property/technology transfer agreements from external sponsors.
- Craft, review and negotiate agreements, including subcontracts, teaming agreements and memoranda of understanding, on behalf of the University.

- Responsible for compliance with all university policies, governmental legal and contractual requirements.
- Serves as a liaison between the University and federal, state and private funding agencies.

05/99 to 03/09

Pre/Post Award Specialist

- Oversight of pre and post award proposal processing for compliance with the University and funding agency regulations and requirements.
- Provide technical assistance and advice on organizing letters of intent, as well as preliminary, full proposals and budgets.
- Serve as liaison with faculty, staff, administrators, sponsors and funding agency;
- Manage a database to keep track of proposals awarded.
- Assist in special projects as requested and facilitate grants writing workshops.
- Represent the University, when needed on Sponsored Program matters.

01/94 to 05/99

Metro City Redevelopment Coalition, Inc.

860 North Street

Baton Rouge, Louisiana

Program Administrator

- Prepared monthly, quarterly and annual financial and other administrative reports as required.
- Administered and monitored government contracts and project developments.
- Provided counseling to clients with housing needs/goals and objectives.
- Organized and assisted in conducting housing seminars and workshops.
- Prepared grant proposals and project development packages to funding agencies.

07/87 to 09/93

Mack B. Johnson Management Company

1607 Main Street

Baton Rouge, Louisiana

Accountant and Personnel Supervisor

- Prepared monthly, quarterly and annual financial and payroll reports in accordance with Federal, State and Generally Accepted Accounting Principles.
- Administered all phases of the accounting process and internal auditing control as required by HUD and FIIA.
- Administered all phases of the accounting process for several community homes, supervised apartments and businesses.
- Supervised employees.

07/79 to 10/85

Williams-Progressive Life & Accident Insurance Co.

363 South Academy

Opelousas, Louisiana

Accountant

- Responsible for the accounting phase of the insurance business.
- Managed the accounting records for several business clients which included the preparation of monthly, quarterly and annual financial, payroll and sales tax reports.



University Counseling Center

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

TO: Mr. Huey Lawson
Director of Title III Programs

Dr. F Carl Walton
VC for Student Affairs

Dr. Ray L Belton
President-Chancellor-SUBR

FROM: Dr. ValaRay J Irvin
Director of UCC

DATE: October 1, 2020

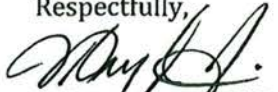
RE: Justification for Salary Adjustment

Dear Sirs: The University Counseling Center (UCC) was re-developed in 1998 under the leadership of Dr. ValaRay J Irvin. It has been the longest standing Center in the university's history, and under my leadership, the Center became accredited in 2001 by the International Accreditation of Counseling Services, Inc. (IACS). The Center has maintained its accreditation since, and during its May 20-21, 2015 re-accreditation Site Visit it was re-affirmed through 2022. Although the duties as well as salary have never been comparable to similar type institutions, the staff, under my leadership has always committed itself to responding to the increasing needs of our student population. As the only licensed psychologist in the Center, and thus, the person to deal with more severe mental and behavioral health concerns, I frequently maintain a full administrative, as well as clinical case-load. In recent years I have been responsible for hospitalizing an increasing number of students dealing with severe psychological concerns and assisted in their re-entry to campus and continued follow-up services from the UCC. Additionally, I am frequently called upon to respond to faculty needs, as well as participate in various university committees. Historical data reveal that December graduates usually make up 5% of UCC student-clients.

Corresponding with my administrative duties, I have been responsible for supervising unlicensed counselors in the Center, and was instrumental in developing a training relationship with the Chicago School of Professional Psychology at Xavier of Louisiana (TCSPP) where we benefit from both working with young counselor/psychologists in-training as well as participate in professional development opportunities for free that are sponsored by TCSPP.


Comparative salary (CS) data from the 2018-2019 Association for University and College Counseling Center Directors (AUCCCD) Annual Survey reveal disparities among UCC salaries and those of comparable universities based on school status, e.g., public/private, size, 7501-10,00, and years of experience (see attachment). It is my hope that my commitment to my alma mater as well as the work the UCC has contributed to student retention and success will help guide your decision.

Respectfully,


ValaRay J Irvin, PhD
Director, UCC


Mr. Huey Lawson
Title III

 10-6-20
Dr. F Carl Walton
VC for Student Affairs

 BP/11
Dr. Ray L. Belton
President-Chancellor

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

_____ Academic _____ Non-Academic _____ Civil Service
_____ Temporary _____ Part-time (_____ % of Full Time) _____ Restricted
(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
x _____ Title III _____

Previous Employee ValaRay J. Irvin Reason Left Continuation
Date Left _____ Salary Paid \$88,600

Profile of Person Recommended

Length of Employment October 1, 2020 To September 30, 2021
Effective Date of Employment October 1, 2020

Name ValaRay J. Irvin SS# xxx-xx-0876 Sex F Race* B
(Last 4 digits only)

Position Title: Director of UCC Department: University Counseling Center/Title III

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

--	--	--

_____ New Position Visa Expiration Date: _____

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

Years Experience 31.5 Southern University Experience 22
Degree(s): _____ Institution/Location (): _____ Year: _____

PhD- Counseling Psychology University of NC at Chapel Hill 08/1989
M.Ed Southern University-Baton Rouge 05/1981
BS- Secondary Education Southern University--Baton Rouge 12/1977

Current Employer Southern University-Baton Rouge/University Counseling Center

Personnel Action

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

Annual Salary \$88,600.00 Salary Budgeted \$88,600.00 Hourly Rate, if applicable: _____

Pay Cycle: _____ Biweekly x Monthly _____ Faculty

Source of Funds: Title III Identify Budget: _____ Location: Title III/UCC

Change of:

From To
Position: Director Executive Director and Senior Psychologist
Status: Full-time Full-time
Salary Adjustment: \$88,600 \$95,960

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
	\$95,960.00

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

<i>J. Carl Walton</i>	<i>10-6-20</i>	<i>[Signature]</i>	<i>10/6/20</i>
Supervisor	Date	Dean/Unit Head	Date
<i>J. Carl Walton</i>	<i>10-6-20</i>	<i>[Signature]</i>	
Vice Chancellor	Date	Chancellor	Date
<i>[Signature]</i>		<i>[Signature]</i>	
Director/Personnel	Date	Vice President/Finance	Date
<i>[Signature]</i>		Business Affairs/Comptroller	
<i>[Signature]</i>			
President	Date	Chairman/S.U. Board of Supervisors	Date

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Executive Director and Senior Psychologist AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR _____

(Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

\$95,960



This is a 40hrs. full-time position within the UCC which is a Title III sponsored program under the administrative leadership of the Division of Student Affairs. The Director is responsible for the daily operations of the Center as well as monitoring the Center's adherence to the standards of the International Accreditation of Counseling Services, (IACS). IACS' recommended counselor to student ratio is 1:1500 compared to the Center's ratio of 1:2836. This lack of adequate staffing impacts both clinical and administrative duties of the Director who is forced to carry a full clinical case-load in order to assist with reducing the wait time for students from Initial Intake to appointment. By state law the Director is the only person able to hospitalize students, when necessary. The Director is also responsible for supervising both unlicensed counselors, as well as pre-doctoral Interns from The Chicago School of Professional Psychology at Xavier University (TCSP) Interns are required to be supervised by a licensed psychologist per their academic program as well as by the standards of the American Psychological Association (APA).

The Director is the only licensed psychologist in the Center and data from past years have shown an increase in more severe mental and behavioral health concerns. The title change parallels better with the duties and multiple roles the Director has taken on over the last three years, and is more similar with titles from comparable schools.

This is a fully funded Title III position.

Salary/Range: \$95,960

Previous Incumbent (if replacement):
NA

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Dr. ValaRay J Irvin	10/01/2020
		Department Head	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved		 10/06/20
		Dean/Director/Supervisor of Budget Unit	Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
_____ Yes	_____ No

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
_____ Yes	_____ No

Signature	Date
Budget Number	

Employee Class:		Job Class:	
Verified By:		Date:	

Approved **Disapproved** *J. Carl West* 10-6-20
Vice Chancellor **Date**

Approved *Approved* **Disapproved** _____
Chancellor/Vice President **Date**

Approved *Approved* **Disapproved** _____
President **Date**

An Equal Opportunity Employer

VITA
VALARAY JEAN IRVIN

EDUCATION

- Ph. D. Counseling Psychology
The University of North Carolina at Chapel Hill, North Carolina
May 1989
License Psychologist (LA)
- M. Ed. Counselor Education
Southern University, Baton Rouge, Louisiana
May 1981
- B.S. Secondary Education
Focus Business Education
Southern University A&M College, Baton Rouge, Louisiana
December 1977

ADMINISTRATIVE/CLINICAL EXPERIENCE

- March 2001 – present
Transformation, Inc. A Professional Psychology Corporation,
Gonzales, Louisiana
Owner
Part-time practice – provide individual and/or group psychotherapy to children and adults ages 10 – adult. Practice includes but is not limited to crisis intervention, dealing with unresolved grief issues, relationship/marital concerns, early childhood abuse, trauma, domestic and relationship violence, DSM5 diagnoses, psychological evaluations, as well as, evaluations and court appearance for child-custody arrangements.
- July 28, 1998 – Present
Southern University A & M College, Baton Rouge, Louisiana
University Counseling Center
Director and Senior Psychologist
Assistant Professor
Directs all activities of the SUBR – UCC in carrying out the mission and objectives of the office. Provides the leadership for the center becoming

accredited by the International Accreditation of Counseling Services, Inc., (IACS-2001). Monitors and maintains the Standards by which the center is governed, and prepares and submits the Annual report to the IACS Board outlining continual implementation and adherence of the Standards.

Prepares and manage the budget.

Supervisor/ Clinical Supervisor:

selects, evaluates and directs the activities of professional staff members, supervise three mental health therapists, one support staff.

Clinical supervisor for three student interns (master level), and two pre-doctoral students.

Other Duties: Directs and participates in the counseling of students, faculty/staff; evaluates and refers individuals to other professional agencies as deemed appropriate, consults with contracting psychiatrist, and prepares his annual Professional Service Contracts, as well as professional evaluation. Participates and chairs various committees as requested by the Vice Chancellor of Student Affairs and/or Chancellor.

September 9, 1997 -- May 28, 1998

Winward Hospital Inc., New Orleans, Louisiana

Compliance coordinator

Responsible for all areas of hospital accreditation through JACHO.

January 9, 1998 -- May 28, 1998

Southern University A & M College, Baton Rouge, Louisiana

Department of Behavioral Studies

Adjunct Professor

Taught two 3-credit master level classes. Responsible for all preparation of syllabi, lectures, experiential training and grading.

September 7, 1991 - July 31, 1997

Eastern Washington University, Cheney, Washington

Counseling and Psychological Services

Director, Center for Counseling and Psychological Services, Career Planning and Placement and Student Health

Directed all activities of the EWU Counseling and Psychological Center; collaborated with coordinators in Career Planning & Placement, Student Health and Substance Abuse Prevention programs in carrying out the mission and objectives of those offices. Prepared and managed the budget; selected, evaluated and directed the activities of professional exempt staff members, classified staff and part-time exempt student and non-student employees; established goals and objectives for all areas and the means by which they were to be attained.

Other Duties: Directed and participated in the counseling of students, faculty/staff; evaluated and referred individuals to other professional agencies as deemed appropriate. Participated in the practicum training program through in-service training and supervision of trainees as time

permitted. Provided the leadership for that center becoming an IACS accredited center. Participated and chaired various committees as requested by the Vice Provost and/or President.

CLINICAL EXPERIENCE AND TRAINING

May 1991 **The Penn State University, University Park, PA**
School of Education
Affiliate faculty position
Counseling Psychology Program - APA Approved

September 1, 1989 - August 30, 1991
The Penn State University, University Park, Pennsylvania
Center for Counseling and Psychological Services
Staff Psychologist and Coordinator of Minority Student Programs
Provided weekly individual and group therapy for clients; presenting problems included but, not limited to depression, PTSD, anxiety disorders, sexual disorders, Axis II disorders, suicidal ideations, and issues related to loss; lead groups for adult children of alcoholics (ACOA), and a support group for women of color; supervised pre-doctoral students, and provided supervised training for interns in Multi-Cultural Counseling and Awareness of Difference.

August 1987 - December 1988
University of North Carolina at Chapel Hill, North Carolina
University Counseling Center
Graduate Assistant/Counselor
Provided weekly individual and group counseling in the areas of career/vocational issues; utilized several career inventories along with the utilization of SIGI Plus Computerized Career Guidance Program; provided consultation and out-reach programs to area residence hall, Greek organizations, the School of Public Health, the Law School, the School of Nursing, and the MBA school; facilitated a year-long group for ACOAs, and a support group for Black graduate/professional women.

August 1986 - August 1987
The George Washington University, Washington, D.C.
Psychology Intern
Provided weekly individual and group therapy for clients presenting with problems of depression, personality disorders, inter-personal conflicts, sexual identity issues, suicidal ideations, and sexual abuse and incest survivors; co-facilitated structured and unstructured groups in both clinical and developmental areas. Provided outreach and consultation services to the Educational Opportunity Program; participated in five hours of weekly supervision, supervised master's level externs, and participated on Center's

committees.

August 1985 - August 1986

University of North Carolina at Chapel Hill, North Carolina
University Counseling Center

Graduate Assistant/Counselor

Provided weekly individual and group counseling in the areas of career/vocational issues; and social/personal/emotional concerns. Facilitated a year-long group for ACOAs, and a support group for Black graduate/professional women.

January 1984 - January 1985

University of North Carolina at Chapel Hill, North Carolina
Student Development and Counseling Center

Graduate Assistant to Minority Coordinator

Targeted minority, especially Black students, facilitated outreach programs in the areas of career decision making, selecting a major, time management. Provided individual, social/personal and career counseling to Black students.

May 1983 - December 1983

University of North Carolina at Chapel Hill, Chapel Hill, North Carolina

Student Development and Counseling Center

Doctoral Practicum Student

Provided individual therapy to eight-ten university students weekly; presenting problems were in the areas of social/personal, academic, career/vocational; provided outreach programs to university population upon request.

September 1982 - April 1983

Alamance-Caswell Area MH/MR Center, Burlington, North Carolina

Doctoral Practicum Student

Provided weekly individual and family counseling primarily to children referred through the Office of Social Services. Presenting problems were: childhood abuse, trauma, personality disorders, and familial conflicts; conducted play and art therapy with emotionally and sexually abused children; administered psychological/developmental assessments such as WPPSI, Stanford-Binet, and WISC-R when appropriate; established interpersonal contact with personnel from Social Services office as well as contact with foster care individuals.

February 1981 - May 1981 / July 1981 - August 1981

Louisiana Correctional Institute for Women, St. Gabriel, Louisiana
Master Practicum Student

Provided individual therapy for women presenting with problems in the areas of abuse, anti-social behaviors, adjustment to prison life, and suicidal ideations; facilitated one long-term therapy group utilizing music and guided imagery.

TEACHING/ADVISING EXPERIENCE

Spring 2016 **Southern University Baton Rouge**

Behavioral Studies Department- Adjunct Professor
responsible for preparation of syllabus, lecture, experiential learning, grading for master level course in Cognitive Behavioral Treatment.

Spring 2015 **Southern University-Baton Rouge**

Behavioral Studies Department- Adjunct Professor
responsible for preparation of syllabus, lecture, experiential learning, and grading for master level course in Cognitive Behavioral Treatment.

Spring 2014 **Southern University-Baton Rouge**

Behavioral Studies Department-Adjunct Professor
Responsible for preparation of syllabus, lecture, experiential learning, and grading for master level course in 'Introduction to Counseling.'

Fall 2012-2013 **Southern University-Baton Rouge**

Behavioral Studies Department-Adjunct Professor
responsible for preparation of syllabus, lecture, experiential learning, and grading for master level course in 'Cognitive and Behavioral Treatment.'

Spring 2001

Fall 2000

Southern University-Baton Rouge

Behavioral Studies Department- Adjunct Professor
Responsible for preparation of syllabus, lecture, experiential training and grading for master level "practicum in counseling" class.

Summer
1996

Eastern Washington University, Cheney, Washington
Women's Studies and Psychology Department

Summer Lecturer

Ethnicity and Gender in Psychology. This course was previously taught in 1994 and was expanded.

Spring
1996

Eastern Washington University, Cheney, Washington
Psychology Department

Adjunct Professor

Responsible for co-developing, facilitating, and teaching a new course

entitled Multicultural Counseling issues.

Summer
1995

Eastern Washington University, Cheney, Washington
Women's Studies and Psychology Department

Summer Lecturer

Ethnicity and Gender in Psychology. This course was taught during summer 1994 and was expanded to a two day mini-course; team-taught with a psychology professor.

Spring
1995

Eastern Washington University, Cheney, Washington
Psychology Department

Adjunct Professor

Responsible for co-developing and facilitating a new course entitled Multicultural Counseling issues; class was team-taught with a professor from the Psychology Department.

Summer
1994

Eastern Washington University, Cheney, Washington
Clinical Psychology

Adjunct Professor

Developed and facilitated course lecture for psychology students enrolled in Gender/Racial Balancing in Psychology.

Fall
1993

Eastern Washington University, Cheney, Washington
Clinical Psychology

Adjunct Professor

Prepared and facilitated course lecture for psychology students enrolled in Psychology of Women.

October 1991-1992

Eastern Washington University, Cheney, Washington

Guest Lecturer

Prepared and facilitated class lecture for psychology graduate Psychology of Women.

October 1988 - August 1989

University of North Carolina at Chapel Hill, North Carolina
Learning Skills Center

Assistant Instructor/Counselor

Provided developmental/remedial services in the areas of reading, study-skills and learning techniques; conducted outreach programs in the areas of time management, study-skills and examination preparation; provided individual/crisis counseling to students dealing with interpersonal conflicts, stress/anxiety, and familial dysfunctions; provided individual instruction on National Standardized Tests, e.g.: LSAT, GRE, GMAT, MCAT.

June 1988 - December 1989

University of North Carolina at Chapel Hill, North Carolina

College of Arts and Sciences

Academic Advisor

Provided academic advising to juniors and seniors in the College of Arts and Sciences; reviewed class schedules, course selection and approval; counseled students on academic standing; served as a liaison for the Counseling Center; participated on appeals committees and reviewed academic eligibility.

January 1985 - May 1985

University of North Carolina at Chapel Hill, North Carolina

School of Education

Graduate Teaching Assistant

Prepared and facilitated course lectures to under-graduate students relating to career exploration, clarification and decision making; prepared lectures on interviewing skills and resume writing; administered and interpreted career inventories such as the Strong Campbell Interest Inventory, the Harrington O'Shea, and the Self-Directed Search.

August 1980 - August 1982

East Ascension High School, Gonzales, Louisiana

High School Teacher

ADMINISTRATIVE EXPERIENCE

July 2018-2019

July 2019-2020

Secretary for the Louisiana Psychological Association (LPA)

September 2016-present

The International Association of Counseling Services (IACS) Advisory Council
Member of Council representing past presidents of IACS who serve as a free resource for directors of counseling centers interested in becoming IACS accredited.

November 2010-Present

Senior Site Evaluator for the International Association of Counseling Services, Inc. (IACS) Board. Responsibility is to conduct on-site accreditation visits to college and university counseling centers applying for IACS accreditation; write evaluation study and submit to the Chair of the Accrediting Board with specific recommendations.

October 2009-2010

President of the International Association of Counseling Services, Inc. (IACS)

Board.

February 2008-October 2009

Vice President and Chair of the International Association of Counseling Services, Inc. (IACS) Board.

April 2003-January 2008

Served as one of the Southern Region Reps for the IACS University and College Counseling Centers' (UCCC) Board of Accreditation. Responsibility was to review centers' applications for re-accreditation and make site visits.

April 1999

Awarded a grant from the Louisiana Department of Health and Hospitals, Office of Alcohol and Drug Abuse. Grant amount was \$20,000. The purpose of the grant was to reduce the number of under-aged drinkers on college campuses.

September 1997

Awarded a grant from the Department of Education, Washington, D.C., Division of Funds for the Improvement of Post-Secondary Education (FIPSE). Grant amount was \$52,063.00 for 28 months to promote re-education for male students regarding the effects of Alcohol/Drugs and Violence toward women.

January 3, 1996 - February 21, 1996

Eastern Washington University/Ghana Exchange University Development Linkages.

University of Cape Coast, Cape Coast Ghana, West Africa

Administrative Exchange Coordinator

Served as a resource for UCC for six weeks assisting them in moving toward establishing a University Counseling Center. Responsibilities included but, not limited to reviewing available resources on campus, facilitating other mental health/medical resources, co-developing a student survey, outlining a time frame schedule, and submitting recommendations and suggestions to the Chancellor of the university.

PRESENTATIONS/ARTICLES/RESEARCH EXPERIENCE

October 19-23-2019. Association for University and College Counseling Center Directors. "Between a Rock and a Hard Place: Having Difficult Conversations." ValaRay Irvin, PhD, Jeffery Ng, PhD, Anita Sahgal, Psy.D., and Steve Smith, PhD.

October 13-17 2018. Association for University and College Counseling Center Directors. "Playing Politics: Expanding Our Influence and Impact on Our Campuses." ValaRay Irvin, PhD, Scott Strader, PhD, Sharon Kirkland-Gordon, and Brian Quigley, PhD.

May 18, 2018. Louisiana Psychological Association (LPA) 70th Anniversary Annual

Convention, New Orleans, LA. "Ethical Issues and Health Disparity. Co-Presenter, Chris Leonhard, PhD, ABPP and ValaRay Irvin, PhD, Cheryl Taylor, PhD

October 14-18, 2017. Association for University and College Counseling Center Directors (AUCCCD) Annual Conference, Denver, CO. "African American Women in Therapy." Co-presenter.

August 2-7, 2017 American Psychological Association (APA) Annual Convention, Washington, D.C.

June 2-3, 2017 Louisiana Psychological Association (LPA) Annual Convention, New Orleans, LA. "Ethical Issues in Serving Racially Diverse Clients: The Effects of Racial Trauma." Presenter.

August 7-10, 2014 American Psychological Association (APA) Annual Convention Washington, D.C., "Evolution and Current Practice of Counseling Centers at HBCUs. Co-presenter.

November 8-10, 2012 7th Annual HBCU Counseling Centers Conference. Baton Rouge, LA. Co-Chair and Sponsored

November 3-5, 2011: Plenary Presenter for: The 6th Annual HBCU Counseling Center Conference: Mental Health among Black College Students. North Carolina A&T University, Greensboro, NC.

Collins-Eaglin, J. & Irvin, V.J. (2008). Spirituality as a Modality of Transformation for African American College Women. SPECTRUM Student Mental Health Publication, 19-20.

October 2006 Utilizing Spirituality in Counseling to Assist African-American College Women. Presented at the Association of University and College Counseling Center Directors (AUCCCD) Annual Conference.

August 1983-Present

Have presented at several local and national professional conferences; have written numerous articles in the area of mental health concerns affecting today's college-aged students- printed in college related papers.

PRIVATE CONSULTANT EXPERIENCE

September 1990-Present

Experience includes both university settings as well as private corporate agencies such as; Washington Water Power Executives and, The United Way of Spokane both in Spokane, Washington. Consultation can involve, but is not limited to working with staff in the areas of diversity, gender related concerns, cross-cultural concerns, developing and enhancing team-

building work groups, identifying personal issues affecting work performance and, debriefing after work-related crises.

PROFESSIONAL DEVELOPMENT

Professional development activities span from 1991 to present. Annually participates in continuing education workshops/training/seminars sponsored by different organizations representing mental health professionals, especially psychologists; submits 42 Continuing Education Units (CEUs) biannually to the Board of Examiners for Psychologists in order to maintain state licensure.

Specific Professional Work Interests are: women and depression; assessment of suicidology; domestic and relationship violence; working with trauma, and crisis debriefing; (trained in both CISM and CISD models).

Professional Affiliations:

Association of University and College Counseling Center Directors (past board member); International Association of Counseling Services, IACS, member of Accreditation-re-accreditation Site Visitor; member of Accreditation Advisory Council, past Vice Chair of IACS Board; Chair and Vice-President of IACS; past President of IACS; Executive Board Member of the Grief Recovery Center; past Board member of Mental Health Association for Greater Baton Rouge, and past (executive board member) of the Capital Area Family Violence Intervention Center- Battered Women Program—currently Iris House. Silver Level Member of Louisiana Psychological Association (LPA- Secretary July 01, 2017-); and member of the American Psychological Association (APA).

References upon request

Director FTE Salary x School Size x Years of Experience in Current Position

School Size	Director FTE Salary x Years of Experience in Current Position						Count of Centers	Row Average
	0	1-5	6-10	11-15	Over 15			
Under 1501	81104	80490	77972	75725	-	13	79878	
1501-2500	87164	100676	99476	89336	89645	24	94865	
2501-5000	89336	99509	95289	73423	99863	22	93670	
5001-7500	84324	92742	91794	122000	107052	18	92613	
7501-10000	81906	140159	91666	134375	-	8	124647	
10001-15000	126000	101704	73522	127088	100099	20	106236	
15001-20000	131505	136934	147495	-	132400	11	138415	
20001-25000	-	114363	128749	110750	111001	8	114417	
25001-30000	-	111151	98374	121793	130759	6	119105	
30001-35000	117500	139044	-	116091	130808	6	122839	
35001-45000	128000	126175	-	146579	-	6	129880	
Over 45001	123600	155262	163128	133676	-	5	146185	
Overall Average	97309	107559	102736	111657	108047	147	105882	

• NOTE: Mean FTE salary of Directors with an M.D. was 213944 (n=3). These were NOT included in the table above.



Suite 1036 T. H. Harris Hall
Post Office Box 5995
Baton Rouge, LA 70813-5995

October 1, 2020

Dr. Ray L Belton
President-Chancellor
Southern University and A&M College System

(225) 771-2330 Voice
(225) 771-4071 FAX
www.subr.edu

Dear Dr. Belton

This letter comes seeking approval to adjust my time, effort and salary level as Director of Title III, effective October 1, 2020, to a salary of \$123,600 (a 7.3% increase). I am a tenured faculty member in the Department of Civil and Environmental Engineering and continued to teach one class at 14% effort as part of my regular appointment. As a result of increased responsibility associated with the implementation of Title III program activities and the addition of new initiatives, I propose to fully fund the Director's position at 100% effort effective October 1, 2020. I will be fully supported using Title III Part-B (80%) and Title III Part-F (20%) grant funding.

As Director, I will utilize my civil engineering-based project management experiences to work with Facilities Planning, the Physical Plant and State of Louisiana FPC in the planning, design and construction of Title III funded infrastructure improvements projects with emphasis on improvements to academic buildings and laboratories. I will also use my information technology-based leadership experiences to support and assist with the Administrative Process Redesign and Automation required to improve operational workflow efficiencies for Title III and all University sponsored grants and contracts.

As Director of the Title III Program Administration Office, the program has realized a 29% increase in funding. The total level of funding for Title III activities has grown from \$6,866,131 in FY-2016-17 to \$8,848,849 in FY-2020-21. Other significant program improvements include:

- Critically reviewed and updated the collection of Phase 1 data
- Digitized and automated the quarterly reporting requirements for Activity Directors
- Established a budget tracking system to corroborate and cross check Banner entries
- Reduced the annual unexpended (carryover) funding by program activities

Thank you for your consideration of this request. Please feel free to contact me should there be any questions.

Sincerely,


Huey Kenneth Lawson
Director

Approved: 
Dr. Ray L. Belton, President-Chancellor *BR/lt*

JOB CLASS

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form POSITION

CAMPUS: SUS SUBR X SULAC SUAREC SUNO SUSLA

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

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

Previous Employee Reason Left
Date Left Salary Paid

Profile of Person Recommended

Length of Employment October 1, 2020 To September 30, 2021
Effective Date October 1, 2020

Name Huey K. Lawson SS# U01387668 Sex Male Race* Black
(Last 4 digits only)

Position Title: Director Title III Department: Title III Program Administration

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

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

Years Experience 38 Years Southern University Experience 37 Years

Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
B.S Civil Engineering The Ohio State University 1980
M.S. Civil Engineering Southern University and A&M College-Baton Rouge 1983

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

Personnel Action

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

Recommended Salary \$123,600 Salary Budgeted \$ 123,600

Source of Funds Title III

Identify Budget: Title III Location
Form Code: Page Item #

Change of: From To
Position Director Title III Director Title III
Status
Salary Adjustment \$115,200 \$123,600

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Table with 2 columns: Source of Funds, Amount. Rows: Title III Part B (\$103,000), Title III Part F (\$ 20,600), Total (\$123,600)

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

Supervisor Benjamin W. Pugh Date 10/7/20
Dean/Unit Head Date
Vice Chancellor Date
Chancellor Date
Director/Personnel Date
Vice President/Finance Business Affairs/Comptroller Date
President Date
Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00am-5:06pm Monday- Friday

EMPLOYEE DIRECT SUPERVISOR: Dr. Ray L. Belton

SUPERVISOR/DEPARTMENT CONTACT NUMBER: (225) 771-3259

NUMBER OF EMPLOYEES SUPERVISED, (if any): 14

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, H-1-B and J-1 visas, passport, and F-1/T-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. F1 Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-“Practical Work Experience”)	F0	

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

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Director Title III AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR (Salary Adjustment Only)
 (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

(See Attached Description)

Salary/Range: \$123,000-125,000 Previous Incumbent (if replacement): Huey Lawson

___ Approved ___ Disapproved _____
 Department Head Date

___ Approved ___ Disapproved _____
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
___ Yes	___ No
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
___ Yes		___ No	
Employee Class:		Job Class:	
Verified By:			Date:

___ Approved ___ Disapproved _____
Benjamin W. Pugh/H
 Vice Chancellor 10/7/20
 Date

Approved ___ Disapproved _____
 Chancellor/Vice President Date

Approved ___ Disapproved _____
 President Date

An Equal Opportunity Employer

Job Description: Director, Title III

The Director is responsible for the overall implementation of the policies and procedures of the program, ensuring conformance with all applicable Federal and University regulations and coordinating all Title III activities including the overall monitoring and evaluation of programs.

He/She must:

- Ensure that the projected activities are carried out as stipulated in the Comprehensive Development Plan and the Revised Plan of Operation;
- facilitate the maximum impact of the activities on the University's mission and goals
- serve as institutional spokesperson for the Title III Program between the University and the U.S. Department of Education.
- Coordinate the function whereby Title III policies and procedures are monitored
- Conduct regular meetings to keep personnel aware of current regulations and changes within the Title III program as well as keep directors apprised of program activities of the various components.
- Ensure that the program and personnel are evaluated through internal formative, internal summative, external formative, and external summative evaluations.
- Ensure that the President's vision and priorities are reflected in all activities approved for funding.
- Provide leadership in the planning, design and construction of Title III funded infrastructure projects
- Provide leadership and support to the administrative process redesign for federally sponsored programs.

HUEY K. LAWSON

(225) 771-4381 (O) •

• huey_lawson@subr.edu

EDUCATION

- 1983 M.S., Civil Engineering, The Ohio State University, Columbus Ohio, Emphasis in Structural Engineering and Engineering Mechanics.
- 1980 B.S., Civil Engineering, Southern University and A&M College, Baton Rouge, L.A., Emphasis in Environmental Engineering

EXPERIENCE

- 2017-Present Director of Title III Programs
- 2012-Present Assistant Professor of Civil Engineering and
- 2012-2015 Program Coordinator, School of Architecture
- 2013-2014 Interim Chair, Civil and Environmental Engineering
- 2004-2012 Executive Director, Academic and Telecommunication Systems
Office of Technology and Network Services Southern University
- Chancellor's Senior Leadership Team
 - Responsible for following IT areas
 - Telecommunications (Fiber Plant, Internet, Cable TV, WAN, Wireless)
 - Enterprise Support Services (LAN, Server Farm, Client-Server systems, Special Projects)
 - Training and Support Services (Academic Computing, Training, E-Education Support, Tele-video and satellite conferencing, Help Desk)
 - IT Security
 - Web Services (Electronic Information Dissemination through, Jag News Channel, Web Site and University Marquee)
- 1998-2004 Director, Office of Technology and Network Services
- 1999-2008 Principal, Chalour Lakes Development, LLC (Land Developers)
- 1996-1998 Director, Center for Energy and Environmental Studies
- 8/96-12/96 Interim Dean of Engineering, Southern University and A&M College
- 1990-1992 Associate Design Engineer with Dubois Consultants, AXUM Engineering and Henry Thurman and Associates Architects
- 1984-1998 Summer Faculty Member/ Mentor with the Engineering Summer Institute, Summer Science Institute, Summer Transportation Institute and NASA Sharp Plus Program
- 1982-Present Assistant Professor of Civil Engineering (Tenured)
- 1989-93 Interim Chairman, Civil Engineering
- 1986 Director, Engineering Summer Institute

CAREER INTEREST

- Information Technology integration in Education and Engineering
- Information Technology and its integration into business, engineering and higher education processes
- E-Learning and Distance Education

- Numerical and Statistical Modeling of various Engineering Systems using microcomputers
- Coastal and wetland protection, preservation and reclamation

REGISTRATION E.I.-State of Louisiana, #T-7330 (inactive)

HONORS

- Most Outstanding Faculty Award, Southern University, Department of Civil Engineering, 1992, 1991, 1990, and 1983.
- G*POP Fellow, The Ohio State University, 1980-82.
- Board of Trustees, NACME and T. H. Harris Scholarships, Southern University and A&M College 1976-80.

ORGANIZATIONS AND AFFILIATIONS

- National Association of HBCU Title III Directors
- Ascension Parish Professional Selection Committee
- Past Louisiana Council of Information Services Directors (LaCISD)
- Educause
- Baton Rouge Technology Council
- Past Member-Board of Directors and Executive Committee, Coalition to Restore Coastal Louisiana 1996-1998
- Past Associate Member-Association of State Dam Safety Officials
- Pi Mu Epsilon Honors Fraternity
- Former Chairman-Brownsfields Elementary Advisory Council 1993-1996
- Former Treasurer and Member – Advisory Council High School for the Engineering Professions at Scotlandville Magnet High School. 1990-93
- Registered Boy Scout Leader, 1989-2001

SELECTED PUBLICATIONS AND PRESENTATIONS

Lawson, Huey K., Poche, Louis and Chen, C.C., "Group Learning at Freshman Engineering." Proceedings of the American Society for Engineering Education, Gulf Southwest Regional Conference, March 1991.

Lawson, Huey K. and Joseph, Erat S., "Multimedia Applications in Civil Engineering," Proceedings of the International Conference on Water Resources and the Environment, Colorado State University, Fort Collins, Colorado, July 1992.

Joseph, Erat S. and Lawson, Huey K., "Undergraduate Safety of Dams Training Program", Proceedings of the American Society for Engineering Education, Gulf Southwest Regional Conference, March 1994.

Lawson, Huey K., "Energy Efficient Data Center Design", Thurgood Marshall College Fund, MUPIE Conference, New Orleans, LA, March 2009.

FUNDED PROJECTS

Land Reclaimer Coastal Erosion Control Facility--Analysis and Performance Evaluation, funded by Louisiana Departments of Natural Resources, \$250,000 and Industrial Materials, Inc., of Prairieville, LA., \$50,000 (labor, supply and equipment match 1994-96).

Computer Integrated Civil and Environmental Engineering, funded by the National Science Foundation through the Synthesis National Engineering Education Coalition, \$50,000 for 93-94, \$30,000 for 1994-1995.

From 1993-94, Computer Applications co-investigator in the LaSIP (Louisiana Systemic Initiatives Program) for Elementary and Secondary Mathematics and Science Teachers.

Analysis of Tire Tread Wear in Postal Vehicles, funded by the U.S. Army Tank and Automotive Command (TACOM), \$35,000 1991-92.

Environmental Engineering Enhancement Grant from Westinghouse Hanford, \$20,375, 1991-92.

U.S. Department of Transportation, Dwight D. Eisenhower HBCU Fellowship Program Administration, \$74,000 for 1992-94, \$62,000 for 1994-95, \$50,000 for 1995-96, \$39,000 for 1996-97, \$35,000 for 2014-15, and \$40,000 for 2015-16.

"Development of SU/LSU Joint Engineering Research and Educational Program in Composite Materials," National Science Foundation, (PI: S.S. Pang; Co: PIs: Lawson, E. McLaughlin, L. Mann, E.J. Gutmark, S.S. Chchl, and R.L. Ford), 7/1/96-6/30/98, \$460,000.

HBCU Title III, "Technology and Network Services/Enhancement", US Department of Education, 1998 to 2007, \$4,400,000.

HBCU 5Title III, "Academic and Telecommunication Systems", US Department of Education, 2007-2012, \$4,900,000.

Louisiana Board of Regents, "TechTrain: Online Training Initiative", 2002-2007, \$93,000.

HBCU Title III, 84.031B PartB, "Southern University and A&M College", 2017-2019, \$10,882,373.

HBCU Title III, 84.031B Part F, SAFRA, "Southern University and A&M College", 2017-2019, 2,853,141.

OTHER ASSIGNMENTS

Member, Southern University System Telecommunications Steering Committee (past)
Member, University Planning Council and Accreditation Steering Committee (1998-2012)

Student Thesis

Graduate Student Thesis Committees:

Cynthia L. Coleman, M.P.A., 1996, Public Administration
Yvette E. Pearson, M.S., 1995, Environmental Chemistry

Graduate Student Project Committees:

Courtney Gordon, M.S., 2015, Engineering (Engineering Management)
Dana Kendall, M.S., 2015, Engineering (Environmental)

Undergraduate Honors Thesis Supervised:

Joshua A. Joseph, B.S., 1994, Civil Engineering
Kurt Thomas, B.S., 1996, Civil Engineering.
Vance Mitchell, B.S. 2015, Civil Engineering

JOB CLASS

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form POSITION

CAMPUS: SUS SUBR X SULAC SUAREC SUNO SUSLA

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

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

Previous Employee Reason Left
Date Left Salary Paid

Profile of Person Recommended

Length of Employment October 1, 2020 To September 30, 2021
Effective Date October 1, 2020

Name Kresten Pitcher SS# U01447430 Sex Female Race* Black
(Last 4 digits only)

Position Title: Resource and Project Manager Department: Title III Program Administration

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

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

Years Experience 23 Years Southern University Experience 10 Years
Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
B.S Computer Science Southern University and A & M College-Baton Rouge 2009
MBA Southern University and A&M College-Baton Rouge 2017

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

Personnel Action

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

Recommended Salary \$ 62,640 Salary Budgeted \$62,640

Source of Funds Title III

Identify Budget: Title III Location
Form Code: Page Item #

Change of:
Position From Resource and Project Manger To Resource and Project Manager
Status
Salary Adjustment \$58,000 \$62,640

Financial Aid signature (if, applicable):

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

Table with 2 columns: Source of Funds, Amount. Row 1: Title III, \$62,640

Comments: (Use back of form)

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

Supervisor Benjamin W. Pugh 10/03/20 Date
Vice Chancellor 10/17/20 Date
Director/Personnel Date
President Date

Dean/Unit Head Date
Chancellor Date
Vice President/Finance Business Affairs/Comptroller Date
Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00am-5:00pm Monday- Friday
EMPLOYEE DIRECT SUPERVISOR: Mr. Huey K. Lawson
SUPERVISOR/DEPARTMENT CONTACT NUMBER: (225) 771-4381
NUMBER OF EMPLOYEES SUPERVISED, (if any): _____

ITR 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, FV-B and J-1 visas, passport, and F-1/E-94. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Resource and Project Manager AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR (Salary Adjustment Only)
(Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

(See Attached Description)

Salary/Range: \$62,000- \$64,000 Previous Incumbent (if replacement): Kresten Pitcher

Approved Disapproved *[Signature]* 10/27/20
 Department Head Date

Approved Disapproved *[Signature]* 10/07/20
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Employee Class:		Job Class:	
Verified By:			Date:

Approved Disapproved *Benjamin W. Pugh* 10/7/20
 Vice Chancellor Date

Approved Disapproved _____ Date
 Chancellor/Vice President

Approved Disapproved _____ Date
 President

An Equal Opportunity Employer

Job Description: Resource and Project Manager

The resource and project manager will provide a multifaceted approach to the support of the multimillion dollar Title III Activities at Southern University and A&M College. This individual will

- Track and support employee time and effort across grant activities
- Track and manage Title III inventories across all grant activities.
- Work closely with the Director to identify and ameliorate inefficient processes
- Work closely with the Associate Director and Budget Manager to link project transactions and spending with budget and implementation schedule
- Track and document to progress of program activities using project tracking software
- Establish and maintain a dashboard of project activity progress relative to spending.
- Work closely with the Finance and Administration, Academic Affairs, Student Affairs, and Information Technology to streamline processes while maintaining required audit controls.
- Provide the initial screening of project transaction request for compliance with LAAs
- Actively document and track inventoried assets purchased with Title III funds
- Assist with the administrative redesign of processes impacting Title III transactions

OBJECTIVE

To utilize and enhance my work experience and academic skills.

EMPLOYMENT HISTORY

- | | |
|--|---------------------|
| Project & Resource Manager
<i>Southern University and A&M College-Title III Program Administration, Baton Rouge, LA</i> | 2017-Present |
| <ul style="list-style-type: none">• Track and support employee time and effort across grant activities.• Track and manage Title III inventories across all grant activities.• Work closely with the Director to identify and ameliorate inefficient processes.• Work closely with the Associate Director and Budget Manager to link project transactions and spending with budget and implementation schedule.• Track and document the progress of program activities.• Establish and maintain a dashboard of project activity progress relative to spending.• Work closely with the Finance and Administration, Academic Affairs, Student Affairs, and Information Technology to streamline processes while maintaining required audit controls.• Provide the initial screening of project transaction request for compliance with LAAs. | |
| Executive Assistant & Resource Manager
<i>Southern University and A&M College-Title III Program Administration, Baton Rouge, LA</i> | 2015-2017 |
| <ul style="list-style-type: none">• Manage the request and purchasing of resources for all potential and assigned Activity projects.• Liaison between the Title III Office, the Activity Directors and the external valuers.• Prepare fiscal year budgets for Title III Activities.• Create and maintain budget balances for Title III Activities.• Assist in maintaining compliance with the U.S. Department of Education.• Compile and analyze data for internal and external reporting.• Supervise student workers.• Answer multi-line phone. | |
| Executive Assistant
<i>Southern University and A&M College-Title III Program Administration, Baton Rouge, LA</i> | 2011-2015 |
| <ul style="list-style-type: none">• Answer multi-line phone.• Take minutes for monthly Director's meetings.• Create and Maintain equipment inventory and budget balance spreadsheets.• Maintain and submit Time and Effort reports for Title III employees.• Retrieve and process mail.• Ensure accuracy and submit payroll for Title III employees.• Prepare and file purchase requisitions and departmental invoices. | |
| Health Information Representative
<i>HealthPort Technologies (formerly PHNS/HMSI), Baton Rouge, LA</i> | 2006-2011 |
| <ul style="list-style-type: none">• Process medical records requests from patient's and healthcare facilities.• Answer multi-line phones. | |
| Bookkeeper
<i>H&R Block DAC, Baton Rouge, LA</i> | 2005-2006 |
| <ul style="list-style-type: none">• Maintain balance for all transactions within offices in a specific district.• Monitor connectivity for offices within a specific district.• File completed packets. | |
| Administrative Coordinator 2
<i>LSU Earl K. Long Medical Center, Baton Rouge, LA</i> | 2000-2005 |
| <ul style="list-style-type: none">• File lab results and clinic visits in patient's medical records.• Maintain hospital service statistics.• Assemble, analyze, and/or abstract discharged or Surgicenter charts.• Document all emergency room and inpatient deaths.• Liaison for the hospital and Louisiana Organ Procurement Agency regarding medical records of deceased patients. | |

- Download, print and distribute operative reports, history and physicals, and discharge/transfer summaries.
- Implement software for ChartScript.
- Secondarily responsible for payroll in Medical Records and Transportation Department. (38-43 employees).

EDUCATION

Bachelor of Science in Computer Science

Southern University, Baton Rouge, LA

Graduation date: December 2009

GPA: 3.0

Master of Business Administration

Southern University, Baton Rouge, LA

Graduation date: May 2017

GPA: 3.7

Doctor of Philosophy in Science Math Education

Southern University, Baton Rouge, LA

2018 - Present

GPA: 3.6



SOUTHERN UNIVERSITY AT NEW ORLEANS

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

Office of the Chancellor

January 27, 2021

Dear Dr. Belton,

I am requesting authorization to appoint Ms. Shawn Charles as Associate Vice Chancellor for Administration and Finance, and University Comptroller. This personnel action would essentially add new responsibilities to Ms. Charles' current role as University Comptroller. I propose to change her working title and grant her a new salary of \$90,000 for taking on the additional responsibilities.

The responsibilities associated with this new role will be related to the broader needs of the division. Specific additional duties include:

Providing assistance with divisional administrative leadership activities:

- Representing the Division on committees and task forces.
- Serving as our divisional executive in charge, in the Vice Chancellor absence.
- Leading the divisional initiatives such as business process reengineering, creation of measurement systems, generating performance dashboards, and other related activities.

Continuing her role as University Comptroller which includes:

- Overseeing preparation of financial statements
- Managing general accounts
- Managing payroll, general accounting, cashier's office, contracts and grants, student accounts, and reporting
- Handling reconciliations

Ms. Charles has been at SUNO for 22 years, rising within the organization in increasingly responsible roles. She is currently working on a doctorate degree, which underscores her commitment to enhancing her knowledge and skills.

I believe that this position action will move the University forward in a variety of beneficial ways. It will add a critical resource for the Division and permit Dr. Hardee to expand her focus on the strategic issues facing the University.

I request your support for this position action.

Sincerely,

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

Approved: _____

Dr. Ray L. Belton
President-Chancellor



SOUTHERN UNIVERSITY AT NEW ORLEANS
Office of the Vice Chancellor for Administration and Finance
6400 Press Drive
Administration Building, Suite 301
New Orleans, Louisiana 70126
(504) 286-5117
FAX (504) 284-5473

INTERNAL MEMO

Dear Dr. Ammons,

I am requesting authorization to appoint Ms. Shawn Charles as Associate Vice Chancellor for Administration and Finance, and University Comptroller. This personnel action would essentially add new responsibilities to Ms. Charles' current role as University Comptroller. I propose to change her working title and grant her new salary to \$90,000 for taking on the additional responsibilities.

The responsibilities associated with this new role will be related to the broader needs of the division, as well as providing badly needed assistance to me as I execute on the initiatives that are vital to the University. Specific additional duties include: *(see attached job description)*

- Providing assistance with divisional administrative leadership activities.
- Representing the Division on committees and task forces.
- Serving as our divisional executive in charge, in my absence.
- Leading our divisional initiatives such as business process reengineering, creation of measurement systems, generating performance dashboards, and other related activities.
- Continuing her role as University Comptroller which includes:
 - Overseeing preparation of financial statements
 - Managing general accounts
 - Managing payroll, general accounting, cashier's office, contracts and grants, student accounts, and reporting
 - Handling reconciliations

From the time that I have been on board at Southern University at New Orleans (SUNO), I have relied heavily on Ms. Charles for her experience and expertise in a variety of areas. She has been indispensable as I have worked on a broad array of responsibilities that have enabled our success during my tenure at SUNO. After having worked with Ms. Charles over these past 14 months, I have a very firm foundation on which to judge her aptitude and ability, and I strongly believe that she is ready to take on a greater leadership role in the University. Furthermore, *this move will create a succession path in a very critical role for the University, which adds to our financial stability and sustainability.*

Ms. Charles has been at SUNO for 22 years, rising within the organization in increasingly responsible roles. She is currently working on a doctorate degree, demonstrating her commitment to enhancing her knowledge and skills, and has broad experience by serving in roles on various committees (see attached resume).

In summary, I believe that this position action will bolster our capabilities to move the University forward in a variety of domains. It will add a critical resource for me to build capacity and to institutionalize practices that will have a profoundly beneficial effect on the University for many years to come. I ask for

your endorsement of my plan to move forward with this action.

Sincerely,

A handwritten signature in black ink, appearing to read "Teresa Hardee". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Teresa Hardee, EdD, CPA, SSBB
Interim Vice Chancellor for Administration and Finance

Approved:

A handwritten signature in black ink, appearing to read "James H. Ammons, Jr.". The signature is cursive and written over a horizontal line.

James H. Ammons, Jr., PhD, Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

EMPLOYMENT CATEGORY: 9-MONTH _____ 12-MONTH _____ 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 22 years and 10 To _____

Effective Date February 1, 2021

Name Shawn M. Charles SS# xxx-xx-2778 Sex Female Race* Black

Position Title: Comptroller Department: VC for Administration & Finance

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

New Position Expiration Date: _____

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

Years Experience 22 Southern University Experience 22

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BBA - Accounting</u>	<u>Jackson State University at New Orleans</u>	<u>1997</u>
	<u>Master's of Public Administration</u>	<u>Troy State University</u>	<u>2001</u>

Current Employer Southern University at New Orleans

Personnel Action

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

Recommended Salary _____ Salary Budgeted _____

Source of Funds _____

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

Change of:

	<u>From</u>	<u>To</u>
Position	<u>Comptroller</u>	<u>AVC for Admin & Fin and Comptroller</u>
Status	<u>Permanent</u>	<u>Permanent</u>
Salary Adjustment	<u>\$68,047.00</u>	<u>\$90,000.00</u>

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
411001-44110-61002-46000	\$75,000.00
420208-41410-61002-46000	\$15,000.00

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor	Date	Dean/Unit Head	Date
Vice Chancellor	Date	Chancellor	Date
Director/Personnel	Date	Vice President/Finance Business Affairs/Comptroller	Date
President	Date	Chairman/S.U. Board Of Supervisor	Date

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

EMPLOYEE DIRECT SUPERVISOR:

NUMBER OF EMPLOYEES SUPERVISED, (if any)

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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



SOUTHERN UNIVERSITY AT NEW ORLEANS
Office of the Vice Chancellor for Administration and Finance
6400 Press Drive
Administration Building, Suite 301
New Orleans, Louisiana 70126
(504) 286-5117
FAX (504) 284-5473

INTERNAL MEMO

- Job Description:** Associate Vice Chancellor for Administration and Finance
Comptroller
- Position Summary:** This position will report directly to the Vice Chancellor for Administration and Finance/Comptroller. The position will pay an integral role in overseeing the responsibilities in administration and finance along with helping to institutionalize University services.
- Job Responsibilities:** The Associate Vice-Chancellor for Administration and Finance/Comptroller will have the following duties and functions:
- Collaborate with the Vice Chancellor and works with members of management team to ensure that the business and operations of SUNO are aligned with SUNO's Strategic Plan and University Scorecard along with other priorities identified.
 - Ensure the current and long-term effectiveness of all financial functions of the Division are operating effectively and efficiently, accurately, and timely reported/submitted. This includes accounting; financial statements; insurance; University payments; administrative information; audit; business processes and other related procedures.
 - Collaborate with all stakeholders (internal and external, students, faculty, staff and administrators) to sustain the overall efficacy of the University.
 - Oversee financial functions specifically and administration in general to ensure policies and procedures are administered according to mandated guidelines that eliminate and/or minimize risk to the University.
 - Oversee the development and maintenance of university-wide administrative policies and procedures.
 - Assist the Vice Chancellor with working with external auditors and support the provision of independent, objective internal auditing services designed to add value and improve University operations.
 - Co-lead (with Information Technology) all deliberations about reengineering SUNO's processes.
 - Create an atmosphere within his/her portfolio which motivates staff members to contribute to the financial stability, human resource achievements and administrative excellence of the institution; including a plan for professional development.
 - Participate (and lead in absence of the Vice Chancellor) on Division management team to ensure the Division adheres the institutional

vision and goals, and effectively communicate and organize to achieve those goals; and

- Carry out other responsibilities as assigned.

Job Qualifications:

Minimum Qualifications:

Masters degree in an appropriate area of specialization and six years of appropriate experience; or a bachelors degree in an appropriate area of specialization and eight years of appropriate experience.

Position Qualifications:

Master's degree in an appropriate area of specialization and 7 years of relevant experience; or a bachelor's degree in an appropriate area of specialization and 9 years relevant experience.

Preferred Qualifications:

- Experience managing multiple functions/operations within an University
- Demonstrated knowledge of Federal, state and local business Laws as it relates to Universities.
- Extensive experience in financial management.
- Experience in managing University business operations.
- Excellent communication skills.
- Proven ability to develop relationships that will sustain the organization and meet stakeholder and partner needs and requirements.
- Experience managing government grants.
- Experience in strategic planning and implementation

Shawn M. Charles, MPA

306 Cypress Lakes Dr. ♦ Slidell, Louisiana 70458

Cell: (504) 494-4160 ♦ scharles@suno.edu

Two decades of successful experience & promotions in Higher Education Business Administration, with notable successes and accomplishments in directing departmental & system-wide accounting teams, with regulatory compliance in fiscal operations and expertise in budgeting, educating staff, and strict financial controls.

- **Post-Grad Master of Public Administration**
- **Multi-Site University Business Leadership Roles**
- **Documented Ability to Implement Strategic Plans**
- **Leveraging GAAP & Best Practices & Technologies**
- **Multi-Million Dollar Fiscal Administration Skill Set**
- **Using IT Tools to Model Decisions & Strategies**
- **University System Financial & Strategic Planning**
- **Budgetary Design, Reporting & Development Skills**
- **Utilizing Data to Identify Financial Trends & Solutions**
- **Shape, Plan & Execute High-Profile University Projects**

EDUCATIONAL ACHIEVEMENTS

Doctoral Studies | Management in Organizational Leadership; 2021 | UNIVERSITY OF PHOENIX

Coursework: *Doctoral Program Seminar | Communication Strategies | Creative & Critical Thinking | Transformational Leadership & Innovation | Knowledge of Theory & Practice | Constructing Meaning | Organizational Theory & Design | Management Philosophies | Doctoral Seminars | Research Methods | Dynamics of Group & Team Leadership | Impact of Technology on Organizations | Emerging Managerial Practices | Organizational Diagnosis & Intervention | Collaborative Case Study | Political Acumen & Ethics | Contemporary Systems Management | Architecture of Leadership*

College Business Management Institute (CBMI) SACUBO Program; 2015 | UNIVERSITY OF KENTUCKY; Lexington, KY

Master of Public Administration (M.P.A.); 2001 | TROY STATE UNIVERSITY COLLEGE OF ARTS & SCIENCES; New Orleans, LA

Coursework: *Organizational Behavior & Theory | Business, Government & Society | Economics for Public Management | Public Policy Analysis | Admin. Law | Research Methods | Public Personnel Management | Government Budgeting | Government M.I.S. | Seminar in Public Admin. | Governmental Planning | Current Problems & Issues in Public Admin.*

Bachelor of Business Admin. (B.B.A.) in Accounting; 1997 | JACKSON STATE UNIVERSITY SCHOOL OF BUSINESS; Jackson, MS

PROFESSIONAL EXPERIENCE

Comptroller; 2008-Present

SOUTHERN UNIVERSITY AT NEW ORLEANS; NEW ORLEANS, LA

- Manage the day-to-day fiscal operations for the New Orleans campus of the nation's only HBCU College System, assist in managing a \$23 million annual General Fund Budget, as well as a multi-million dollar Grants Budget.
- Supervise preparation of SUNO's annual financial report, create strategies for success, enforce policies to ensure cash controls, and articulate complex accounting and finance information.
- Ensure cooperative relationships, assist in complex transactions, ensure continual staff training, accomplish organizational goals, and work collaboratively with other campuses and departments.
- Mentor and motivate direct reports, including Chief Accountant, Accounts Payable, Accountants, Payroll, Grant & Contract Accountant, Student Accounts Receivable, Accounting Specialist, and Cashier Supervisor.
- Successfully reduced student receivables by \$1 million+, provided improved quality of customer service, and achieved significant strides in the transition to online registration through Banner Self-Serve.
- Implemented SUNO's 1st Financial Recording System & Student Information System. Provided content for SUNO.edu Comptroller's Office section website, course schedule book, and College Catalog financial matters.
- Developed policies & procedures for Payroll, Accounts Payable, Student Accounts Receivable, Collections & Billing, Grants & Contracts, and system-wide Travel & Purchase Card Policy.
- Led team through successful implementation of the Bank Mobile Refund Card System to provide students with refunds in a more timely & efficient manner and significantly improve customer service.
- Implemented the Touchnet Online Payment System to enhance online registration and provide students with a secure method of making payments from the comfort of their homes or essentially anywhere.
- Selected as Banner Finance Implementation Team Lead, Banner Finance Conversion Team Lead, and Banner Student Implementation Accounts Receivable Team Lead for the New Orleans Campus.
- Served as Financial Analyst to two separate Chancellors and participated in the Chancellor's Special Committee for SUNO's Financial Management Plan.

Associate Comptroller; 2006-2008

SOUTHERN UNIVERSITY AT NEW ORLEANS; NEW ORLEANS, LA

- Supervised all functions of Grants, Bank Reconciliations, Accounts Payable, Accounts Receivable, Student Registration, Collections, Payroll, and Bursar's Office activities.
- Prepared audit responses, communicated with auditors and banking professionals, and played a key role in preparation of SUNO's annual financial report.
- Assisted in organizational structure and staffing to effectively accomplish the department's goals and objectives, including preparing a wide variety of special projects and complex reporting requests.

Chief Accountant; 2000-2006

SOUTHERN UNIVERSITY AT NEW ORLEANS; NEW ORLEANS, LA

- Promoted to Chief Accountant with accountability for assigning and reviewing work of subordinates and ensuring accurate GL posting and preparing financial reports for the university.
- Tasked with Post-Katrina reduction from 18 staff to 3. Coordinated displaced students, faculty & staff despite disruption of Fall 2005 student registration period, including processing student refunds.
- Re-registered students at sister institution in Baton Rouge, cut refund checks, processed employee payroll, and executed Spring graduation, including personally purchasing equipment for a satellite office at retailers.

Accountant I & II; 1998-2000

SOUTHERN UNIVERSITY AT NEW ORLEANS; NEW ORLEANS, LA

- Accountant duties included supervising collection of student tuition & fees, disbursing student refunds, and conducted accounting in accordance with generally accepted accounting principles.
- Maintained the petty cash fund for the University, compiled monthly financial reports, and managed post-award Grants administration, ensured compliance, prepared grant invoices & reports, and reviewed expenditures.
- Reconciled accounts and billing for receivables to ensure timely receipt of revenue, accurate submission of annual financial reports, A-133 Audit, and orderly closure of projects.

Advanced Expertise in Accounting Software, Microsoft Excel, Banner Finance, Banner Student, Touchnet, Regroup, G5, Fastlane Bank Mobile, LA Works, Evisions: Intelllicheck, Argos

PROFESSIONAL AFFILIATIONS (2015-2020)

*Southern Association of College & University Business Officers (SACUBO) - HBCU & Diversity Coordinator & Board Member
Association of Governmental Accountants (AGA) – Chapter President
Louisiana Asset Management Pool (LAMP) – Board Member*

LEADERSHIP & VOLUNTEER ACTIVITIES (2006-2019)

*Paul S. Morton Scholarship Board Treasurer
Changing a Generation Bookstore
80th Church Anniversary Souvenir Committee
Volunteer Chaperone-Next Generation Youth Group
Active Member-Family & Marriage Ministry
Jackson State University Alumni Association
Sonic Boom of the South Alumni Band
Habitat for Humanity*

*Thanksgiving with Sheriff Marlin Gusman
Comptroller's Office Volunteer Activities
Adopted Families for Christmas
Collected Christmas Toys for Children's Hospital
Led Campus-Wide Food Drive
Donated Turkeys to Families in Need-Second Harvest FB
Assisted in Lunch Preparation-New Orleans Mission
Campus-Wide Sock Drive for Homeless Individuals*

TRAINING & CONFERENCES ATTENDED (1998-2019)

*SACUBO Annual Meetings
SACUBO Summer Planning Workshops
SACUBO Fall Workshops
SACUBO Winter Board Meetings
NACUBO Women's Leadership Institute
SACUBO Women's Leadership Forums
CBMI - YR 1, 2, & 3*

*Louisiana Asset Management Pool Ann. Meetings
Association of Governmental Accountants Conference
NASA Grant Conference
Sungard Conference
Image Now Conferences
Ellucian Live ERP Conferences
Professional Development Group Bursar's Conference*

CAMPUS & CONFERENCE PRESENTATIONS EXPERIENCES (2007-2019)

*SACUBO Annual Meeting: Recruiting Diverse Talent
SACUBO Fall Workshop: Developing Excellence
SACUBO Women's Leadership Forum: Fabulous Failures
AGA: How to Work Your Way Up From Bottom to Top
5th Annual AGA Women's Forum: The Power of Being You
How to Get The Most Out of Your Grant Funds
Grant Management Seminar
General Fund Procedure & Policy*

*Informational Student Seminars
Student Orientation & Registration Presentations
Athletic Fund Management Presentations
Student Govt. Assoc. Budget-Wise Presentations
Student Org. & Dept. Discretionary Fund Workshops
Mandatory Annual Purchase & Travel Card Training
State Purchase Card Administrator for SUNO
Present Campus-Wide Travel Workshops*



"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**

OFFICE OF THE CHANCELLOR-DEAN

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

January 25, 2021

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

RE: SUAREC/CAFCS – February 2021 Board Package Submissions

Dear President Belton:

Enclosed herewith are the following items from the Southern University Agricultural Research and Extension Center and the College of Agricultural, Family and Consumer Sciences for inclusion in the **February 2021 Board Package**.

- Request for Approval – the new salary for Dr. Marlin Ford, Research Assistant Professor and Urban Agricultural Specialist, funded by Federal Research & Federal Extension (50/50) funds.
- Request for Approval – the new salary for Mr. Christopher Rogers, Deputy Chief Information Officer – Client Support Services, funded by State funds.
- Request for Approval – the new salary for Mrs. LaKeeshia Lusk, Communication Coordinator, funded by State funds.
- Request for Approval – the new salary for Mr. Sanjay Palle, Network Admin/Web Administrator, funded by State funds.

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

Sincerely,

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

Orlando F. McMeans, PhD
Chancellor-Dean



"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

MEMORANDUM

TO: Dr. Ray L. Belton
President-Chancellor

FROM: Orlando F. McMeans, Ph.D. *ofm*
Chancellor-Dean

DATE: January 21, 2021

SUBJECT: Waiver of the Research Assistant Professor and Urban Agricultural Specialist Search

Dr. Marlon Ford is currently an Urban Agent Specialist. My letter is to request a waiver on advertising for the new 12 months tenure track position titled, "*Research Assistant Professor and Urban Agricultural Specialist.*" Dr. Ford attached resume shows that he has a record and resume of service that is appropriate for this position. He is the only African American male with a Ph.D. in our extension program and in the Plant and Soil Sciences research area.

In his new capacity, Dr. Ford will have joint appointment duties that connects to our research and extension missions. He is being assigned significant research duties of a Research Assistant Professor while handling three (3) programmatic activities in the extension program. The pay increase for the significant increase in duties on the research side to include hydroponic, hemp, and precision agriculture drone technology is warranted. The duties below depict the breath of responsibilities that are not only extension and research but integrated research, instruction, and extension. These duties are:

Integrated Land-Grant Duties (Supervisor Dr. C. Reuben Walker)

- Helping establish a campus hydroponic research
- Assisting in establishing of an experimental agricultural technology drone mechanics program
- Assisting in building and ground landscaping at the SU Alumni House
- Keeping current on hemp and hydroponic (research and extension),
- Evidence of scholarly works (publications, presentations, grant writing, and grants funded)
- Assisting in the service and maintenance of the horticultural farm equipment
- Developing an agricultural technology capacity building grant proposal
- Performing other tasks as assigned

Extension (Supervisor Dr. De'Shoia A. York)

- Serving as the SU Ag Center Extension Gardening Specialist
- Serving as the extension point person on hemp
- Establishing one Cooperative Extension Program (CEP) of your choice

General Research (Supervisor Dr. C. Reuben Walker)

- Leading the effort in Tera Vega Hydroponic Research Program with NAFEO
- Providing leadership in applied hydroponic research prototypes for our varied stakeholders
- Assisting with the development grant proposal on precision agricultural research technology
- Assisting in the conducting extension and research education workshop on hemp
- Participating in publications and grant writing

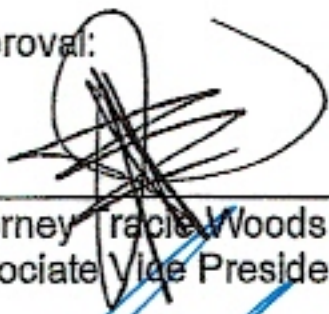
Hemp Research (Supervisor Dr. Janana Snowden)

- Assisting with the on-farm research data collection on the SU/Jamie Davis Partnership Initiative
- Directing the electronics surveillance system for the hemp research program
- Assisting with the data collection and plant propagation of hemp
- Keeping current on hemp and hydroponic (research and extension)
- Establishing a hemp research and extension library
- Assisting in the establishment of the field, greenhouse, and hoop house hemp research trials

Effective March 1, 2021, SU Ag Center shall pay Dr. Marlon Ford the amount of \$75,000/year (\$37,500 from extension budget number 622303-62100-63000 and \$37,500 from research budget number 621667-61210-62000.

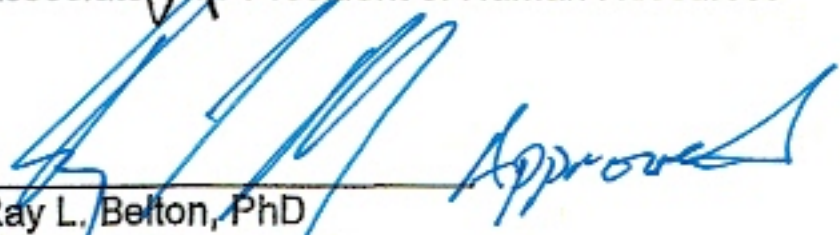
Thank you in advance for your consideration of the above.

Approval:



Attorney Tracie Woods
Associate Vice President of Human Resources

Date 1/25/2021



Ray L. Belton, PhD
President-Chancellor

Date

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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 October 1, 2020 To September 30, 2021
 Effective Date March 1, 2021

Name Marlon Ford SSN U01314680 Sex M Race* AA
(Last 4 digits only)

Position Title: Res. Asst. Professor & Urban Ag Specialist Department: Research and Extension

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

--	--	--

 Expiration Date: _____

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

Years Experience	Southern University Experience		
Degree(s)	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	PhD. Urban Forestry	Southern University A&M College	2011
	MS Public Administration	Grambling State University	2006
	BS General Studies	LSU	1999

Current Employer _____

Personnel Action

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

Recommended Salary \$75,000 Salary Budgeted \$75,000

Source of Funds Federal

Identify Budget: 50% 622303-62100-63000 Location _____
 50% 621667-61210-62000

Form Code: _____ Page _____ Item # _____

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

Financial Aid signature (if applicable):

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

Source of Funds	Amount

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if applicable):

Supervisor [Signature] Date 1-22-2021
 Vice Chancellor [Signature] Date 1-22-2021
 Director Personnel [Signature] Date _____
 President [Signature] Date _____
 Dean/Chf. Head [Signature] Date 1/21/2021
 Chancellor [Signature] Date _____
 Vice President/Finance Business Affairs/Comptroller [Signature] Date _____
 Chairmnn/S.U. Board of Supervisors _____ Date _____

BGD 1/21/2021

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: The position is a 12-month joint appointment position 50/50 split as Research Assistant Professor and Urban Agricultural Specialist. The applicant for the Research Assistant Professor and Urban Agricultural Specialist will report to the (1) Vice Chancellor for Research on research matters, (2) Vice Chancellor for Extension on extension matters, and (3) Director of the SU Ag Center Hemp Program on hemp matters. The duties include: (1) extension (urban gardening, hydroponics, and hemp outreach), (2) research hydroponics and precision agriculture drone mechanic technology, and (3) hemp (greenhouse, on-farm, and field studies).

EMPLOYEE REGULAR WORK SCHEDULE: M-F 8:00 am to 5:00 pm
EMPLOYEE DIRECT SUPERVISOR: Dr. DeShoin York and Dr. C. Reuben Walker
SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-2582 and 225-771-3204
NUMBER OF EMPLOYEES SUPERVISED, (if any) N/A

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

FUNDS AVAILABLE
 OFFICE OF THE AGRICULTURAL
 RESEARCH AND EXTENSION
 SOUTHERN UNIVERSITY SYSTEM
[Signature]
 FINANCE & ADMINISTRATION SECTION

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

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

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Research Assistant Professor & Urban Agricultural Specialist AS DESCRIBED BELOW

BE AUTHORIZED AS A VACANCY FOR Southern University Agricultural Research and Extension Center
(Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

The position is a 12-month tenure-track joint appointment Research Assistant Professor and Urban Agricultural Specialist position. The successful applicant will report to the (1) Vice Chancellor for Research on research matters, (2) Vice Chancellor Extension on extension matters and (3) Director of the Hemp Program on hemp matters. The duties include: (1) extension (gardening, hydroponics, and hemp) and (2) research (hemp, hydroponics, precision agriculture drone mechanic technology). The duties include coordinating the maintenance of the horticultural farm equipment, grants writing, publications, and research with the SU Ag Center and Davis Farm Partnership Initiative.

Salary: \$75,000 Previous Incumbent (if replacement):

Approved Disapproved W. Shaqye / Carvin Walker Jr 1/19/21
Department Head Date

Approved Disapproved W. Shaqye / Carvin Walker Jr 1/19/21
Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>622303-62100-63000</u>	
<u>621667-61210-62000</u>	<u>Amelita Jolly</u>
Signature	Date <u>1/22/2021</u>
Budget Number	<u>621667-61210-62000</u>
	<u>622303-62100-63000</u>

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <u>MU</u>	Job Class: <u>61295</u>
<u>Michale Williams</u>	<u>1/26/21</u>
Verified By:	Date:

Approved Disapproved W. Shaqye / Carvin Walker Jr 1/19/21
Vice Chancellor Date

Approved Disapproved [Signature] 1/21/2021
Chancellor/Vice President Date

Approved Disapproved [Signature] _____
President Date

An Equal Opportunity Employer

FUNDS AVAILABLE

OFFICE OF THE AGRICULTURAL RESEARCH AND EXTENSION SOUTHERN UNIVERSITY SYSTEM

Amelita Jolly
FINANCE & ADMINISTRATION SECTION

Rev. 8/05/2013

BGP
1/21/2021

Position Description

Research Assistant Professor and Urban Agricultural Specialist

Dr. Marlon R. Ford

General Description:

The position of Research Assistant Professor and Urban Agricultural Specialist incumbent is a 12 month tenure joint appointment with the primary responsibilities in research, extension, and integrated research and extension areas. The joint appointment position responsibilities provide for working across land-grant mission as a means of removing silo. The position incumbent require working across program and interacting across programs to provide for a more holistic approach to programmatic activities (research and extension) locally and statewide. The stakeholders will include rural, urban, and suburban. The position will be a joint appointment between extension and research with a high connectivity to youth (K-12 and college) with hands-on research learning opportunities. On extension matters, Dr. Marlon Roche Ford will report to the Vice Chancellor for Extension and Outreach or his/her designee. On hemp matters, he will report to the Director of Hemp for the SU Ag Center. On other research matters, he'll will report to the Vice Chancellor for Research and Technology Development or his/her designee. The person is expected to help enhance research learning to College of Agricultural, Family and Consumer Sciences (CAFCS) stakeholders via field, greenhouse, and hoop house or lab experiences as directed by his supervisors or designee.

Duties and Responsibilities

The incumbent for this position will work closely across the tripartite mission areas for providing research, extension, and instructional effort related including plants (hydroponics, industrial hemp, inclusive), urban forest, community gardening (production and research), and precision agriculture technology with a major focus on research.

Specific Tasks to be performed:

Integrated Land-Grant Duties (Dr. C. Reuben Walker)

- Helping establish a campus hydroponic research
- Assisting in establishing of an experimental agricultural technology drone mechanics program
- Assisting in building and ground landscaping at the SU Alumni House
- Keeping current on hemp and hydroponic (research and extension),
- Evidence of scholarly works (publications, presentations, grant writing, and grants funded)
- Assisting in the service and maintenance of the horticultural farm equipment
- Developing an agricultural technology capacity building grant proposal
- Performing other tasks as assigned

Extension (Supervisor Dr. De'Shoin A. York)

- Serving as the SU Ag Center Extension Gardening Specialist
- Serving as the extension point person on hemp
- Establishing one Cooperative Extension Program (CEP) of your choice

General Research (Supervisor Dr. C. Reuben Walker)

- Leading the effort in Tera Vega Hydroponic Research Program with NAFEO
- Providing leadership in applied hydroponic research prototypes for our varied stakeholders
- Assisting with the development grant proposal on precision agricultural research technology
- Assisting in the conducting extension and research education workshop on hemp
- Participating in publications and grant writing

Hemp Research (Supervisor Dr. Janana Snowden)

- Assisting with the on-farm research data collection on the SU/Jamie Davis Partnership Initiative
- Directing the electronics surveillance system for the hemp research program
- Assisting with the data collection and plant propagation of hemp
- Keeping current on hemp and hydroponic (research and extension)
- Establishing a hemp research and extension library
- Assisting in the establishment in the field, greenhouse, and hoop house hemp research trials

Marlin R. Ford

Urban Agricultural Specialist

Contact

Address

BATON ROUGE, LA, 70813

Phone

(225) 505-4944

E-mail

MARLIN_FORD@SUAGCENTER.COM

WWW

www.suagcenter.com

Skills

Educational programs



Grant proposals



Leadership



Organizational



Planning



Teaching



Research



Policy development and enforcement



Experienced agricultural professional with expertise in administrative support for successful planning and operational improvements of Agricultural & Natural Resources (ANR) state-wide extension programs. Experience in overall effectiveness of state programming relative to economic, environmental, economic impact, training and grant proposals that impact socially-disadvantaged and minority farmers. Proven success in enhancing program collaboration, leadership, staff management, operational excellence and organizational development.

Work History

2017-10 -
Current

Urban Agricultural Specialist

*Southern University and A&M College System
Agricultural Research & Extension Center, Baton Rouge,
LA*

- Supervision of (15) regional-based and campus staff to develop innovative state-wide programs such as "Sustainable Urban Agriculture Certification Program", socially-disadvantaged farm production and food safety workshops, and ANR program initiatives.
- Member of SU AG Cooperative Extension Leadership Team and SU Hemp Research Group
- 1890 Urban Coordinator
- Instructor in Ag Sciences (Forage Crops and Pasture Management).
- Plan educational programming and work with partners and schools to increase Agricultural and Natural Resources impact by 20% in multiple parish wide food deserts in Louisiana.
- Maintain state-required service records and write success stories that emphasize Urban Agriculture impact in community.
- Guest Lecturer in Weeds and Weed Control and Special Projects courses.
- Acquisition of grants to support and enhance program activities.
- Serve as urban agriculture spokesperson and contact within Southern University Agricultural Research and Extension on statewide issues/outbreaks/disasters related to horticulture and forestry.
- Supervise horticulture assistant and develop outreach programs in rural and urban agricultural Sustainable Agriculture and Rural Development Institute, Southern University Experimental Station, and Southern University and A&M College campus.

- Developed strategic plan for low-income neighborhoods to encourage home/community food production and, community kitchens for processing.
- Build partnerships with NGOs, private organizations, universities, and PreK-12 schools to establish linkage between urban and rural through non-formal agriculture and environmental education.
- Serve as organization conduit between school food services and administrators, local growers, and educators to strengthen and/or build local Farm-to-School chapters state-wide.
- Serve as liaison between Extension and local Farmers' Markets.
- Provide production, food safety, and marketing educational programs and resource to growers.
- Provide organizational support for growers and market managers.
- Encourage and recruit new commercial fruit and vegetable producers in Louisiana.
- Purchased regular supplies and special equipment, livestock or tools as part of skilled management of \$450,000 budget.

2013-06 -
2017-10

Research Assistant Professor

*Southern University and A&M College System
Agricultural Land-Grant Campus, Sustainable
Agricultural Systems, Baton Rouge, LA*

- Writing urban Agriculture grant proposals and participation in multi-state collaborative activities.
- Accountable for day-to-day operation of research field studies and vertical farm greenhouse sites, site maintenance, data collection, data analysis and publication.
- Supervised (10) workers, staff, students, and volunteers on NIFA sponsored project utilizing native warm season grasses as potential for biofuel, erosion control, landscaping, and construction enhancement.
- Assisted with Beginning Agriculture Youth Opportunities Unlimited (BAYOU) and JAGS in AG programs as mentor to incoming college freshman and high school juniors and seniors on agricultural base studies.
- Served on committees which focus on community outreach, extension projects, educational opportunities, and cross-cultural interaction.
- Designed agricultural green spaces with students, faculty, and staff as well as recruitment and retention programs for students.
- Assisted with instruction in College of Agricultural, Family & Consumer Sciences.

- Overseen and processed purchase requisitions, venter eligibility and acquisition, and budget operations.

2001-07 -
2017-08

Director of Community Outreach/Special Projects

*Second Chance Academy /Ford Legacy Foundation
501(c)(3) Nonprofit, Baton Rouge, LA*

- Developed and promoted corporate brand, images and identity to media and public.
- Partnered with corporations, foundations, and federal organizations.
- Supervised over (25) staff members for development of community outreach programs, youth development, and volunteer services.
- Supervised and assisted with agricultural educational leadership, management, forestry management, and landscape design projects.
- Built and strengthened industry partnerships to improve product placements, amplify coverage and maximize effectiveness of marketing strategies.

2010-06 -
2012-09

Consultant

City of Atlanta, Urban Tree Management & Environmental Design, Atlanta, GA

- Conducted field inspections, reviewing and developing native and non-native vegetative designs.
- Directed collaborative research on sustainable horticultural practices and wildlife habitat relocation.
- Organized community stakeholders on proper urban agricultural management practices.
- Implemented outreach and volunteer services that increased 10% green space enhancements along Atlanta BeltLine (outdoor space comprised of 22 miles of unused railroad tracks circling core of cities in-town neighborhoods).
- Assisted with addressing groups on proper tree and native species care; preparing reports; and processing associated paperwork.

2003-01 -
2009-07

Horticultural Manager/Director of Landscapes and Grounds

Grambling State University, Grambling, LA

- Assigned, monitored and evaluated, through subordinate supervisors, work of employees and residents involved in vocational or occupational training program; oversaw work of contractors;

- trained employees and residents in proper horticultural procedures and techniques.
- Responsible for technical, maintenance and overall landscape of turf grass program (natural and artificial) management for Athletics Department.
 - Directly supervised (13) employees and staff.
 - Conducted seminars and training in ANR education and environmental turf grass management practices including pest/disease/weed management.
 - Enforced safety requirements with employees including: Site specific training and use of machinery that was modeled state-wide.
 - Wrote specifications for equipment, tools, plants, bid and contracts; ordered and purchased equipment, supplies, plants, materials and repairs.
 - Designed, planned, and monitored preparation of new and existing beds and landscapes; scheduled plantings and application of fertilizers, insecticides, herbicides and fungicides; grew ornamental plants, flowers for cut arrangements, vegetables and pot plants in garden or greenhouse/nursery.
 - Created (5) mile community nature trail for Grambling State University's community development, outreach, and agricultural research initiative.

Education

- 2007-01 -
2011-05 **Doctorate of Philosophy: Urban Forestry & Natural Resources**-*Southern University And A & M College - Baton Rouge, LA*
- 2004-01 -
2006-10 **Master of Public Administration**-*Grambling State University - Grambling, LA*
- 2002-01 -
2003-10 **Master of Science: Urban Forestry**-*Southern University and A & M College - Baton Rouge, LA*
- 2000-01 -
2001-05 **Master of Education, Administration**-*Southern University and A & M College - Baton Rouge, LA*
- 1991-06 -
1999-12 **Bachelor of Arts and Sciences: General Studies, Landscape Architecture, Speech, Geography, and Digital Photo Graphics**-*Louisiana State University - Baton Rouge, LA*

Publications and Presentations

- Optimizing the Green Infrastructure in the Concrete Jungle. Article 2020 SNAP Shots Magazine
- Introducing Green Technologies into the Urban Nutrition Chain. Article 2020 SNAP Shots Magazine
- Developing a Nutrition Oasis in a Food Desert. Article 2019/2020 SNAP Shots Magazine
- Urban Agricultural Technologies. Oral Presentation 2017 at Community & School Based Garden Workshop at Southwest Center for Rural Initiatives, Opelousas, LA
- The Utilization of vertical Farming Techniques to Enhance Community Based Agriculture for Urban and Peri-Urban Environments. Oral Presentation 2017 ARD Research Symposium, Atlanta, GA
- Sustainable Integrated Management of Urban Greenspace in Southern Louisiana Topography. Oral Presentation 2017 34th Annual Georgia Farmers Conference. Albany, GA
- The Utilization of Integrated Farming Techniques to Enrich Youth Agriculture and Community Development in Urban and Peri-Urban Environments. Poster Presentation 2017 SSAWG, Lexington, KY
- Sustainable Management of an Urban Greenspace on the Campus of Southern University. Abstract 2016 ARD Research Symposium, Atlanta, GA
- The Utilization of Vertical Farming Techniques to Enhance Community Based Agriculture for Urban and Peri-Urban Environments. Abstract 2016 ARD Research Symposium, Atlanta, GA
- The Implementation of Urban Agriculture Practices in Urban and Semi- Urban Environments as a Sustainable Agriculture Practices. Oral Presentation 2016 PAWC, Tuskegee, AL
- The Utilization of Vertical Farming Techniques to Enhance Community Based Agriculture for Urban and Peri-Urban Environments. Oral Presentation 2015 PAWC Tuskegee, AL
- Native Warm Season Grasses As An Alternative Forage And Grazing Crop. Factsheet 2014
- Landscaping With Native Warm Season Plant Species. Factsheet 2014
- Sustainable Management of an Urban Forested Nature Trail in the City of Grambling. Oral Presentation 2011 ARD Research Symposium, Atlanta, GA
- Climate Change and Urban Forest ecosystem: A Case Study in Beijing, China. Presented at 2011 National Association of African American Studies Conference, Baton Rouge, LA
- A Comprehensive Urban Forestry Natural Resource Management Plan of a Historically Black College and University Campus. Presented at 2010 Plant Biosecurity Symposium, Baton Rouge, LA

Community and University Services

Community Service

- Lyfe Line Teen Summit, 2020
- EBR Council On Aging COVID-19 Testing, 2020
- Believe in G.I.R.L. (Girl Scouts Louisiana East), 2019
- MLK Fest, 2019-2020
- Baton Roots Farm, 2019
- Living Faith Christian Center Summer Youth Enrichment Program Mentor, 2013-2019
- Ryan Elementary Accelerated Reader Awards Night Speaker, 2015-2019
- Big Buddy Day with the Mentor Program, 2011-2019
- What About Me? The Forgotten Children High School to Higher Ed Program, 2000-2019

University Service

- SU Ag Center JAgriculture Team eXtension Foundator Webinar, 2020
- Southern University Ag Center Facebook Live Series on Emergency Preparedness, 2020
- Southern University Ag Center Louisiana Small Farm Conference, Facilitator, 2017-2019
- Southern University National Ag Day, Mentor and Facilitator 2014-2019
- Southern University Chapter of Minorities in Agriculture Natural Resources and Related 14 Sciences (MANRRS), Faculty Advisor, 2013-present
- Southern University College of Sciences and Agriculture Beginning Agricultural Youth Opportunities Unlimited (BAYOU) program, Mentor and Facilitator, 2013-present

Collaborative Programs

- Terra Vega NAFEO Partnership Agriculture and Natural Resource Program
- SUAg Cooperative Extension "Enhancing Capacity of Louisiana's Small Farms & Businesses" Program
- Walls Project (City of Baton Rouge and Mayor-President Sharon Weston-Broome)
- Capitol City Produce (Vince Ferachi Community Garden)

Certifications

- ServSafe
- Class A CDL
- FAA Remote Pilot



SOUTHERN UNIVERSITY AT NEW ORLEANS

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

Office of the Chancellor

January 25, 2021

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

Dear Dr. Belton:

I am hereby requesting to remove "Interim" from the position title for Dr. Teresa Hardee, who currently serves as the Interim Vice Chancellor for Administration and Finance. Dr. Hardee has held this position for more than a year. During that time, she has demonstrated her skill and talent in successfully leading our efforts to remove Southern University at New Orleans (SUNO) from probation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). In addition to her work with SACSCOC accreditation, she has also been a vital asset in helping to move the University forward in a variety of other endeavors, including implementing new initiatives to improve operational efficiency and performance, and providing extraordinary leadership in her division.

When appointing Dr. Hardee to the Interim position in December 2019, I outlined her superb qualifications and background as a former Chief Operating Officer and Chief Financial Officer at other universities, as well as other senior financial and administrative roles.

It is with confidence that I recommend Dr. Hardee for this position and again request your continuous support. She has repeatedly confirmed the trust we placed in her when she was appointed to the vital position of Interim Vice Chancellor. Further, I believe that she has merited recognition as the new Vice Chancellor for Administration and Finance here at SUNO.

Thank you for your consideration of this request.

With kind regards,

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

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

APPROVED:

A handwritten signature in blue ink that reads "Ray L. Belton, Ph.D.".

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

"An Equal Educational Opportunity Institution"

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER									
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

<input checked="" 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 Justin James Reason Left Interim
 Date Left 10/31/2019 Salary Paid _____

Profile of Person Recommended

Length of Employment 9/1/2020 To 6/30/2021

Effective Date 9/1/2020

Name Teresa Hardee SS# xxx-xx- Sex Female Race* Black

Position Title: Vice Chancellor for Finance & Administration Department: Administration

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

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

Years Experience 24 Southern University Experience 9 mths

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BS Bachelor of Science Bus. Admin.</u>	<u>Fayetteville State University</u>	<u>1988</u>
	<u>MPA Master of Public Administration</u>	<u>NC Central University (CPA also)</u>	<u>2007</u>
	<u>EdD Higher Education Management</u>	<u>University of Pennsylvania</u>	<u>2012</u>

Current Employer Southern University at New Orleans

Personnel Action

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

Recommended Salary \$164,000.00 Salary Budgeted \$164,000.00

Source of Funds 411001-44110-61002-46000

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

Change of: _____ From _____ To _____

Position _____
 Status _____
 Salary Adjustment \$104,000.00 \$164,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
411001-44110-61002-46000	\$164,000.00

*See Reverse Side

Graduate School signature (if, applicable):

<u>James H. Aronson</u> Supervisor	<u>9/15/2020</u> Date	Dean/Unit Head	Date
Vice Chancellor	Date	<u>James H. Aronson</u> Chancellor	<u>9/15/2020</u> Date
Director/Personnel	Date	<u>Flannery McAlister</u> Vice President/Finance	Date
<u>Ray D. Beltra</u> President	Date	Business Affairs/Comptroller	Date
	Date	Chairman/S.U. Board Of Supervisor	Date

TERESA HARDEE, EdD, CPA, SSBB

SENIOR EXECUTIVE

Highly skilled innovative senior executive with 24+ years of leadership in higher education, state agency, and business settings. A skillful problem solver with the ability to develop strategic plans and implement solutions to execute on those plans by touching multiple operational functions, executing major initiatives, and improving processes while cultivating collaborative relationships. Strategize operational framework to integrate and align with entity vision and goals while increasing productivity and turning around difficult situations of complex organizations that rely on streamline operations and performance optimization.

Areas of Expertise include:

- ◆ *Strategic Planning*
- ◆ *Process Reengineering*
- ◆ *Leading Transformation*
- ◆ *Board Governance Liaison*
- ◆ *Policy Design*
- ◆ *Revenue Diversification*
- ◆ *Financial Analysis*
- ◆ *Auditing and Compliance*
- ◆ *Construction/Facilities*
- ◆ *Online Program Management*
- ◆ *Cost Containment*
- ◆ *Enrollment Modeling*
- ◆ *Organizational Restructuring*
- ◆ *Budget Development*
- ◆ *Certification Management*
- ◆ *Customer Satisfaction*
- ◆ *Change Management*
- ◆ *Business Development*

EXECUTIVE HIGHLIGHTS

- ◆ **Process Reengineering** – Built high performing team to Streamline 10 processes saving 150% in cycle time and millions of dollars in resources-- expertise in building/optimizing organizational processes, measurement systems, and infrastructure to maximize business results. Led **T3E (Transformation through Technology Enhancements) via Six Sigma framework**
- ◆ **Leading Transformation – Designed** strategies to implement initiatives with cross functional teams developed **via (ISO framework)**, Issue, Information, Insights, Implementation, Intervention, Outcomes)
- ◆ **Risk Assessment-** **Created the first** Enterprise Risk Management Department that informed the University of its 10 highest risks using a Risk Assessment Matrix
- ◆ **Organizational Restructuring-** Spearheaded a reorganization that combined, eliminated, and invested in programs that align with the organization and provide financial sustainability resulting in a savings of \$3 million. Led the **FAMU Restructuring Committee** through an extended budget crisis, avoiding the need to cut faculty and culling only non-essential staff positions through the strategic realignment of processes and centralization of administrative functions to eliminate redundancies
- ◆ **Budget Model-** Implemented a new budget model that ties resources to strategic plan (Economic Educational Outcomes Model). PI on Bill & Melinda Gates Foundation for **\$1.2 million** to document sustainability through data, budget approximately \$500 million in resources
- ◆ **Consulting-** Work with universities on accreditation issues (**5 of 5 removed** from accreditation sanctions), create strategic enrollment plans for fiscal sustainability
- ◆ **Financial Analysis – Grew** fund balance by 5% by re-aligning operations
- ◆ **Strategic Planning-** Skilled strategist; transform strategic plans into workable solutions and benchmarks performance against key operational targets/goals. Created a strategic investment fund **\$2-3 million** to invest in the brand / ROI programs
- ◆ **Elimination of Deficit – led team** – reducing a \$7.7 deficit in 4 months
- ◆ **Facilities Management** – Served as **Team Lead** for a **\$147 million funding of debt service** for academic and housing facilities. Secured a **bond approval for \$49 million** from BOG to construct an **800-bed residence hall**
- ◆ **Revenue Diversification – Expanded** revenue portfolio in type of students, contracts, partnerships, online classes and retention increases to enhance state allocation

TERESA HARDEE, EdD, CPA, SSBB

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PROFESSIONAL EXPERIENCE

Interim Vice Chancellor for Administration and Finance

Southern University at New Orleans

New Orleans, Louisiana – January 2020– Current

Provide oversight and leadership support for the Division of Administration and Finance encompassing the Budget, Finance, Construction and Facilities, Information Technology, Human Resources, Campus Police, and Purchasing Units. By leveraging key knowledge and abilities, the finance team has erased major structural deficiencies and SUNO is now on the path to long-term financial sustainability. Focus on implementing financial controls through full implementation of Banner budget processes and leading the electronic workflow process-- replacing manual, labor intensive processes. Created and executed on the plan to eliminate SUNO's deficit, balanced its budget, and created a sustainable path for financial stability. Led the implementation three online degree programs.

President / CEO

I50 Consulting Services, LLC

Dover, Delaware – January 2018

Provide powerful insights by partnering with key personnel to understand the organization and its processes. Deploy extensive expertise in data analytics and machine learning to effectively diagnose and submit specific recommendations. Provide a comprehensive (holistic) look at higher education and non-profit performance from entry (input) to exit (output) around desired performance outcomes that link insights to financial sustainability and operational efficiencies. Offer strategic planning and organizational change management services that leverage data analytics. Design a "playbook" and follow-up on activities, measurement and/or monitoring to ensure optimal operations. Create an information architecture that provides data streams enabling predictive models for monitoring and measuring all (or any) other facets of operation. Redesign business processes to enable process-driven operations. Use six-sigma, SQL, predictive modeling, visualization tools, educational assets and other improvement methodologies that fundamentally transform the organization. Oversee certification process with NCCAA. Consultant for an university to establish online degree program.

Sr. Vice President/COO

Vice President for Finance & Administration / CFO

Vice President for Finance

Delaware State University (DSU), Dover, Delaware (October 2012 – December 2017)

Promoted from Vice President for Finance to Chief Operating Officer in 4 years. Upon joining the senior administrative team, the functional areas of oversight included: IT, ERM, ERP, Finance, Budget, Purchasing, Financial Aid, Student Accounts, Institutional Research, Data Transformational Team, Enrollment Data Management, Business Analytics, Construction and Planning, Plant Operation and Maintenance, Insurance, Marketing, Board Liaison for Executive, Operations, Audit Committees, Strategic Plan and Special Initiatives. DSU maintains a budget of approximately \$150m. Oversaw approximately 175 employees with 7 direct reports.

- ◆ Enhanced operational effectiveness while emphasizing cost containment (Program Prioritization Initiative – PPI) by **\$6 million (2020)**
- ◆ **Oversaw the Data Transformation team** —data analytics and predicting models that influence student success
- ◆ **Established a new department – Enterprise Risk Management**
- ◆ Secured bond for hotel, new optics building and residential housing for **\$50 million**
- ◆ **Partnered with the Chief Academic Officer/Provost** to foster strong relationships between the academic and administrative leadership of the University

TERESA HARDEE, EdD, CPA, SSBB

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CFO – Vice President for Administrative & Financial Services

Florida A&M University (FAMU), Tallahassee, Florida (July 2007-September 2012)

Recruited by the **President** to be a part of his **Executive Team** to facilitate the administrative transition, implement an university-wide restructuring, and provide ongoing leadership to achieve lasting change. FAMU represents university with \$500 million in assets. Oversaw approximately 500 employees with 10 direct reports. Reported to the President and was a part of the Senior Administrative Team. Oversaw a transformation resulting in a \$44 million targeted reduction over 4 years. Functional areas of oversight included: IT, Finance, Budget, Purchasing, Student Accounts, Institutional Research, Construction and Planning, Plant Operation and Maintenance, Board Liaison for Finance, Grounds and Facilities, and Special Initiatives (organizational restructure).

- ◆ Reported to the **President**, the **State of Florida's Special Task Force**, and other top officials to keep them apprised of the progress on a high-profile effort to address and mitigate **76 audit findings**
- ◆ Improved the university's financial health by pursuing the collection of aging balances, **reducing accounts receivable by 20%** and **reducing contracts and grants receivables by 68%** in two years
- ◆ Led the **FAMU Restructuring Committee** through an extended budget crisis, avoiding the need to cut faculty and culling only non-essential staff positions through the strategic realignment of processes and centralization of administrative functions to eliminate redundancies
- ◆ **Reduced \$44 million in recurring expenses** and **\$20 million in non-recurring expenses** from the university's operating budget over five years with little impact on business operations or academic programming
- ◆ Inherited an outmoded **HR Department** and tackled the challenge of **converting it from 95% manual to automation** with online functions to better manage personnel and hiring information
- ◆ Inherited **financial software** that had not been properly implemented; worked with the vendor to execute a major re-implementation and incorporate new processes based on best practices
- ◆ Produced the institution's **first unqualified audit opinion in three years (FY 2007 – 2008)**, and sustained an unblemished record with **no audit findings for the subsequent four fiscal years**

Assistant Vice Chancellor for Budgets & Financial Planning

Director of Internal Audit

North Carolina Central University, Durham, North Carolina, October 2002 — June 2007

Promoted from the Director of Internal Audit to Assistant Vice Chancellor for Budgets and Financial Planning. Oversaw a budget of approximately \$200 million. Intimately involved in the building and renovation of an approximately \$147 million infrastructure. Instrumental in the first clean audit in 23 years.

- ◆ Developed enhanced budget reporting tools to improve ability to maintain quality, spot trends, develop forecasts, and create budgets, partnering with **Research, Evaluation, & Planning** to link funding with quantifiable data
- ◆ Compiled, analyzed, organized, and synthesized financial data to prepare written budget reports and verbal presentations to the **General Assembly, Office of the President, and Fiscal Research**
- ◆ Oversaw **teams conducting financial, operational, and compliance audits** to determine adequacy of internal controls and degree of compliance, prepare reports, and recommend changes to enhance accountability
- ◆ Surveyed operations, devised solutions, and built cooperation to initiate changes to improve processes, optimize accountability, and present the institution's **first clean audit in more than 23 years** to the **Audit Committee**
- ◆ Served on **Allocation of Resources Project Team**, a joint effort engaging the **16 institutions in The University of North Carolina (UNC) system** in cross-functional collaboration to ensure equity in the distribution of funds

TERESA HARDEE, EdD, CPA, SSBB

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CAREER SUMMARY

Interim Vice Chancellor for Administration & Finance, SUNO, January 2020-Present
President / CEO, I⁵O Consulting Services, LLC, January 2018 – Present
Sr. Vice President / COO, Delaware State University, July 2016-December 2017
Vice President / CFO, Delaware State University, July 2014-July 2016
Vice President for Finance, Delaware State University, October 2012-July 2012
Consultant, Ammons Educational Group, January 2013- December 2017
Vice President / Chief Financial Officer, Florida A&M University, July 2007-September 2012
Adjunct Associate Faculty, Post University, May 2013-January 2015
Assistant VC for Budgets & Financial Planning, NC Central University October 2003-June 2007
Director of Internal Audits, NC Central University, July 2002-October 2003
Investment Accounting Manager, NC State Treasurer, June 2001-July 2002
State Auditor, NC Office of State Auditor, January 1996-June 2001

EDUCATION AND CREDENTIALS

HARVARD UNIVERSITY

Certification - Institute of Education Management (2015)

UNIVERSITY OF PENNSYLVANIA

Doctorate of Higher Education Management (2012) GPA: 3.7

NORTH CAROLINA CENTRAL UNIVERSITY

Master of Public Administration, 2007 with high honors

FAYETTEVILLE STATE UNIVERSITY

Bachelor of Science, 1989 with honors

Major: *Business Administration* Minor: *Accounting*

SIX SIGMA BLACK BELT CERTIFIED

CERTIFIED PUBLIC ACCOUNTANT (CPA #29345)

ARTICLE, PRESENTATIONS, TEACHING

- ◆ Appointed to NACUBO Small Institution Council
- ◆ Appointed to NACUBO Economic Model Project
- ◆ Presentation – AASCU (Influence on Change of Major on Student Success) Case Study
- ◆ Transformation Model – (Lead) Gates and Rockefeller Project with 5 other Universities
- ◆ Prediction of Retention at Historically Black/University using Artificial Neural Networks (Peer Reviewed)
- ◆ Modeling Dormitory Occupancy Using Markov Chains (Peer Reviewed)
- ◆ PI for Bill & Melinda Gates (Frontier Set) \$1.2 million Data Insights
- ◆ Authored Learning Logs for the Bill & Melinda Foundation
- ◆ Better by the Number – Achieving Operational Sustainability
- ◆ Delaware State Using Data Science to Improve Retention
- ◆ HBCUs Must Rethink Holistic Operations (<http://diverseeducation.com/article/53299/>)
- ◆ Founder and President of –Michael Anthony Hardee Educational Scholarship Fund
- ◆ ASHE- NACUBO New Business Model (Presentation)
- ◆ Presentation – EACUBO (Business Process Reengineering in Higher Education)
- ◆ Presentation – State of Delaware Nursing (Strategic Planning)
- ◆ Middle State Reviewer

TERESA HARDEE, EdD, CPA, SSBB

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Adjunct Associate Faculty

ST. AUGUSTINE UNIVERSITY, Raleigh, North Carolina, May 2020 – Present

- Teach On-line Course
 - Principles of Accounting

POST UNIVERSITY, Waterbury, Connecticut, May 2013 – January 2015

- Teach and Develop On-line Courses
 - PAD645: Risk Management
 - PAD634: Public Finance
 - Served on the committee for Capstone Review Courses
- Consult with Universities – Assist with Accreditation Issues with (Wilberforce University, Allen University, Virginia State University, Florida A&M University and Southern University at New Orleans)- All were removed from sanction



SOUTHERN UNIVERSITY AT NEW ORLEANS

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

Office of the Chancellor

January 28, 2021

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

Dear Dr. Belton:

Given the recent transition in key leadership positions, I have asked Dr. Eurmon Hervey to serve as Interim Associate Vice Chancellor of Academic Affairs here at Southern University at New Orleans. Our SACSCOC On-Site visit is scheduled for April 6-8, 2021. It is critical that SUNO's administrative structure is solid and sufficient to advance the mission. We have immediate needs in the academic affairs area and Dr. Hervey is well-suited to provide support at this time.

As you know, Dr. Hervey is no stranger to SUNO, nor the Southern University System. He first came to us as a consultant for SUBR in 2016. At that time, he was asked to develop a draft of the Impact Report of the Quality Enhancement Plan (QEP). That report was received well with no issues to address. Dr. Hervey was then engaged to support the institution by drafting a Monitoring Report to address the issues and guide the staff in demonstrating compliance. That Monitoring Report was also well-received and resulted in the removal of the sanction. We then asked Dr. Hervey to formally join SUBR to serve as Director of Accreditation and to offer guidance for the entire reaffirmation process. That process, too, ended favorably with full reaffirmation and no recommendations.

Given SUNO's recent accreditation challenges, he joined the team and supported the effort to remove the sanction of "Probation." He is now leading the reaffirmation planning effort and has earned the respect of the faculty senate and other faculty members involved in the process. He is effective at articulating strategies in ways that validate all campus community members' individual roles and collective value in accomplishing institutional goals.

I feel quite confident that Dr. Hervey can assume the position, as he is also no stranger to the role of Chief Academic Officer. Actually, my first-time meeting Dr. Hervey was in his role as Executive Vice President and Provost at Edward Waters College – when I served as President of FAMU and visited their campus about ten years ago. Prior to serving Edward Waters College, he served as Campus CEO of the Community College of the District of Columbia which was preceded by his role as Acting Provost at the University of the District of Columbia.

"An Equal Educational Opportunity Institution"

As you will note from his curriculum vitae, Dr. Hervey was quite successful in each role. In assuming the position at SUNO, he brings twenty years of professional experience in higher education with many of them focused specifically on academic affairs.

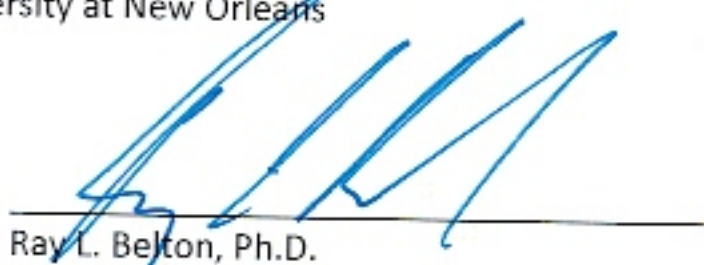
I am confident that Dr. Hervey can serve with distinction.

With kind regards,

James H. Ammons

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

APPROVED:



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

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

Previous Employee Wesley Bishop Reason Left Resigned
 Date Left March 31, 2020 Salary Paid \$84,975.00

Profile of Person Recommended

Length of Employment 2017 To 2021

Effective Date February 1, 2021

Name Furmon Hervey, Jr. SS# xxx-xx-2110 Sex Male Race* Black

Position Title: Associate Vice Chancellor for Academic Affairs Department: Academic Affairs

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

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

Years Experience _____ Southern University Experience 4

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	BA - Mathematics	Edward Waters College, Ja. FL	1991
	MA-Adm., Planning, Social Policy	Harvard Grad. Sch. of Educ., Cam.MA	1996
	DE - Administration	Vanderbilt Univ, Peabody College, N. TN	2005

Current Employer SOUTHERN UNIVERSITY SYSTEM

Personnel Action

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

Recommended Salary \$85,000.00 Salary Budgeted \$85,000.00

Source of Funds State

Identify Budget: _____ Location 411001-42110-61002-4600
 Form Code: _____ Page _____ Item # _____

Change of:

Position Special Assistant/SACS Liaison From To Assoc. VC of Academic Affairs
 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
General Fund	\$85,000.00

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor _____ Date _____ Dean/Unit Head James H. Ammon Date 1/28/2021
 Vice Chancellor _____ Date _____ Chancellor _____ Date _____
 Director/Personnel _____ Date _____ Vice President/Finance _____ Date _____
 President _____ Date _____ Business Affairs/Comptroller _____ Date _____
 _____ Date _____ Chairman/S.U. Board _____ Date _____
 _____ Date _____ Of Supervisor _____ Date _____

Eurmon Hervey, Jr.



SUMMARY OF PROFESSIONAL EXPERIENCES

Administrative Positions

Currently serve as senior administrator in public higher education focused on accreditation and planning. Formerly served as National VP/Superintendent for a \$175M education service corporation. Immediate past EVP/COO at the oldest private higher education institution in the State of Florida. Previously served as founding chief executive officer of the Community College of the District of Columbia which resulted from effort to separate traditional community college functions from university and establish a separate campus. Immediate past chief academic officer at the nation's only urban land grant institution. Previously served as State Higher Education Executive Officer (SHEEO) in the District of Columbia. Held senior administrative positions in the DC Office of the State Superintendent of Education and served as a chief advancement officer at a small private college. Served as founder and executive director of a non-profit community organization.

Teaching & Scholarship

Served as visiting and assistant professor. Taught undergraduate and graduate courses in mathematics and education administration at several colleges and universities. Research interests include college access by the rural poor and higher education leadership. Served as committee member and chair of several student dissertations. Received award for leadership as community educator.

Grantsmanship and Fund Raising

Recipient of financial support from several foundations, corporations, and government entities for a variety of projects and initiatives, while in the academy, the government, and as a non-profit leader. Served as grant-maker for \$1B foundation, grant writer for churches and community based organizations, and grant reviewer for federal and state programs. Academic training in institutional advancement from nation's top school of education offering the only degree program in the nation devoted entirely to the preparation of advancement professionals for higher education institutions.

EDUCATIONAL BACKGROUND

Doctor of Education, Vanderbilt University, Peabody College, Nashville, TN
Major Areas: Administration (Higher Education and Institutional Advancement)

Master of Business Administration, University of Florida, Gainesville, FL
Major: Business Administration

Master of Education, Harvard Graduate School of Education, Cambridge, MA
Major Areas: Administration, Planning, and Social Policy (Community Education)

Master of Science in Mathematics, Clark Atlanta University, Atlanta, GA
Major Area: Pure Mathematics

Bachelor of Science in Mathematics, *Magna cum Laude*, Edward Waters College, Jacksonville, FL
Major Area: Pure Mathematics

ADMINISTRATIVE EXPERIENCE

Southern University System, Baton Rouge, Louisiana

As the nation's only system of historically black colleges and universities (HBCU), the Southern University System consists of five campuses across Louisiana – two 4-year institutions, one community college, one law school and one agricultural campus. The collective enrollment exceeds 12,000 students and since 1885, it has produced graduates who lead in national and international capacities.

Director of Accreditation/Assistant Professor (1/2018 – Present)

Major Responsibilities:

Responsible for providing consultative advice to institutional leaders across the system. Provide direct “hands-on” support to institutions engaged in accreditation-related planning. Serve in temporary appointments where key leaderships voids exist.

Major Accomplishments:

- Primary author of SUBR Quality Enhancement Plan 5-year Report which was well received with “no further action.” This was achieved despite high leadership turnover and scant data.
- Primary author of SUBR Monitoring Report which successfully demonstrated compliance in four areas (Faculty Adequacy, Institutional Planning, Student Achievement, and Student Complaints) which were previously cited. This resulted in the removal of the “Warning” sanction imposed.
- Primary editor and Contributing author of SUBR Compliance Certification Report. Led an 18-month effort which resulted in “no recommendations” after both off-site and on-site reviews.
- Primary author of SUNO Monitoring Report which successfully demonstrated compliance in one major area (Financial Resources). This resulted in the removal of the “Probation” sanction after three previous attempts.
- Primary editor and Contributing author of SUNO Compliance Certification Report. Led a 6-month planning effort which involved increased faculty participation and completion of the report.

Catapult Learning, LLC., Camden, New Jersey

Catapult Learning is a leading provider of contracted educational services and services to schools and districts nationwide. For 39 years, Catapult Learning and its predecessor companies (e.g. Sylvan Learning) have partnered with education institutions, government agencies and community groups to provide outcomes-based learning programs that are tailored to individual student needs and that produce positive academic results. Catapult Learning operates in 38 states and operates re-engagement centers in five states. Contracted programs employ over 4,000 full- and part-time staff members and have serve more than 1 million students.

National Vice President/Superintendent of Schools (7/2013-12/2017)

Major Responsibilities:

Responsible for a system of 45 schools and alternative education centers across 5 states which include 30 dropout recovery centers, 11 charter schools, 2 job corps centers, 1 traditional private school and 1 virtual private high school. Serve as accreditation liaison with AdvancEd/SACS in pursuit of corporate systems accreditation. Manage higher education partnerships with 10 colleges and universities.

Major Accomplishments:

- Acquisition/Reorganization: Led the integration and reorganization efforts for a newly acquired company. Oriented 105 employees to company standards and drove performance to measurably higher levels which resulted in improved customer relationships, improved student outcomes, and increased business efficiencies. Doubled revenue growth within first 18 months.
- Accreditation: Lead accreditation effort across Catapult Learning service areas. Organize and lead a team of department leaders in addressing accreditation expectations. Monitor company compliance with governance and student learning standards and coordinate both internal and external reviews.
- Partnerships: Established partnerships with 10 colleges and universities that agreed to enroll and support Catapult students with preference. 80% of 300+ diploma completers now aspire to enroll in college.

Edward Waters College, Jacksonville, Florida

Founded in 1865, Edward Waters College is a four-year liberal arts institution affiliated with the African Methodist Episcopal Church. This college has a rich legacy as Florida's first independent institution and the first historically Black college. The current enrollment is 925 students.

Executive Vice President (8/2009 – 7/2013)

Major Responsibilities: Responsible for administrative and academic operations. Serve as campus leader in absence of president. Supervise staff of 150 and 900+ students with an operating budget in excess of \$20M. Oversee leadership for all positions reporting to the Office of the President, and direct supervision for Institutional Advancement and Institutional Research offices. Responsible for resource development and direct the Office of Sponsored Programs. Responsible for implementation and monitoring of the institution's 5-year strategic plan, *Edward Waters College: Reinventing Itself for the 21st Century*. Serve as accreditation liaison with the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) and lead all projects resulting in accreditation reporting.

Major Accomplishments:

- Fundraising – Lead institutional advancement staff in fundraising efforts including annual fund, alumni campaign, and planning for capital campaign to commemorate the institutions sesquicentennial celebration. Accomplished the \$2M Challenge Grant issued by the Michael and Kim Ward Foundation within the seven month timeline given to benefit the College. Also, secured over \$1M in grants and gifts in less than one year of tenure.
- Strategic Management/Organizational Realignment – Led the restructuring process in alignment with strategic plan which resulted in greater organizational efficiency and clarity of functions. Hired Vice President for Academic Affairs, Vice President for Student Affairs, Assistant Vice President for Enrollment Management (new position), Director of Admissions, Registrar, Director of Institutional Research and Director of Alumni Affairs.
- SACS – Served as primary investigator and author of proposal for the College to obtain Level 3 degree-granting status (submitted April 2013). Successfully led all efforts to restore good standing with the lifting of a 12-month “Warning” sanction placed on the College (completed December 2012).
- Student Statistics – Improved institutional profile in the last 3+ years with increases in student enrollment (721 to 925), first-year retention rate (45% to 56%), and 6-year graduation rate (9% to 23%).
- Financial Aid – Led an audit which resolved a significant discrepancy which saved the College over \$100,000 and restructured the Office of Financial Aid.

- Research Center for Health Disparities – Lead an effort to establish a research center in collaboration with the Mayo Clinic to address health disparities in urban communities.

University System of the District of Columbia, District of Columbia

Chartered in 1851 as the only urban, land grant university in the United States, the University of the District of Columbia is the only fully-accredited public institution of higher education in the nation’s capital. The system includes the Flagship University, Community College, and Clarke School of Law. The current enrollment is 5,855 (includes all schools).

Campus CEO/Executive Director of Community College Initiative (1/2009 – 8/2009)

Major Responsibilities: Responsible for institutional transformation planning which resulted in the establishment of a community college. Responsible for academic departments, workforce development centers, P-16 partnerships which reflect 25 academic degree programs and 35 training certifications. Oversaw the creation of a community college to include transfer of systems operations, faculty realignment, and student re-classification. Managed a campus within a campus of 1,500 students and 54 full-time faculty members.

Major Accomplishments:

- University System – Led effort to create a university system in the District of Columbia consisting of a community college, flagship university, and law school. Liaised with Board of Trustees, Executive Office of the Mayor, DC City Council, and Middle State Commission on Higher Education to facilitate approval and establishment.
- Advocacy – Served as chief advocate for the establishment of a community college in the only urban American metropolitan area without one. Led high-level discourse with the Brookings Institute, DC Chamber of Commerce, Executive Office of the Mayor, US Congresswoman Eleanor Holmes Norton, and the Bill and Melinda Gates Foundation.
- Southeastern University Teach-Out – Led the process which transferred academic programs and students from closing institution. Liaised with Middle States Commission on Higher Education and senior administration of closing institution to establish teach-out agreement and implementation.
- Forum on Remedial Education – Conceptualized, planned and led “national” forum addressing the need to redesign remedial education to reduce participation through K-12 partnerships, improved and accelerated pedagogy, and enhanced student support services.
- Succession – Recruited experienced team of “founding administrators.” For CEO, recruited an industry-recognized seasoned community college leader from the second largest community college in the nation.

Acting Provost and Vice President for Academic Affairs (Flagship University) (2/2008 – 1/2009)

Major Responsibilities: Responsible for \$73M academic budget, all academic departments, colleges and 75 degree programs. Establish all academic policies, oversee academic review of all units, and lead and implement strategic planning. Oversee the processes of faculty appointments, development, promotion and tenure, as well as faculty grievance procedures for 225 faculty members. Oversee implementation of student success structure (i.e. recruitment, first year experiences, retention). Liaise with government agencies, chief state and district school officers and education organizations. Work closely with the President to manage University resources to foster academic excellence, intellectual vitality, diversity, creativity, and community.

Major Accomplishments:

- Community College – Provided strategic guidance to incubate a community college within university, which resulted in Board of Trustees’ approval of institutional restructuring.
- Workforce Development – Reorganized structure and led corrective action team, which improved efficiency and sufficiently addressed issues raised by the Office of the Inspector General (OIG) regarding an audit of the previous service years.
- Sponsored Research – Reestablished office and developed implementation plan, resulting in the hiring of a proven leader charged to improve faculty grantsmanship.
- Student Success – Developed structure to reduce remediation, improve retention and graduation rates, which led to the establishment of a First Year Experience Office and an Academic Advising Center for undeclared majors.
- Faculty Merit Pay – Resolved two-year impasse in a highly charged environment involving faculty union and legal representatives. Compensated eligible faculty members after liaising with the president’s office and chief financial officer.
- Public Schools/P-20 – Liaised with school officials to train educators and align curricula. Developed plan for the establishment of a robust school of education and received seed funding for planning.
- Accreditation – Provide strategic direction for visits to schools of law, business, engineering which resulted in the timely submission of each respective self-study report.
- Title III – Reorganized structure to improve efficiency and alignment with institutional goals. Developed plans for office expansion and improving awareness of related policies and procedures.
- External Relations – Secured support from Gates Foundation, CASE, White House Initiative on HBCUs, which resulted in support for strategic planning, advancement planning, and the hosting of a national meeting regarding HBCU resource development.

Office of the State Superintendent of Education (OSSE), District of Columbia

Formerly known as the State Education Office, the OSSE establishes proactive policies, provides oversight, and directs resources for DC residents to be educated and prepared for postsecondary learning and employment.

Assistant State Superintendent for Postsecondary Education and Workforce Readiness (10/2007 – 1/2008)

Major Responsibilities:

Served as State Higher Education Executive Officer (SHEEO) charged with shaping the public higher education agenda for the District of Columbia in the only agency providing services across the P-20 educational pipeline. Served as state liaison for Middle States Accreditation Agency in evaluation of all higher education institutions in the District of Columbia. Established the Office of Postsecondary Education and Workforce Readiness to provide a comprehensive system of programs and services that increase the number of students graduating from high school, enrolling in college, and completing bachelor’s degrees. Monitored and managed \$34M budget and 50 state-level employees in areas of state financial aid, career and technical education, postsecondary preparation programs (e.g. GEAR-UP, Early College), adult education, and GED testing.

Major Accomplishments:

- Led DC Government’s systemic initiative for improving student success in high school and post-secondary education through networks of collaboration with other government agencies, businesses, community organizations and international philanthropic organizations. This resulted in the formation of a college access providers’ roundtable, the establishment of “college awareness week,” and commitments from colleges and universities to ensure DC student success.

- Provided administrative support to the Board of Trustees of the University of the District of Columbia in the areas of strategic planning, fundraising and development, government relations, and academic strategy. This resulted in a special assignment to lead discussions regarding the establishment of a school of education and 2-year program expansion, which led to the assumption of the role of provost.
- Developed a vision for the agency's role as the state office for higher education and determined the agency's role in education programs and federal grant programs for the District. This resulted in the establishment of the "Office of Postsecondary Education and Workforce Readiness" based on SHEEO best practices.
- Liaised with college presidents of regional and national institutions to improve retention of DC students, which resulted in the securing of material and human resources focused on ensuring success of DC students.
- Conducted grant competitions and provided funding for teacher professional development and Early Colleges, which enabled recipients to create meaningful learning experiences for DC teachers and students.
- Developed "Creating a College-Going Culture" workshop for DC public and charter schools to improve graduation rates and college-going rates. This resulted in the creation of "college access teams" which secured resources to implement approved activities designed to increase college awareness and participation.

Deputy Chief State School Officer (6/2007 – 9/2008) (Post held concurrently with Director of Education Programs)

Major Responsibilities:

Served as deputy to chief state school officer in coordination of emergent state-level issues related to DC's historic education reformation. Worked collaboratively with DC Public Schools' Chancellor Michelle Rhee and DC State Superintendent Deborah Gist to delineate local and state functions; facilitate the transfer of human, material, and financial resources; develop plans for the merger and acquisition of disparate state agencies and functions; liaise with merging agencies and facilitate human resource concerns.

Major Accomplishments:

- Analyzed and evaluated local and federal legislation to determine its effects on the development and implementation of identified policy priorities, programs, and operations. This enabled the District of Columbia Public Schools the effectively separate state and local roles and responsibilities.
- Led corrective action efforts to remove "high-risk" status designation from federal government and to ensure 100% compliance with federal regulations. This resulted in expedience in addressing citations and the completion of related tasks to ensure full compliance.
- Facilitated the transfer of 300+ employees from local school district to state education agency. Assisted in the management of the growth of agency from 80 to 400 staff members and addressed all human resources concerns (e.g. benefits, new functions, and office space).

Director of Education Programs (10/2005 – 9/2008)

Major Responsibilities:

Provided oversight of post-secondary education licensure activities, which included nearly 100 higher education agencies offering instruction in DC; responsible for investigatory monitoring which resulted in the closing of non-compliant institutions; oversaw the repository for closed school records. Served as accreditation liaison between area institutions and Middle States Association of Colleges and Schools. Supervised managers and staff of 25 who managed and monitored education programs within the State Education Office including the federally funded GEAR-UP, Workforce Development and Community Transition for Incarcerated Youth, and Improving Teacher Quality programs.

Major Accomplishments:

- Facilitated the closing of 3 non-compliant higher education institutions, which eliminated fraudulent and questionable practices.
- Co-developed first credit-bearing college planning course for high school students in the nation, which resulted in formal recognition from the US Department of Education (GEAR UP Division).
- Improved ex-offender re-entry to society and job placement practices, which enabled former inmates to provide for their families. Currently serve as mentor to 4 ex-offenders.
- Received commendation from US Dept. of Education for grants management

Tougaloo College, Tougaloo, Mississippi

Founded in 1869, Tougaloo College is a private, historically black, four-year liberal arts institution, related to the Disciples of Christ Church. As a result of its active commitment and being forefront in the Civil Rights Movement, the College gained national respect for its high academic standards and level of social responsibility. The current enrollment is 945.

Acting Vice President / Assistant Vice President for Institutional Advancement (4/2003 – 8/2004)**Major Responsibilities:**

Management responsibility for conceiving and implementing long- and short-term advancement plans, including fund raising, marketing/communications and alumni relations. Member of President's cabinet and served as the chief adviser to the President on all matters related to institutional advancement. Responsible for the cultivation of donors, alumni, corporations, foundations, community groups and others as part of an overall development plan, and led a professional staff of 12 to set and attain annual campaign, development and constituency relations goals.

Major Accomplishments:

- Developed strategic plan for development activities, which resulted in the clarification of staff roles and functions.
- Co-developed grant proposals resulting in nearly \$500,000 in funded projects.
- Provided feasibility planning and coordination for the launching of a \$50 million capital campaign.
- Secured initial grant funding for the institutionalization of civic engagement and social responsibility.

Education Services Foundation (ESF), Jackson, MS

Created in 1995, Education Services Foundation ensures that Mississippi students have access to higher education. It also serves as the managing company for Mississippi Higher Education Assistance Corporation.

Program Manager (1/1998 – 2003), (Held increasingly responsible and concurrent positions)**Major Responsibilities:**

Led new foundation's philanthropic activities. Provided strategic direction and planning for systemic program implementation to improve college access and enrollment for Mississippi students. Served as senior member of management team. Liaised with school districts and higher education institutions to improve understanding and awareness of financial aid programs. Managed and professionally developed a staff of four.

Major Accomplishments:

- Co-conceptualized and implemented a \$21 million federal GEAR-UP initiative by MS Institutions of Higher Learning (IHL) designed to improve participation in higher education among students from low-income communities. Concurrently served as Coordinator for Partnerships and Outreach at IHL.

- Developed college access activities that increased parental/community involvement and strengthened collaborations.
- Designed, planned, developed, and managed College Access Planning Program (CAPP) division of Foundation to provide academic planning information and outreach services to Mississippi parents and students. Established college counseling center at headquarters location. Oversaw expansion of counseling services to Eudora Welty Public Library. Developed and coordinated scholarship program awarding \$25,000 - \$50,000 annually to Mississippi students.
- Designed, planned, developed, and managed Delta Scholars Program to formulate a targeted college access program for Mississippi Delta students. Devised college access and college persistence strategies to meet the unique needs of a unique population. Developed and coordinated mini-grant program awarding small grants to schools and community organizations interested in conducting college counseling activities.

The REACH (Revitalizing Education Awareness for CHange) Institute, *Clarksdale, MS*

This youth development organization was founded in 1994 to increase awareness of and access to higher education for rural students. Initial funding was secured through a fellowship from the Echoing Green Public Service Foundation. The concept was later adopted by the Education Services Foundation and spawned two programs, Delta Scholars and the College Access Planning Program.

Founder and Chairman, (1994 - 1998)

Major Responsibilities:

Conceptualized scope and vision of organization from inception through service delivery. Secured Mississippi state charter for non-profit corporation status and recognition from Internal Revenue Service as tax-exempt 501(c)(3) organization. Developed and sustained grass-roots community based organization designed to improve awareness of and access to higher education for Mississippi Delta students. Provided guidance and strategic direction for design and implementation of programs. Recruited and supervised team of volunteers. Led resource development efforts which resulted in sufficiently funded educational endeavors for all 100 students.

Major Accomplishments:

- Received award from Mississippi Association of Educators for outstanding community service
- Recognized as social entrepreneur by Echoing Green Public Service Foundation and awarded \$50,000 for seed funding.
- Gave keynote speech at Dartmouth College with select students entitled “If your Dream Job is Helping People.”
- Achieved 100% college acceptance and 90% college enrollment rate for participants.
- Facilitated the awarding of hundreds of thousands of dollars for participating students.
- Replicated REACH model statewide through ESF’s Delta Scholars and College Access Planning Programs.

Delta State University, Cleveland, Mississippi

Delta State is a public institution providing a comprehensive education at the undergraduate and graduate levels to over 4000 students. Founded as a teacher’s college, the University continues excellence in teacher education and has expanded educational offerings to meet the evolving needs of its students.

Program Coordinator/Member, AmeriCorps (Delta Service Corps) (8/1996 - 7/1997) (Held post concurrently with REACH position)

Major Responsibilities:

Managed a portfolio of 60 volunteer projects for the nation's second largest AmeriCorps program. Maintained strong relationships with nonprofit partner organizations. Provided targeted volunteer outreach to grow regional programming. Project leader for recruitment, training and support.

Major Accomplishments:

- Developed evaluation procedures and coordinated 60 community service projects in Mississippi Delta communities.
- Increased recruitment efforts resulting in significant increase in the applicant pool.
- Coordinated community development activities for two small towns which resulted in several community-wide functions and increased civic participation among residents.

TEACHING AND SCHOLARSHIP

Faculty Positions

Assistant/Visiting Professor, Department of Rural School Leadership and Research, College of Education, Delta State University, (8/2004 – 7/2007) *(Held concurrently with administrative position and served as Visiting Professor)*

- Taught courses in Foundations of Education, Administrative Leadership, and Practicum courses
- Provide advice and mentoring to students
- Serve as chair and/or member of dissertation committees (T. Johnson 2007, P. Felder 2008)
- Co-conceptualized Center for Rural School Leadership and Research
- Prepared and submitted grant proposals to secure external support
- Served on NCATE committees in preparation of accreditation visit
- Student evaluation average of 4.84/5.00 throughout affiliation

Instructor, Department of Mathematics, Edward Waters College, Jacksonville, FL, (8/1991 – 8/1993)

- Taught courses in College Algebra and General Mathematics
- Served as advisor to student government association
- Served as coach for Honda Campus All-Star Challenge team

Adjunct Instructor

- Coahoma Community College, Clarksdale, MS - College Algebra (1995, 1997)
- Bunker Hill Community College, Boston, MA - Life/Study Skills (1996)

OTHER RELEVANT EDUCATIONAL/PROFESSIONAL EXPERIENCES

International:

Taiwan: Speaker/Panelist, Higher Education Conference
Austria: Fellow, Salzburg Global Seminar

Singapore: Delegate, Singapore Ministry of Education
Egypt: Commencement Speaker, MAADI Academy/UDC

National:

Associate, Center for Public Policy in Higher Education
Participant, Leadership & Mentoring Institute, American Association of Higher Education
Protégé, Millennium Leadership Institute (MLI), American Association of State Colleges & Universities
Associate, Center for Economic and Community Development, Delta State University
Fellow, Echoing Green Public Service Foundation
Coursework, University of California-Los Angeles (Counseling the College-Bound Student)

GRANT PROCUREMENT/MANAGEMENT (Selected)

Title	Revitalizing Education Awareness for Change (REACH)
Funding Agency	Echoing Green Public Service Foundation
Years Funded	Two (1995 - 1997)
Total Award	\$50,000
Title	Gaining Early Awareness and Readiness for Undergraduate Programs (MS)*
Funding Agency	US Department of Education
Years Funded	Five (2001- 2007)
Total Award	\$21,000,000
Title	Institutionalizing Service Learning at Tougaloo College
Funding Agency	Center for Community Engagement/Corporation for National Service
Years Funded	One (2003)
Total Award	\$36,000

Title	Re-establishing and Honors Program at Tougaloo College*
Funding Agency	Mellon Foundation
Years Funded	Three years (2003 - 2006)
Total Award	\$250,000
Title	Gaining Early Awareness and Readiness for Undergraduate Programs (DC)**
Funding Agency	US Department of Education
Years Funded	Five (2004- 2009)
Total Award	\$5,000,000
Title	Sustaining the Early College Model in DC
Funding Agency	Government of the District of Columbia
Years Funded	One (2008)
Total Award	\$560,000
Title	Gateway to Algebra Program (UDC)*
Funding Agency	Bill and Melinda Gates Foundation/DC College Success Foundation
Years Funded	One (2008)
Total Award	\$68,000
Title	Establishing a School of Education (UDC)
Funding Agency	Office of the State Superintendent/Government of the District of Columbia
Years Funded	One (2008)
Total Award	\$300,000

* *Denotes co-authorship or writing team*

** *Denotes management/monitoring*

SELECTED PUBLICATIONS

Reports, Book Chapters, and Commentary

“Partnerships for Public Purposes: Engaging higher education in the societal challenges of the 21st century.” National Center for Public Policy and Higher Education, April 2008.

Hervey, E. (2005). “Staying in Their Place”: Toward an Understanding of Place-based Family and Cultural Factors that Influence College Aspirants in the Mississippi Delta” (Ed.D. dissertation, Vanderbilt University).

Hervey, E. (2002). “Learning to Forgive Father.” In Blanchard, L.J., Shelton, K.W. and Mims-Goodman, B. (Eds.), *Paper-Thin/Soul-Deep: A Collection of Personal Letters and Journal Entries of African-American Men* (pp. 4-9). New York, NY: Vantage Press.

“Education is the Key to Unlocking Grip of Delta’s Despair” in *The Clarion Ledger*, February 14, 2000

“Parents and Students Should Both Plan for College,” in *The Clarion Ledger*, July 25, 1998.

CONSULTANCIES AND INVITED PRESENTATIONS

Selected consultancies and presentations include:

W.K. Kellogg Foundation (Consultant/Contractor), Mid-Delta Empowerment Zone and Enterprise Communities (Grant-writer) , Delta Service Corps (Group Facilitation/Speaker), Dartmouth College (Speaker), Tunica County Public Schools (Consultant/Evaluator), Word of Faith Christian Center (Consultant/School Founder), Town of Mount Olive, MS (Advisor) , Massachusetts Association of Financial Aid Administrators (Speaker), Roanoke-Chowan Community College (Commencement Speaker), Sunflower County Freedom Project (Advisor), West Bolivar High School (Group Facilitator), Next Step Public Charter School (Advisor), National Dropout Prevention Center/Network (Advisor/Presenter), Delta Sigma Theta Sorority, Inc. (Speaker), The College Fund/UNCF (Spokesman), National Center for Public Policy in Higher Education (Associate/Panelist), Hugh O’Brian Youth Leadership Foundation (Ambassador/Speaker), DC State Board of Education (Panelist), Penn Foster, Inc., (Panelist), Salzburg Global Seminar (Fellow), Baltimore City Schools (Evaluator), Maadi/Egypt Academy (Commencement Speaker)

AWARDS, HONORS and SERVICE

Undergraduate Scholarship - The College Fund/UNCF
National Spokesman - The College Fund/UNCF
Graduate Fellowship - Clark Atlanta University
Class Marshal - Harvard Graduate School of Education
President - Harvard Graduate School of Education (Student Association Cabinet)
Phi Delta Kappa (Harvard Chapter)
Fellow - Echoing Green Public Service Foundation
Community Education Award, Mississippi Association of Educators
Peabody College Honors Scholarship - Vanderbilt University

References:

Dr. Deborah Gist
Superintendent
Tulsa Public Schools
3027 S. New Haven Ave.
Tulsa, OK 74114
BozonSa@tulsaschools.org
202-215-3069

Dr. John B. Williams
(Former) Associate Professor
Harvard Graduate School of Education
Senior Fellow
Southern Education Foundation
Jbwms3@hotmail.com

202-722-4937

Dr. James T. Minor
Sr. Strategist for Academic Success and Inclusive Excellence
The California State University System
(Former) Assistant Secretary for Postsecondary Education
US Department of Education
Prof.minor@gmail.com
(310) 403-9263



"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

January 21, 2021

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

Dear President Belton:

As Chancellor of the Southern University Agricultural Research and Extension Center and Dean of the Southern University Agricultural, Family and Consumer Sciences, I am requesting the approval of a salary adjustment for Ms. LaKeeshia Lusk, Communication Coordinator, who brings 15 years of experience.

Mrs. Lusk is our point of contact for media and communication services. She is responsible for all internal and external communications, development of strategies, composing informational and educational content, and is called upon to edit, proofread, and layout documents. In addition, Mrs. Lusk monitors and produces SUAREC social media and online platforms.

Currently, her annual salary is \$56,925.00 and I am proposing Mrs. Lusk' salary be adjusted to \$65,000. This proposed salary adjustment is based on an increase of job duties and responsibilities, and equable pay within the Southern University System and the State of Louisiana. This position is funded by State Funding.

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

Sincerely,

Orlando F. McMeans, PhD
Chancellor-Dean

Approval by:

Atty. Tracie Woods
Associate Vice President of Human Resources

1/25/2021
Date

Ray L. Belton, Ph.D.
President-Chancellor

Date

JOB CLASS				
JOB CODE				
CAL. ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	6	M	9	9	8	5
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

Previous Employee LaKeeshin Giddens Lusk Reason Left N/A
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment March 1, 2021 To _____
 Effective Date March 1, 2021

Name LaKeeshin Giddens Lusk SSN XXX-XX-2254 Sex Female Race* AA
 (*S" number)

Position Title: Communication Coordinator Department: Office of Technology

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

Years Experience 16+ Years Southern University Experience 16 Years
 Degree(s):
 Type/Discipline (BA-Education): BA-Mass Communication Institution/Location (SU-Doton Rouge): Southern University and A&M College Year: 2002
MA-Mass Communication Southern University and A&M College 2004

Current Employer Southern University Agricultural Research and Extension Center

Personnel Action

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

Recommended Salary \$65,000 Salary Budgeted \$65,000

Source of Funds State

Identify Budget: 61001-61210-66000 Location _____
 Form Code: _____ Page _____ Item # _____
 Change of: From To
 Position: _____
 Status: Full-time Full-Time
 Salary: \$65,000 \$65,000
 Adjustment: _____

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
61001-61210-66000	\$65,000

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

*See Reverse Side

Graduate School signature (if applicable):

Supervisor: _____ Date: 1/21/2021
 Vice Chancellor: _____ Date: 1/21/2021
 Director/Personnel: _____ Date: 1/21/2021
 President: _____ Date: _____

Dean/Unit Head: _____ Date: 1/21/2021
 Chancellor: _____ Date: _____
 Vice President/Finance Business Affairs/Comptroller: _____ Date: _____
 Chairman/S.U. Board of Supervisors: _____ Date: _____

BGP
 1/21/2021

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Ms. LaKeeshia Giddens Lusk will continue as the Communication Coordinator (61001-61210-66000).

EMPLOYEE REGULAR WORK SCHEDULE: Monday – Friday 8:00am – 5pm
EMPLOYEE DIRECT SUPERVISOR: Mr. Chris Rogers
SUPERVISOR/DEPARTMENT CONTACT NUMBER (225) 771-5669
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):

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

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

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

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

FUNDS AVAILABLE
OFFICE OF THE AGRICULTURAL
RESEARCH AND EXTENSION
SOUTHERN UNIVERSITY SYSTEM


FINANCE & ADMINISTRATION SECTION

JOB DESCRIPTION
FOR
COMMUNICATIONS COORDINATOR
SOUTHERN UNIVERSITY AGRICULTURAL RESEARCH AND EXTENSION CENTER
AND THE
COLLEGE OF AGRICULTURAL, FAMILY AND CONSUMER SCIENCES

OVERALL DESCRIPTION:

A twelve-month position, the Communications Coordinator, shall have the following duties and shall be directly responsible to the Director of Technology Services. The Communications Coordinator is responsible for the day-to-day coordination of internal and external communications for all educational programs related to the Southern University Agricultural Research and Extension Center.

DUTIES OF RESPONSIBILITY WILL INCLUDE:

- Serves as Center's point of contact for the media and in crisis situations.
- Assist in composing both informational and educational text for radio and television, multi-media, and web content, to include assisting in editing and layout content of Center's newsletters, and brochures, etc.
- Support for the production of electronic communications, such as the Center's website and video production.
- Working with technology staff on presentations, publications, and audiovisual productions.
- Provide and assist in training faculty and staff
- Take photographs and/or shots to be used in communication materials as designed and/or scripted.
- Monitor the Center's social media and online presence.
- Review, edit and approves written work including talking points, executive briefs, web content, newsletters.
- Provides oversight and support in the development of communications strategies for external and internal priorities and conducts in-person management/executive level briefings on communications strategies.
- Perform related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

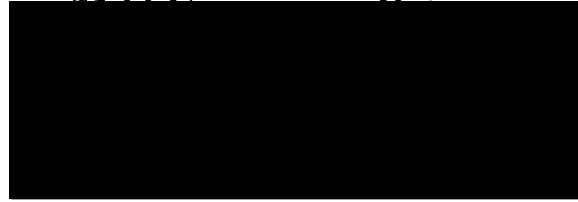
Highly goal oriented providing excellent results with little oversight and direction; Must have a minimum of a Master's degree in communications, journalism and/or public relations and at least 5 - 10 years of experience; Must have hands-on experience with Windows, Apple OS, iOS and Android based hardware such as desktops, laptops, mobile devices, copiers, etc.; Experience in MS Office 365 (MS Word, Excel, Power Point, One Drive, TEAMS); Working knowledge of obtaining and analyzing social media data; The ability to work independently, self-motivating with the ability to adequately communicate (orally/written) solutions to management rather than problems.

Employee Endorsement / Date

Director of Technology/Communications Services / Date

Chancellor-Dean, Southern University AgCenter / Date

LaKeeshia Giddens Lusk



OBJECTIVE

To obtain a challenging and exciting Communications position that will utilize my strong interpersonal communication skills and outstanding organizational ability.

EXPERIENCE

October 2019 – Present, Communications Coordinator Office of Technology & Communications Services -Southern University Ag Center, Baton Rouge, LA

- Serves as Center's point of contact for the media and in crisis situations.
- Assist in composing both informational and educational text for radio and television, multi-media, and web content, to include assisting in editing and layout content of Center's newsletters, and brochures, etc.
- Support for the production of electronic communications, such as the Center's website and video production.
- Working with technology staff on presentations, publications, and audiovisual productions.
- Provide and assist in training faculty and staff
- Take photographs and/or shots to be used in communication materials as designed and/or scripted.
- Monitor the Center's social media and online presence.
- Review, edit and approves written work including talking points, executive briefs, web content, newsletters.
- Provides oversight and support in the development of communications strategies for external and internal priorities and conducts in-person management/executive level briefings on communications strategies.

October 2014 – September 2019, Research Associate – Program Development Office of Technology & Communications Services -Southern University Ag Center, Baton Rouge, LA

- Coordinates the development of various types of media, to include technical publications, leaflets, bulletins, newsletters, news stories and others aimed at promoting the SU Ag Center and the College of Agricultural, Family and Consumer Sciences

- Updates the SU Ag Center's social media platforms
- Assist in the development of visual media and presentations, such as television and other public relation information on behalf of the SU Ag Center and the College of Agricultural, Family and Consumer Sciences
- Assist appropriate program leaders in promoting the livestock show, youth activities, and others through an assortment of media outlets.
- Assist appropriate administrators in the call for articles for publications
- Assist authors in writing, or editing articles for publication
- Works closely with the Center's graphic designer in producing an assortment of publications
- Serves as a liaison for publication dissemination between the research program and the Center
- Develops news and feature stories about research, teaching and extension activities, and gets published in appropriate outlets
- Updating and maintaining the featured stories and News and blog sections of the SU Ag Center's web page
- Maintains a photo-archive of research and extension activities within the Agricultural Research and Extension Center
- Serves on SU Ag Center and other committees as assigned
- Participates in professional development activities in accordance with role expectations

January 2012 – September 2014, Program Director-E-Learning Rural Mobile Training and Development Center Center for Rural & Small Business Development-Southern University Ag Center, Baton Rouge, LA

- Implementation and oversight of the E-Learning Rural Mobile Training and Development Center (E-Learning Center).
- Coordinating small business development programs through the E-Learning Center.
- Serves as a liaison between the Center for Rural and Small Business Development and elected officials, business owners and citizens in under-represented communities
- Assist with the management and technical assistance of rural business owners to foster business development and create sustainable economic development in more than 30 rural Louisiana parishes.
- Updating the Center's web page
- Promoting business development trainings and seminars through television appearances, press releases, flyers, and other promotional material

September 2004 – January 2012, Administrative Assistant II, Office of Media Relations/Institutional Advancement-Southern University, Baton Rouge, LA

- Writing and disseminating Southern University information and pro-actively creating public awareness of the University's programs, services, and accomplishments to the news media through news releases, public services announcements, community calendars, media advisories, news conferences, television and radio interviews, and other public relations activities

- Regularly updating the University's social media sites
- Updating and maintaining the featured stories and News & Press Releases sections of the University's web page
- Disseminating campus-wide e-mails to University faculty, staff, students and administrators
- Scheduling morning show appearances to promote the University
- Communicating directly with newspaper and television reporters to positively promote the University
- Creating flyers for campus promotions
- Updating and disseminating the department's daily newsletter to University administrators, faculty, staff, students, alumni, and University supporters
- Performing advance clerical and routine administrative duties
- Scheduling meetings and conferences
- Maintaining the department's budget
- Making purchases for the department
- Supervising student workers and assisting in the training of department interns
- Attending meetings and reporting on the proceedings to upper-level supervisor
- Acting as the campus coordinator for the American Heart Walk Campaign
- Acting as the treasurer for the Southern University United Way Campaign

August 2004 – March 2005, Writer/Production Assistant, SU UpClose Television Show - Southern University, Baton Rouge, LA

- Oversaw the administration of contracts for show employees
- Wrote stories for the televised program
- Researched leads on upcoming stories
- Assisted with the pre-production of the 30-minute weekly televised show
- Participated in the direction and production during the filming of the show

February 2001 – May 2004 Intern, Office of Media Relations - Southern University, Baton Rouge, LA

- Wrote news releases, community calendars, and public service announcements
- Maintained a daily newspaper clipping of higher education stories and disseminated the stories to the University administrators and members of the Southern University Board of Supervisors
- Updated the department's state-wide media contact list
- Disseminated press releases, community calendars and media advisories to local and state media outlets
- Communicated directly with newspaper and television reports to positively promote the University

EDUCATION

Master of Arts, Mass Communications with a concentration in Public Relations
Southern University and Agricultural & Mechanical College
Baton Rouge, LA
May 2004
GPA 3.7

Bachelor of Arts in Mass Communications
Southern University and Agricultural & Mechanical College
Baton Rouge, LA
December 2002
GPA: 3.4

MEMBERSHIPS

Baton Rouge Film Commission

EXPERTISE

Media Relations
Standard Camera Operations
Digital Camera Operations
Social Media Platforms
Team Management
Training
Writing
Editing

SOFTWARE KNOWLEDGE

WordPress
Quark Layout
Adobe Photoshop
Microsoft Office Suite Word, Excel, Access, Publisher, PowerPoint
Microsoft Office 365

REFERENCES

Cassandra Washington – (225) 819-7301
Renita Marshall – (225) 719-7016
Jasmine Hunter – (225) 200-7496

"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

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

OFFICE OF THE CHANCELLOR-DEAN

January 21, 2021

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

Dear President Belton:

As Chancellor of the Southern University Agricultural Research and Extension Center and Dean of the Southern University Agricultural, Family and Consumer Sciences, I am requesting the approval of a salary adjustment for Mr. Sanjay Palle, Network Admin/Web Administrator, who has over 15 years of experience.

Mr. Palle provides leadership and support for the SUAREC's technical support for network hardware/software, analyzes and troubleshoots issues, problems, and updates, ensures the integrity of all system backups, manages the servers, prepares and documents long-term solutions for best system usage, and provides technical expertise for the maintenance of the SUAREC website.

Currently, his annual salary is \$67,167.36 and I am proposing Mr. Palle's salary be adjusted to \$70,000. This proposed salary adjustment is based on an increase of job duties and responsibilities, and equitable pay within the Southern University System and the State of Louisiana. This position is funded by State Funding.

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

Sincerely,

Handwritten signature of Orlando F. McMeans in blue ink.

Orlando F. McMeans, PhD
Chancellor-Dean

Approval by:

Handwritten signature of Atty. Tracie Wood in black ink.

Atty. Tracie Wood
Associate Vice President of Human Resources

1/25/2021

Date

Handwritten signature of Ray L. Belton in blue ink.

Ray L. Belton, Ph.D.
President-Chancellor

Date

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

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

Profile of Person Recommended

Length of Employment March 1, 2021 To _____
 Effective Date March 1, 2021

Name Sanjay Pallo SSN XXX-XX-3478 Sex Male Race Asian
 (P&H number)

Position Title: Network Database Admin/Web Specialist Department: Office of Technology

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

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

Years Experience 20+ Years Southern University Experience 20+ Years
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
BE-Engineering Osmannia University-Hyderabad, India 1998
MS-Electrical/Computer Engineering Louisiana State University 2000
MS-Computer Science Southern University and A&M College 2005

Current Employer Southern University Agricultural Research and Extension Center

Personnel Action

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

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

Source of Funds State

Identify Budget: 61001-61210-66000 Location _____
 Form Code: _____ Page _____ Item # _____

Change of: From _____ To _____

Position Status Full-time Full-Time _____
 Salary \$70,000 \$70,000 _____
 Adjustment _____

Financial Aid signature (if applicable): _____

Source of Funds	Amount
61001-61210-66000	\$70,000

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

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

Supervisor: _____ Date: 1/21/2021 Dean/Unit Head: _____ Date: 1/21/2021

Vice Chancellor: _____ Date: 1/26/21 Chancellor: _____ Date: _____

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

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

B9D
 1/21/2021

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: Mr. Sanjay Palle will continue as the Network Database Admin/Web Specialist (61001-61210-66000).

EMPLOYEE REGULAR WORK SCHEDULE: Monday – Friday 8:00am – 5pm
EMPLOYEE DIRECT SUPERVISOR: Mr. Chris Rogers
SUPERVISOR/DEPARTMENT CONTACT NUMBER: (225) 771-5669
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, HI-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

FUNDS AVAILABLE
OFFICE OF THE AGRICULTURAL
RESEARCH AND EXTENSION
COOPERATION UNIT BUDGET SYSTEM

[Handwritten Signature]
ADMINISTRATION SECTION

JOB DESCRIPTION
FOR
NETWORK DATABASE ADMIN/WEB SPECIALIST
SOUTHERN UNIVERSITY AGRICULTURAL RESEARCH AND EXTENSION CENTER AND THE
COLLEGE OF AGRICULTURAL, FAMILY AND CONSUMER SCIENCES

OVERALL DESCRIPTION:

A twelve-month position, the Network Database Admin/Web Specialist, shall have the following duties and shall be directly responsible to the Director of Technology Services for their exercise. The Network Database Admin/Web Specialist is responsible for the support, administration of the Center's Local/Wide Area Network (Internet/Intranet). Also, responsible for the day-to-day onsite technical support for network hardware/software, analyze problems, and monitor the network to ensure availability. Also, providing technical expertise for the maintenance of the official website for the Southern University Agricultural Research Extension Center.

DUTIES OF RESPONSIBILITY WILL INCLUDE:

- Serves as the Assistant Chief Information Officer;
- Serves as Chief Security officer for the Center;
- Serves as assistant manager for a support staff of 5 employees / 3 student workers and provides technology/communications support to faculty/staff in 33 parishes across the state, to include 1 center, the Southwest Center for Rural Initiatives and 365 acre research farm.
- Assist in establishing long-term technology needs for the Center, and assist in planning strategies for developing systems and acquiring hardware, software and other equipment to meet application needs;
- Provide leadership for the Center's Local Area and Wide Area Networks;
- Serve as the site's (www.suagcenter.com) "Webmaster;"
- Provide support for all enterprise's e-mail (client/server) issues for over 150 users (locally and statewide);
- Maintain and monitor the official website (Internet/Intranet);
- Maintain and ensure the integrity of all system backups 24/7;
- Manage all the internal/external DNS SMTP server;
- Create and maintain system user databases;
- Assists in the planning, development, deployment of network expansions and upgrades;
- Manages the remote connections of the Center's Finance Department to the Southern University's managed servers;
- Maintain, troubleshoot and provide technical support for the Center's video surveillance security system;
- Other duties as assigned

KNOWLEDGE SKILLS ABILITIES:

- Must be skilled, knowledgeable and experienced in TCP/IP Internetworking, DNS, MS Windows Server, Active Directory, Microsoft SQL server, Microsoft Exchange 2008 or higher, Mac Server OS X or higher;
- Must be skilled, knowledgeable of Cisco routers, firewall and switches;
- Strong troubleshooting skills using both proactive reactive methodologies on a daily-basis to provide seamless system availability;
- Knowledgeable in designing and maintain a network/security plan;
- Highly goal oriented providing excellent results with little oversight direction;
- The ability to work independently, self-motivating with the ability to adequately communicate (orally/written) solutions to management rather than problems; and
- Must be Microsoft (MCSE) and Cisco Certified

Employee Endorsement / Date

Director of Technology Services / Date

Sanjay Palle

Over 15 years of information technology experience in Windows servers, Cisco and Juniper products, network security, routing, switching, web development, desktop support, hardware/software support, help desk, LAN/WAN, training etc. Quick learner with inter-personal, communication and leadership skills. Excellent team member with problem-solving and trouble-shooting capabilities.

WORK AUTHORIZATION

- Authorized to work in the US for any employer

TECHNICAL SKILLS:

- **Virtualization:** VMWare ESXi 6.x, vSphere 6.x, vCenter Server, Hyper-V
- **Servers:** Windows Server 2012/2008/2003/2000, Mac OSX Server 10.x
- **Operating System:** Microsoft Windows 10/8/7/Vista/2000/NT/9x, Ubuntu Linux 12.x/11.x, Mac OS 10.x,
- **Networks:** Routing, Switching, VPN, DNS, DHCP, TCP/IP Ethernet Networking, Wireless Networking, Network Analyzers, Juniper, Procurve, Passport and Baystack Switches.
- **Systems:** Active Directory, Azure, Analysis & Monitoring, Messaging & Collaboration, Internet Sharing, Auditing, Service/Patch Management, Virus-Intrusion-Spam Protection, Backup & Disaster Recovery, Remote Management, Firewall and Switch Configuration etc.
- **Security:** Cisco ASA 5510, Cisco PIX Firewall 515, ESET, Symantec Antivirus Corporate Edition, Barracuda Spam Firewall, Tipping Point IPS/IDS.
- **Email System:** Microsoft Exchange 2010/2007/2003/2000
- **Audio/Video Systems:** Crestron, Extron, Tandberg VISION 6000, Polycom HDX 8000
- **Storage/Backup:** Dell EqualLogic, Symantec Backup Exec
- **Access Control:** Best Access (Access Control and Entry System), Intivid Security Server (IP based CCTV), VMS 4200 software system
- **Database:** MS SQL Server, MySQL, FileMaker Pro
- **Content Management System:** Joomla 1.5, Bizzuka, Covalent Logic
- **Adobe software:** Acrobat, Photoshop, Go Live, Illustrator, Image Ready, In Design, Dreamweaver, Fireworks, Director, Flash, Home Site
- **Web Design:** HTML, JavaScript, WordPress, IIS10.0
- **Other Packages:** Office 365 (Word, Excel, PowerPoint, Access, Outlook, Project, Publisher, Visio, Teams Skype for Business), ShoWorks, SpiceWorks

PROFESSIONAL/ACADEMIC EXPERIENCE:

Network/Database Administrator/Web Specialist, Southern University Agricultural Research and Extension Center (SUAREC), Baton Rouge, LA. Feb 2004 – Present

- Fulfill the duties of the Director of Technology Services in his absence and provide support for the IT/Communications group.
- Provide support to the Director of Technology with strategic planning, asset management, IT related purchases, planning and execution of projects.
- Successfully migrated the Exchange email services to the cloud based Office 365
- Currently provide help desk support to the College of Agriculture which has about 3 computer labs, 19 classrooms with Extron based systems.
- Assisted with the planning, coordination and implementation for a year-long fiber network project that connected multiple agricultural buildings (i.e., Horticulture Building, Poultry Lab, Meat Processing Lab and the Urban Forestry Head house)
- Successfully implemented an open-source helpdesk portal that assists in day-to-day IT operations.
- Completed the migration of network access for our satellite campus, SCRI (Southwest Center for Rural Initiatives) from AT&T to the LONI network.
- Coordinated and managed in the successfully virtualizing the server infrastructure at A. O. Williams Hall with Dell server infrastructure in a VMWare environment.
- Successfully migrated to the Windows Server 2008 domain structure with Exchange 2010 support.
- Completed the installation and configuration of Cisco ASA5510 firewall along with VPN capabilities as part of network upgrade.

- Coordinated and managed in the successful implantation of a secure Juniper wireless network at A. O. Williams Hall, Edmond Arena and Research Lab Farm.
- Planned and coordinated the successful implementation of internet services as Project Manager at the M. A. Edmond Arena and the Farm Services Building, two remote research stations of SUAREC.
- Assisted in the installation and configuration of Joomla CMS system for maintenance of the new SUAREC website.
- Maintained the video conference infrastructure (Polycom HDX800 system, Crestron) for SUAREC.
- Recommend, evaluate and purchase IT assets including servers, network equipment, desktops, mobile devices, software licenses and track software license compliance.
- Served as technical consultant for the following projects:
 - Center for Rural and Small Business Development (USDA grant)
 - Small Farmer Agricultural Leadership Training Institute (USDA grant)
 - Southwest Center for Rural Initiatives
- Maintain network security policy, addressing server security issues and apply appropriate security patches and upgrades.
- Researched, recommended and implemented network enhancements that improved system reliability and performance.
- Designed, developed and maintained the websites for Center for Rural and Small Business Development (<http://bisnet.suagcenter.com>) and Small Farmer Agricultural Leadership Training Institute (<http://aginstitute.suagcenter.com>)
- Assisted as Floor Director, Camera Operator, Video Editor, and Executive Producer for various television shows filmed and produced at the SUAREC studios.
- Served as Project Manager that designed and developed the Meat Identification CD-ROM for National FFA Organization using a \$199,000 USDA Grant. The CD-ROM was developed using Macromedia Director, Fireworks, Photoshop, Flash and QuickTime. It can be found at <http://shop.ffa.org/meat-identification-tutorial-cd-rom-p38284.aspx>
- Led a team of IT professionals for the technology operations at 2005 National AEA/ARD Conference held in New Orleans.
- Installed and configured the LISTSERV Server (<http://listserv.suagcenter.com>) for various agricultural programs and program leaders at SUAREC.
- Installed the Blackberry Server (that is integrated into the SUAREC Exchange System) for campus administrators to use the Blackberry Services.
- Installed and configured the Barracuda Spam Firewall to manage the email spam.
- Installed and configured the Tipping Point IPS/IDS security system.
- Installed and configured the SUS Server for automatic Windows System updates.
- Installed and configured Terminal Servers for easy administration of the network.
- Installed and configured the VERITAS Exec Backup Server for easy maintenance of system tape backups and implementing disaster recovery plan.
- Installed and configured a Mac OSX Server (integrated into Windows 2003 Active Directory) that serves as video streaming server.
- Provide PC support, software/hardware assistance and network accessibility to all the SUAREC employees throughout the state of Louisiana.
- Maintain all servers, PCs, laptops, workstations, printers, copiers and telephones.
- Manage the remote connections of the SUAREC's Finance Department to the Southern University mainframe servers.
- Provide support for over a hundred users for their E-mail services using the Exchange 2003 system both locally and statewide.
- Provide training for faculty/staff and administration on application software such as Microsoft Office, Adobe Suite, Corel Office etc.
- Served as Chairperson of the Technology team for the 2006 and 2007 Family and Youth Expo.
- Setup a wireless ISP center for FEMA assistance during Hurricane Katrina relief work (using a satellite dish antenna and wireless boosters). This project was awarded the 2006 American Distance Education Consortium (ADEC) Buster team award.
- Configured a Tachyon VISION 6000 videoconferencing unit that was used to host the Voter Education Conference for the city of New Orleans during post-Katrina relief efforts, sponsored by the Louisiana State Legislature.

Graduate Assistant, Southern University Ag Center (SUAREC), Baton Rouge, LA. Sep 2002 - Jan 2004

- Assisted in the installation and configuration of Cisco PIX firewall, Nortel ARN router and Nortel Passport and Baystack switches.
- Configured the Active Directory, DNS and DHCP services for the new LAN that was setup at SUAREC.
- Assisted in configuration and maintenance of the Microsoft Exchange Server 2000 and email services for SUAREC.
- Installed and configured the Symantec Security System for the SUAREC domain.
- Designed and implemented a Windows 2000 Active Directory based LAN for the Annual SU Livestock Show.
- Provided training for faculty/staff of the SU Livestock Show Office in ShoWorks software for the database management and Quicken for the financial data management.
- Provided network maintenance and technical support to the employees of SUAREC.
- Designed and developed the website for the Annual Faith Based Conference 2003 held at Lafayette, LA.
- Designed, developed and maintained the website for SUAREC (<http://www.suagcenter.com>).
- Designed and developed a website for the Southern University System Foundation for the Radiothon 2003.
- Designed and developed a database system that caters to the needs of inventory control for the Office of Technology Services at SUAREC.
- Operated as the sole PC troubleshooting technician for over 125 users located at SUAREC and SUAREC agencies within the state of Louisiana.
- Integrated Mac OS workstations into the AD and provided technical desktop support.
- Maintained system backups and performed system/file restorations on Windows systems.
- Involved in various productions of TV shows, including PSAs for SUAREC.
- Assisted as Camera Operator, Teleprompt Operator for various television shows filmed and produced at the SUAREC studios.
- Involved in new desktop/laptop setup and software installation for all SUAREC employees.
- Maintained the servers responsible for the SUAREC's telephone system and the building security system.

Graduate Assistant, John B. Cade Library, Southern University, Baton Rouge, LA. May 2002 – Aug 2002

Research Assistant, Department of Physics and Astronomy, LSU, Baton Rouge, LA. Jan 2000 - Dec 2000

- Designed and fabricated various electronic circuits for triggering components on light-detectors.
- Simulated the data collected from the gamma ray sources using a photo-multiplier tube in IDL and Lab View for the MARGIE experiment, sponsored by NASA.

Graduate Assistant, Department of Physics and Astronomy, LSU, Baton Rouge, LA. June 1999 – Dec 1999

EDUCATION:

Southern University (SU), Baton Rouge, LA
Master of Science (MS) in Computer Science, December 2005 GPA: 3.9

Louisiana State University (LSU), Baton Rouge, LA
Master of Science (MS) in Electrical and Computer Engineering, December 2000 GPA: 3.5

Osmania University (OU), Hyderabad, India
Bachelor of Engineering (BE) in Electronics and Communications Engineering, June 1998 GPA: 3.6

CERTIFICATIONS

- **MCSE 2003 Security+** - Microsoft Certified Systems Engineer in 2003 with CompTIA+ Security.
- **CCNA** – Cisco Certified Network Associate.

AWARDS

- Awarded the 2006 American Distance Education Consortium (ADEC) Buster team award for assisting the local, state and national agencies with IT related efforts during Hurricane Katrina.
- Member of the 1890 Land Grant Universities Technology and Data Management Team

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Baton Rouge, LA 70813
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(225) 771-2861 Fax
www.suagcenter.com

OFFICE OF THE CHANCELLOR-DEAN

January 21, 2021

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

Dear President Belton:

As Chancellor of the Southern University Agricultural Research and Extension Center and Dean of the Southern University Agricultural, Family and Consumer Sciences, I am requesting the approval of a salary adjustment for Mr. Christopher Rogers, Deputy Chief Information Officer – Client Support Services, who brings over 25 years of experience.

Mr. Rogers provides leadership to the Ag Center Campus for strategic planning related to administrative, instructional and communications technology; develops annual and strategic plans through collaborative processes to meet the University's evolving technological needs; and ensures compliance with applicable law and regulation and IT best practices. He oversees the Office of Technology and Communications to include the budget, the management of IT and Communications staff, the preparation of administrative processes and strategies, and works with and/or assists faculty, staff and students.

Currently, his annual salary is \$80,040.69 and I am proposing Mr. Roger's salary be adjusted to \$90,000. This proposed salary adjustment is based on an increase of job duties and responsibilities, and equitable pay within the Southern University System and the State of Louisiana. This position is funded by State Funding.

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

Sincerely,

Handwritten signature of Orlando F. McMeans in blue ink.

Orlando F. McMeans, PhD
Chancellor-Dean

Approval by

Handwritten signature of Tracie Woods in blue ink.

Atty. Tracie Woods
Associate Vice President of Human Resources

Handwritten signature of Ray L. Belton in blue ink.

Ray L. Belton, Ph.D.
President-Chancellor

1/25/2021
Date

Date



"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**

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OFFICE OF TECHNOLOGY AND COMMUNICATIONS SERVICES

January 20, 2021

Dr. Orlando F. McMeans
Chancellor-Dean
Southern University Agricultural Research and Extension Center and the
College of Agricultural, Family and Consumer Sciences
Fisher Hall, Rm 101
Baton Rouge, LA 70813

RE: Salary adjustment

Dear McMeans:

I sincerely appreciate the opportunity to have served during the last 18 years as a vital member of the Southern University Agricultural Research and Extension's (Southern University Ag Center) Executive Team and the last year during your administration as Chancellor-Dean. My focus and dedication have resulted in many accomplishments that have continued to build the Southern University Ag Center and now the recently merged College of Agricultural, Family and Consumer Sciences (CAFCS). I have high expectations for the success to continue for the foreseeable future.

During the past few years, I took on extra work and more responsibilities because I know that my performance is closely tied to the Center's success. Considering my past and recent accomplishments, I am respectfully requesting to move forward in using the title of Deputy CIO – Client Services, a title that was approved as a part of the Southern University System Division of Information Technology consolidation plan. This plan was approved during the October 2017 Southern University Board of Supervisors' Meeting (see attached meetings). With that title and per our conversation, I am requesting a pay increase from \$80,040.69 to \$90,000.00 annually.

Thank you again for allowing me the opportunity to work with and be a key member of your team. I love working for the Southern University Ag Center and the CAFCS and will continue to do my best for our campus and the Southern University System.

Sincerely,

Christopher J. Rogers, Sr.

Director of Technology/Communications Services

Enclosures

/CJR

APPROVAL:

Chancellor-Dean

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 X OTHER (Specify) _____

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

Previous Employee Christopher J. Rogers, Sr. Reason Left N/A
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment March 1, 2021 To _____
 Effective Date March 1, 2021

Name Christopher J. Rogers, Sr. SSN XXX-XX-0552 Sex Male Race* AA
(*S* number)

Position Title: Deputy CIO-Client Services Department: Office of Technology

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

*Visa Type (See Reverse Side):

U	S
---	---

Expiration Date: _____

Years Experience 25+ Years Southern University Experience 25+ Years

Degree(s)	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Years:
	BA-Liberal Arts	Southern University and A&M College	1990
	MA-Liberal Arts Mass Comm.	Southern University and A&M College	1991
	MA-Library & Information Sci.	Louisiana State University	1997
	Ph.D Candidate	Southern University and A&M College	

Current Employer Southern University Agricultural Research and Extension Center

Personnel Action

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

Recommended Salary \$90,000 Salary Budgeted \$90,000

Source of Funds State

Identify Budget: 61001-61210-66000 Location _____
 Form Code: _____ Page _____ Item # _____

Change of: From _____ To _____

Position Status Full-time Full-time
 Salary \$90,000 \$90,000
 Adjustment _____

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
61001-61210-66000	\$90,000

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

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

[Signature] 1/21/2021
 Supervisor Date
[Signature] _____
 Vice Chancellor Date
[Signature] 1/26/2021
 Director/Personnel Date
[Signature] _____
 President Date

[Signature] 1/21/2021
 Dean/Unit Head Date
[Signature] 1/21/2021
 Chancellor Date
[Signature] _____
 Vice President/Finance Business Affairs/Comptroller Date

 Chairman/S.U. Board of Supervisors Date

1/22/2021
 B6D

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

COMMENTS: Mr. Christopher Rogers will begin using the title Deputy CIO-Client Sciences (61001-61210-66000).

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

EMPLOYEE DIRECT SUPERVISOR: Dr. Orlando F. McMeans

SUPERVISOR/DEPARTMENT CONTACT NUMBER: (225) 771-3358

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, HI-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

FUNDS AVAILABLE
OFFICE OF THE AGRICULTURAL
RESEARCH AND EXTENSION
SOUTHERN UNIVERSITY SYSTEM



OPERATION SECTION

JOB DESCRIPTION
FOR
Deputy CIO – Client Services
SOUTHERN UNIVERSITY AGRICULTURAL RESEARCH AND EXTENSION CENTER
AND THE
COLLEGE OF AGRICULTURAL, FAMILY AND CONSUMER SCIENCES

OVERALL DESCRIPTION:

A twelve-month position, the Deputy CIO – Client Services, shall have the following duties: Reporting to the Chancellor and serving as a member of the senior leadership team, the CIO has responsibility for planning and delivery of all instructional, administrative, and communication services (*electronic and print communications, i.e. desktop publishing, video and multimedia production, multimedia production*) at the Center and will oversee all Southern University Agricultural Research and Extension (SUAREC) and the College of Agricultural, Family and Consumer Sciences (CAFCS) technology and communications staff. The CIO is responsible for leading the use of new and emerging technologies and the adaptation of existing technologies for the development of current and future initiatives and ventures at SUAREC. The CIO will be integrally involved with exploring proprietary and open-source technologies and must be conversant with database management and data scheme issues as well as data security, replication and ongoing data mining and business intelligence operations to assist the entire institution. The CIO will also lead process redesign for the institution and will establish priorities related to implementation of new technology and information systems. This individual will demonstrate strong leadership, interpersonal, and communication skills as the Center's chief technology executive, as a liaison with the campus and external constituencies, as a workgroup leader for process reengineering projects, and as a member of the University's senior leadership team.

NATURE OF WORK:

Providing leadership to the campus for strategic planning related to administrative, instructional and communications technology; developing annual and strategic plans through collaborative processes to meet the University's evolving technological needs; and ensuring compliance with applicable law and regulation and IT best practices.

- Restructuring as necessary the University's technology operations in support of its traditional and emerging technological offerings and providing management leadership to the Center's technology staff
- Leading the strategy for technology platforms and IT partnerships; negotiating IT contracts and coordinating relations with vendors, government agencies, and other external entities with regard to IT matters
- Keeping current with IT trends and issues in business generally, higher education and in particular on-line education to advocate implementation of technology and information systems that produce acceptable levels of return on investment, student satisfaction and student support
- Identifying staffing, budgetary, and other technology resource requirements and developing creative and cost-effective approaches to meet these requirements
- Reviewing and authorizing selection, procurement, installation, and management of computing, networking, and telecommunications software and hardware, including outsourced IT services
- Establishing technical standards and ensuring adherence to those standards.
- Overseeing the creation and maintenance of databases, reporting solutions, and other data management resources in support of administrative operations

Employee Endorsement / Date

Deputy CIO – Client Services / Date

Chancellor-Dean, Southern University Ag Center / Date

JOB DESCRIPTION
FOR
Deputy CIO – Client Services
SOUTHERN UNIVERSITY AGRICULTURAL RESEARCH AND EXTENSION CENTER
AND THE
COLLEGE OF AGRICULTURAL, FAMILY AND CONSUMER SCIENCES

STRATEGIC INFLUENCE:

Work is guided by general policies and management guidance:

- Independently determine approach to managing daily operations.
- Set performance expectations.
- Select, lead, counsel and motivates team.
- Interpret and execute policies that directly affect work activities.
- Develop and communicate plans/objectives to others.
- Contribute to the enterprise's strategy.

LEADERSHIP:

Leading redesign of administrative processes that can lead to more effective and efficient operations and services

- Overseeing information technology security policies and practices pertaining to the protection of confidential data, the detection and prevention of network intrusions, the physical and virtual security of IT equipment, and IT security training for end users
- Developing technology contingency plans to promote emergency preparedness and to keep projects on track
- Identifying and implementing optimal approaches for advancing library information technology and services, including supporting existing technologies and the development and implementation of new technologies
- Collaborating with the college academic technology and policy implementation committees to establish policies, standards, and guidelines
- Working with the Office of Financial Affairs to develop, track and control the ITS annual operating and capital budgets
- Representation of the University in local, regional, and national IT organizations
- Reporting periodically about the status of the Center's information technology plans and operations to the Southern University System
- Educating University leadership and relevant Center constituencies about the University System and Center's information technology plans and operations

Required Skills

8 -10 years of experience in IT planning, leadership, and management (people, projects, processes, technology, data and finance) along with experience identifying and implementing new information technologies.

- IT consulting and business experience is highly preferred.
- Experience in higher education is desirable.
- Clear vision of the role that technology will play in the University's future
- Thorough understanding of technology trends, applications, current developments and new directions
- Ability to develop and promote collaboration around a shared vision for the use of information technology at the University and its various ventures
- Ability to develop and successfully execute short-term, long-range, and strategic IT plans that enable the College's overall strategic directions

JOB DESCRIPTION
FOR
Deputy CIO – Client Services
SOUTHERN UNIVERSITY AGRICULTURAL RESEARCH AND EXTENSION CENTER
AND THE
COLLEGE OF AGRICULTURAL, FAMILY AND CONSUMER SCIENCES

- Ability to prioritize competing needs related to technology and information systems in a highly dynamic environment
- Effective management of operational, capital, and other financial resources
- Ability to analyze and resolve complex issues, both logical and interpersonal
- Ability to conduct and communicate cost-benefit and return-on-investment analyses

Desired Skills

- Ability to manage and prioritize multiple projects, which includes being able to define and articulate the impact of projects on resources (including human resources) and workload
- Ability to translate IT plans, business processes and information needs between IT professionals and users and decision makers; client-centered orientation and strong oral and written communication skills
- Ability to manage and develop technical teams through coaching, mentoring, skill building and continual performance feedback
- Ability to successfully manage IT services vendors, software providers and contractors
- Working knowledge of data center operations and networking systems
- Outstanding judgment, ability to assess and understand the motivations and needs of others, and ability to balance self-reliance with team dynamics.

Credentials

- A Master's degree in Information Technology, Information Library and/or Mass Communications related field.
- Experience working in or with clientele within higher education, with additional preference for at least 5 years of experience.
- Demonstrated experience in developing technical strategic plans.
- Demonstrated experience managing marketing related areas such as: website, creative services and graphic design.

Responsibility	Description	Percentage of Work
Managing	Manage a staff of professional team members and team leaders dispersed throughout the enterprise's locations.	55%
Interface with constituents	Interface with constituents for defining and developing business solutions to the enterprise.	15%
Analyze and Resolve Issues	Analyze and resolve business and technical issues	10%
Leadership	Council & motivate performance, build innovation & creativity, etc.	10%
Other Duties as Assigned	Other duties as assigned	10%

CHRISTOPHER J. ROGERS, SR.

5072 Pinecrest Drive, Baton Rouge, Louisiana 70808

Citizenship: Yes

Special Hiring Authority: Veteran Preference

Federal Experience: Yes – Military (State Government)

HIGHLIGHTS OF QUALIFICATIONS

25 plus years of experience in the field of Information Technology and Communications. Those experiences include the following:

- o *Skilled in Project Management, Asset Management, Procurement, Risk Management, and System's Administration;*
- o *Skilled team leader, team member, and independent contributor in strategic decisions.*
- o *Served as campus Project Manager for Southern University System-wide Banner Implementation project;*
- o *Degree in Library and Information Science with experience in cataloging, data collection, referencing and web technologies;*
- o *Serves as an adjunct professor in the areas of information/instructional technology and photography;*
- o *Served as chair of the national system technology committee for the 1890's Association of Extension Administrators. Was instrumental in directing and implementing the system's initial Information Technology Strategic Plan;*
- o *Experience administering collaborate or other web conferencing systems, i.e. Google Hangouts, Zoom and Skype;*
- o *Skilled in software packages to include: Microsoft Office 2016 Professional (Word, PowerPoint, Excel, Access, Visio and Project); Adobe Creative Suite CC (Lightroom, Photoshop, After Effects, Dreamweaver, Bridge, InDesign, Illustrator, Audition, Acrobat Pro); MS Server 2016, Apple Final Cut Pro X and iMovie, Google APPS;*
- o *Experience in cloud services (Dropbox, Google Drive, MS One Drive and TEAMS) and*
- o *Experience in developing content within Learning Management Systems (LMS) such as Blackboard, Moodle, and Canvas;*
- o *Experience in Multimedia Audio/Video and Conferencing Systems: Crestron, Extron, Tandberg VISION 6000, Polycom HDX 8000*
- o *Experience working within Content Management System: Joomla 1.5, Bizzuka, Covalent Logic*
- o *In addition, I have extensive experience in designing 21st century classrooms and has been a professional Photographer for over 30 years.*

EMPLOYMENT HISTORY

May 2002 – Present

Director of Technology and Communication Services

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

Lead and manage technology and communication services, including electronic and print communications and information technology services; manage technology funding, budgeting, contract management, acquisition, and asset control systems; direct technology project implementations by developing systems and procedures for project management, responsibility assignments, progress tracking, assessment, and appropriate communication among stakeholders; assist with developing and supporting a communications division comprised of desktop publishing, video and multimedia production, distance learning/education training, and desktop computing environment for employees; Responsible for ensuring that state-of-the-art technology is integrating into all research labs, classrooms, and all the field offices and research sites across the State of Louisiana; develop and effectively implement an on-going training programs to meet the unique needs for our classroom instructors, research scientists, and state-wide educational consultants; establish long-term technology and communications solutions for the Center, and plan strategies for developing systems and acquiring hardware, software and other equipment to meet application needs in a 21st century environment.

SUCCESSFUL PROJECTS

- *2018 - 2019, served as the project manager in successfully connecting three agricultural educational buildings (Horticulture Building, Meat Processing Lab and Poultry Lab) with fiber connections (WAN), completing a federally funded 5-year plan of work in technology upgrades. – Project budgeted for \$68,000*

- 2017-2018, served as project manager in the implementation of the new Southern University Educational Technology Mobile Unit. The 44-foot unit consist of an 8-seat mobile computer lab, kitchen, mobile research station, state-of-art surveillance system and touch panel control system – Totaled \$789,000;
- 2018, University Site Co - Project Manager, overall technology integration (i.e. network, Audio/Visual, Security for the Newly Federal Funded Multipurpose Building (located at the SU Agricultural Research Farm – Baker, LA).
- 2016, Planned, directed and coordinated the upgraded wide area network by joining the Louisiana Optical Network, thus connecting all of the facilities (Research Farm, Southwest Center for Rural Initiatives and Finance Center);
- 2016, Reduced budget cost by consolidating all telecommunications (phone, internet services), centralizing network printing by departments, securing software licensing (i.e. Microsoft/Adobe Campus Licensing) agreements, Standardizing and group purchasing of equipment;
- 2015 - Present, Managed the coordination of technology upgrades as a part of the 1890 Federal Facilities Grant. This consist of updating all classrooms and conference rooms with state-of-art AV/Distance Learning Technologies and network infrastructure - \$485,000
- 2014, Planned, coordinated and implemented a Wireless Network for the 365-acre Southern University Agricultural Research Lab Farm. - Totaled \$185,000
- 2013, Created, planned, coordinated and implemented a new Multimedia/Video Production System for the Southern University Livestock Edmond Arena (Baker, LA), to include the upgrade and enhanced the Audio system – Totaled \$250,000; and
- 2002, Managed and coordinated a \$989,000 newly created Technology Center. This Center consist of a Graphics production room, Video Production Control Room, Studio and Demonstration Kitchen

October 2016 – October 2018

Adjunct Instructor

Network Technician Program - Education Corporation of America - Virginia College, Baton Rouge, LA

Planned and implemented curriculum and educational programs for students within the Network Tech Program. Communicates class content to students so that learning occurs, skills are developed, and students are motivated to learn and achieve their educational objectives. Those duties and responsibilities include the following: Teaches the depth and scope of class materials as outlined in the syllabus and catalog and relates the instruction to careers and employer expectations; Prepare and grades examinations based upon course objectives and published exam schedule and returns all assignments in a timely manner; Implements evaluation for outcomes assessment, and achieves established results while maintaining college standards of student satisfaction; Works creatively in all classes taught to discourage student withdrawal and maintain satisfactory Retention; and Accurately maintains attendance records in accordance with the Attendance Policy, submits class roster daily, maintains a separate record of attendance and grades that is clearly labeled and turned in at the end of the term. Courses taught leading towards certification include: (*NET1110 - TCP/IP Network Fundamentals and NET1115 – Network Security Fundamentals*).

August 2009, 2010 and 2011(FALL Semesters)

Adjunct Professor

Mass Communications Department - Southern University, Baton Rouge, LA

Taught Digital Photojournalism (MCOM 523) course introduced the journalism majors to the basic techniques of photojournalism, accomplished through a series of lectures, demonstrations, and student projects, to include the development of a personal portfolio and a group show.

August 2007 (FALL Semester)

Adjunct Professor

College of Education - Southern University, Baton Rouge, LA

Taught educational technology course in the department of curriculum and instruction. The course teaches various tools for developing traditional and nontraditional educational materials through the use technology.

September 2000 – February 2001

Interim Manager – Systems and Technology Office

John B. Cade Library - Southern University, Baton Rouge, LA

Planned, coordinated, and provided leadership/support for automated resources in the library; served as system

administrator for the library's local area and wide area network (i.e. Novell 5.0, NT 4.0, Macintosh OS X Server and Windows 2000 Advance Server); managed the Library Learning Resource Center that consists of more than sixty-five computers and a video laboratory; served as system administrator and liaison to the Louisiana Online University Information System (LOUIS); and supervised a support staff nine workers.

January 1994 - Present

Owner/Operator

Rogers Multimedia Works, LLC (RMWORKS, LLC), Baton Rouge, LA

Is a conceptual information technology, multimedia and communications firm that strives to help its clients reach their ultimate goal whether it's creating a great website, capturing a special event through photography, or designing promotional pieces for personal or professional needs. Based in Baton Rouge, Louisiana, RMWORKS, LLC has extensive experience in: Wedding and Special Events Photography; Special Events Videography; Graphic and Web Design; and Multimedia Design.

October 1997 – April 2002

Media Librarian/Webmaster

John B. Cade Library - Southern University, Baton Rouge, LA

Planned, developed, and implemented instructional technology services; assisted with the acquisition and updated library resources and technology for all programs; coordinated with the identification of instructional media needs requiring technology support and provided the vision and leadership necessary to identify and select the technology systems and software to fit identified instructional needs; conducted training sessions for faculty, staff and students in the use of new technology equipment and software; managed all content for the Library's Internet homepage and all other functions related to the Web site; analyzed computer hardware and software problems; conducted repairs; setup and performed preventive maintenance on all instructional computing equipment and networks; created and designed multimedia presentations through the use of various software packages; assessed needs on equipment and proposed surpluses and/or purchased technology; assisted in maintaining inventory of the library's equipment; and performed other technology-related duties as required.

October 1997 – April 2002

Media Librarian/Webmaster

John B. Cade Library - Southern University, Baton Rouge, LA

Planned, developed, and implemented instructional technology services; assisted with the acquisition and updated library resources and technology for all programs; coordinated with the identification of instructional media needs requiring technology support and provided the vision and leadership necessary to identify and select the technology systems and software to fit identified instructional needs; conducted training sessions for faculty, staff and students in the use of new technology equipment and software; managed all content for the Library's Internet homepage and all other functions related to the Web site; analyzed computer hardware and software problems; conducted repairs; performed preventive maintenance on all instructional computing equipment and networks.

October 1995 – September 1997

Technical Assistant/Media Specialist

***Multimedia Instruction and Learning Enhancement
Southern University, Baton Rouge, LA***

Provided technical support to faculty and staff using Macintosh, Windows, and Unix computer systems; conducted preventive maintenance on equipment and various types of networks including AppleTalk, Ethernet, and Novell; collected information from various vendors on related hardware and software and prepare orders; developed and designed World Wide Web homepage for John B. Cade Library at Southern University; designed and setup a Multimedia Developers' Workstation (Macintosh 8500/120, and PowerMac 7600/132 equipped with Pinnacle Micro Recordable CD-ROM, SyQuest EZ-Drive, HP Color Scanner and Panasonic AG-1970 VCR), for creating multimedia presentations and recording finished product to CD-ROM; installed, setup, configured TCP/IP; and connected Macintosh and PC-compatible workstations to the Internet.

October 1991 – September 1995

Media Specialist

John B. Cade Library - Southern University, Baton Rouge, LA

Provided media services to faculty, staff and students; installed software on Macintosh and IBM computer systems; assisted director in developing and maintaining the Media Center collection; prepared statistical reports on computer and video usage; and installed a Video Toaster 3.0 on-line computer editing system, equipped with a complete Tascam Audio System. Designed, setup and networked (AppleTalk) a Macintosh lab - 26 Macintosh workstations, to a Workgroup Server (6150 Power PC).

EDUCATIONAL BACKGROUND

Southern University and A&M College, January 2013 to present
Ph.D. candidate in Urban Forestry - Expected December 2020

Louisiana State University and A&M College • Baton Rouge, LA, December 1997
Master of Library and Information Science

Southern University and A&M College • Baton Rouge, LA, December 1991
Master of Arts in Liberal Arts (Mass Communications)

Southern University and A&M College, December 1990
Bachelor of Arts in Liberal Arts (Print Journalism with a minor in Photography & Fine Arts)

CONTINUING EDUCATION

Extron Institute • New Orleans, LA

- *June 2018* – School of Emerging Technologies ET4K for Higher Education Course

East Baton Rouge Parish Library – Instructor/Facilitated Online Learning Course • Baton Rouge, LA

- *April 2014* – *Creating WordPress Websites*

Louisiana State University Continuing Education • Baton Rouge, LA

- *November 2011* - *Training in Adobe Final Cut Pro X*
- *April 2012* – *Project 2010: Creating & Managing Projects*

GRANTS

- **Co-Project Director**, Innovative Strategies for Regional Rural Economic Development; An Empirical Study, September 1, 2014 – August 31, 2017
- **Co-Project Director**, Building Stronger Rural Communities through Technology (BSRCT), September 1, 2013 – August 31, 2016, **Funded for:** \$249,276
- **Co-Project Director**, Development of Learning Modules for Assuring Enrichment Support for Youth in Selected Areas of Louisiana, September 1, 2012 – August 31, 2015, **Funded for:** \$247,737.00
- **Co-Project Director**, Development of FFA Instructional Materials for the Enhancement of Youth Experiences, October 1, 2003 – September 30, 2005. **Award No.** 2003-38820-14009, **Funded for:** \$199,104.00

AWARDS

- **Southern University Urban Forestry Program** providing partial Ph.D. assistantship via McIntire-Stennis Fund, Spring 2013 – Fall 2013
- **Certificate of Recognition – 20 Years of Service**, Southern University, March 2012
- **Outstanding Achievement Award**, 100 Black Men of Metro Baton Rouge, July 2011
- **Community Support Award**, Delmont Service Center – DSC Camp Video, July 2009
- **Sorority's Service Award**, Zeta Phi Beta Sorority, Inc. – Mu Zeta Chapter, May 2009
- **Alumni of the Year**, Phi Beta Sigma Fraternity, Inc. – Gulf Coast Region, March 2009
- **Frater of the Year**, National Pan-Hellenic Council, Inc. – Southwestern Regional, October 2008

- **Irving-Barrier Buster Award (Hurricane Assistance)**, American Distance Education Consortium, April 2006
- **Appreciation/Support**, FEMA/HBCU, Southern University Center for Social Research, May 2006
- **Best Non-Commission Officer (NCO)**, Louisiana Army National Guard – Det. 1, Company B 769th Engineer Battalion, October 1991

COMMITTEES

National:

- Appointed member and chair of the 1890's Association of Extension Administrators – Technology and Data Management Team, June 2002 – June 2007
- Member, American Distance Education Consortium (ADEC), July 2007 - 2010
- 1890 Representative, Program Leadership Committee – Information Technology, August 2007 - 2008
- Member, CSREES e-Extension Leadership Advisory Council, January 2003 - 2005
- Chair, Technology Division, 1890 Joint AEA/ARD Conference Planning Committee, 2005 and 2007
- Appointed member of the NASULGC ECOP Committee, May 2004
- Appointed member of NASULGC e-Extension Committee, March 2003 – 2006
- Appointed member of USDA REEIS User Group Committee, September 2002 – 2004

Statewide:

- Member, US Army BR Grassroots Committee, February 2011
- Member, Baton Rouge Community College – Computer Information System Advisory Committee, April 2011 - present
- Member, Council of Information Services Directors, 2005 - present
- Member, LA University Hub of OCP on Federal Grants Procurement for Universities Towns, and Parishes, 2004
- Member of 1999 LLA Conference Program Committee, Louisiana Library Association, May 1998 – May 2000
- Member/Layout Specialist of LLA's Minority Recruitment and Professional Concerns Interest Group Mentoring Program, Louisiana Library Association, September 1996 – 2000

University:

- Member/Project Manager (SU AgCenter), Southern University System-wide Banner Implementation Project, 2004 - present
- Member, Southern University System Information Technology Team, May 2002 to present
- Member of Student Technology Fee Committee, Southern University, November 1998 – 2001.
- Member of Y2K Compliance Evaluation Team, Southern University, October 1998 – 2000

PUBLISHED WORKS

- **Executive Producer**, “Sustaining Our Wildland Urban Interface with Clean Air and Water”. December 2015. (15-minute video). https://www.youtube.com/watch?v=a-KU8GetSjU&feature=em-upload_owner
- **Executive Producer**, “What is the Urban Greenspace?” November 2014 (3-minute video). <https://www.youtube.com/watch?v=zyp-lce7u5I>
- **Website Design**, “Stratford Place Subdivision – Baton Rouge (LA),” URL: <http://www.stratfordplacebr.com>, March 2010. (Website).
- **Website Redesign**, “100 Black Men of Metro Baton Rouge, LTD,” URL: <http://www.100blackmenbr.org>, January 2010. (Website).
- **Producer**, “Southern Exposure: SU International Program,” October 2008. (10-minute video)

- highlight)
- **Executive Producer, Researcher and Contributing Photographer**, “Will it be You,” November 2008. (20-minute documentary on hurricanes Katrina and Rita).
 - **Executive Producer, Researcher and Contributing Photographer**, “Avery Johnson: From New Orleans to the NBA,” January 2008. (20min Documentary on Former NBA Star, Avery Johnson).
 - **Executive Producer**, “SU Alumni Federation Founder’s Day Gala Highlight,” May 2007.
 - **Webmaster**, “National Pan-Hellenic Council, Inc – Southwestern Region,” URL: <http://www.swnphc.org>, November 2006 – April 2009. (Website).
 - **CD Layout/Design**, “FFA Meat Identification E-Learning Tutorial,” Baton Rouge, LA. 2006.
 - **Web Page Design**, Homepage for Entrepreneurial Training and Technical Assistance Program (ETTAP), Southern University. URL: <http://ettap.lib.subr.edu>, November 2001. (Website).
 - **Cover Design**, The Southernite, “Bayou Classic Special Edition,” November 2000. (Southern University National Alumni Newsletter)
 - **Cover Photo**, University Faculty Voice, “SU Professor Camps Out to Protest Administrative Pay,” May 2000. (National Faculty Newspaper)
 - **Program Layout/Design**, Louisiana Library Association, “A History of the Louisiana Library Association: A Preliminary Publication,” Baton Rouge, LA. 2001.
 - **Program Layout/Design**, Louisiana Library Association, “Pre-Conference/Conference Program,” Baton Rouge, LA. March 16-19, 1999. (Official Program Booklet).
 - **Cover Photo**, Black Issues in Higher Education, “Getting Up to Speed On the Information Highway,” May 28, 1997.

MILITARY HISTORY

September 1986 – September 1992

Louisiana Army National Guard

Detachment 1, Company B 769th Engineer Battalion, Baton Rouge, LA

- Honorable Discharged, Sgt. E-5
- International Travel to Norway, Finland and Sweden.
- Motor Transport Operator and Carpenter/Masonry Specialist

PROFESSIONAL/SOCIAL AFFILIATIONS

- Advisory Committee Member, Recreation and Park Commission for the Parish of East Baton Rouge Communications and Information, March 2018 - Present
- Member, Parish Council, St. Francis Xavier Catholic Church, 2018 - present
- Member, United Men of St. Francis Xavier Catholic Church, 2015 - present
- Member, Communications/Public Relations, 100 Black Men of Metro Baton Rouge, LTD, 2009 - present
- Member, Louisiana Press Association, 2009 - present
- Regional Historian, Southwest Region, National Pan-Hellenic Council, Inc., 2006 - 2009
- Member, Louisiana Council of Information Services Directors (CISD), 2005 - present
- Member, The Greater Baton Rouge Pan-Hellenic Council, Inc., 2005 - present
- Member, 1890 Association of Extension Administrators, 2002 - 2012
- Member, Advertising Federation of Greater Baton Rouge, 2002 – 2005
- Member, American and Louisiana Libraries and Association, 1996 – 2003
- Life Member, Southern University Alumni Federation, 1997
- Member, Phi Beta Sigma Fraternity, Inc. - Omicron Beta Sigma Chapter, 1995 - present
- Member, National Association of Black Journalists, 1990 – 1993, 2012
- Member, Professional Photographers of America, 1989 - 2008

PERSONNEL AFFAIRS COMMITTEE
(Following the Finance Committee)
Board of Supervisors Meeting Room
2nd Floor, J.S. Clark Administration Building
Southern University and A&M College
Baton Rouge, Louisiana 70813

Minutes

The Personnel Affairs Committee was called to order by Committee Chair Atty. Patrick Magee.

Present: Atty. Patrick Magee, Rev. Joe Gant, Atty. Tony Clayton, Dr. Curman Gaines, Rev. Donald R. Henry, Dr. Leon R. Tarver II, and Mrs. Ann A. Smith

Absent: None

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Committee Chair Patrick Magee stated the agenda item 5A2 should be removed from the personnel actions.

Upon the motion by Rev. Gant and seconded by Rev. Henry the amended agenda was recommended for adoption.

Motion passed unanimously.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: ACTION ITEMS

A. Approval of Personnel Actions on positions greater than \$60,000

Name	Position/Campus	Salary
NEW APPOINTMENTS		
1. Retia Walker	Vice Chancellor for Academic and Student Support Services/Associate Dean College of Agriculture, Family and Consumer Sciences, SUAREC/SUBR	\$120,000
2. Shannon West	Registrar SUBR	\$
3. Brian D. Adams	Executive Director of Internal Audit, New Appointment, SUS	\$85,000
Title Change/Salary Adjustments		
4. Lata Johnson	Deputy Chief Information Officer, Policy & Project Management, Title Change, SUS/SULC	\$104,000
5. Carolyn B. Miller	Interim Deputy Chief Information Officer, Enterprise Systems Services, Title Change, SUS/SUSLA	\$94,554
6. Edmond Cummings, III	Deputy Chief Information Officer, Security & Risk Management Title Change, SUS/SUNO	\$84,793
7. Carl Grant	Manager of Data Center Operations/Systems Analyst Salary Adjustment, SUBR	\$85,000
8. Christopher Rogers	Deputy Chief Information Officer, Client Support Services, Title Change, SUS/SUAREC	\$74,360
9. Paula Matthews	Business Affairs Manager and Title IX Confidential Advisor, Salary Adjustment, SULC	\$61,916
Salary Adjustments		
10. Cynthia Bryant	Dean, College of Humanities and Interdisciplinary Studies Salary Adjustment, SUBR	\$120,000
11. Barbara Carpenter	Dean/Professor International Education and Service Learning Salary Adjustment, SUBR	\$120,000
12. Emma B. Perry	Dean/Professor J. B. Cade Library Salary Adjustment, SUBR	\$120,000
13. Tisha Y. Walker	Director of Graduate Admissions/Grant Manager	\$ 87,600

Upon the motion by Atty. Clayton and seconded by Rev. Gant items 5A1 through 13 with the exception of number 2 were recommended for approval in globo.

Motion passed.

AGENDA ITEM 6: OTHER BUSINESS

Attorney Clayton inquired about the problem at the Laboratory School and wanted to know who or what caused it. He also stated that Deans be held accountable. He also expressed concern about the leadership in the Mass Communications program and also the School of Education because he never receives any news about those departments.

Student Board Member Armond Duncan stated that mass communications is a popular major, but students in the program express their disappointment with the department and often change their majors to major in marketing.

Atty. Rutledge also shared the sentiments of Atty. Clayton and asked for thoughts, suggestions and ideas. He stated that attention should be given to the School of Education. And he asked President Belton to let the Board know what he needs to make the School of Education the best that it can be. He also has spoken to Provost Luria Young to meet with former Superintendents of school districts and other education leaders to make the department better.

President Belton also has spoken to stakeholders and reassured Board members that the administration is committed to rebuilding the School of Education so that it is identified as a major college on the campus.

Dr. Leroy Davis suggested that the student newspaper be sent digitally to students because they are not reading the paper copies.

Student Board Member Armond Duncan asked for a timeline of when changes will be made. And asked for a report on the progress or changes being made by the administration and suggested that a newsletter be produced for students so that they are aware of issues on the campus.

Board Member Fondel stated that Board members should feel free to contact the President's office by phone and also to utilize staff in the Board office to get answers to questions or to obtain information about System campuses so that the Board would have a more efficient meeting.

President Belton stated that assessments are being made of all academic program offerings at SUBR to determine the programs that are viable. A report will be forthcoming.

Board member Richard Hilliard asked for a report on students that have changed majors by campus for the next Board meeting. Suggested that every campus monitor the trend of students changing majors.

Board member Patrick Magee stated that there are serious deficiencies in the work product that Board members receive. He reiterated that individuals must be held accountable. He also stated that the only person the Board holds accountable is President Belton. So the expectation is that Dr. Belton hold staff accountable.

Mrs. Smith stated that Dr. Belton has developed his plan which will be brought forth to the Board at the November meeting.

Mrs. Ann Smith summarized the discussion by stating that accountability is key. She asked President Belton to be accountable and asked him to hold others accountable.

Dr. Davis stated that performance is also key in employees being successful.

There was discussion about the appointment of the registrar and assistant registrar. Both personnel actions were tabled until the Board's November meeting.

AGENDA ITEM 7: ADJOURNMENT

Upon the motion by Rev. Gant and seconded by Atty. Clayton the Personnel Affairs Committee adjourned.



Office of Research and Strategic Initiatives
P.O. Box 9272
Baton Rouge, LA 70813

(225) 771-3890 Voice
(225) 771-5231 Fax
www.subr.edu

January 20, 2021

Dr. Ray Belton, President/Chancellor
Southern University and A&M College
Baton Rouge, LA

Dear President Belton,

This letter requests your approval of a salary adjustment for Mrs. Bobbie Shujaa. Mrs. Shujaa is currently the SUBR LIGO Program Coordinator. This salary adjustment is on non-general funds and is part of the proposal approved by the National Science Foundation (NSF), "Collaborative Research: LIGO SEC Partnership – Strengthening Communities of Learners". Mrs. Shujaa has been a part of the SUBR LIGO Project for over fifteen years and has been instrumental with the project being funded for an additional five years at \$2.5M (September 1, 2020 – August 31, 2025).

Ms. Shujaa qualifies for this increase, due to her additional responsibilities and her efforts in helping to secure a new phase of LIGO funding. Attached please find Mrs. Shujaa's cv/resume and job description for your review and if approved, for the board's review at the November meeting.

Your consideration of this request is greatly appreciated. Should you require any additional information, please inform.

Sincerely,

Michael A Stubblefield

Michael A. Stubblefield, PhD
Vice Chancellor



LIGO SEC Partnership @ Southern University, 302 TT Allain, Baton Rouge, LA 70813, 225.771.2284

October 30, 2020

To: Dr. Michael Stubblefield, VC for Research
Office of Research and Sponsored Programs

From: Luria Young, Ph.D.
Professor of SMED and SUBR LIGO PI

Re: Corrected Salary Adjustment for Ms. Bobbie Shujaa, SUBR LIGO Program Coordinator

The initial request for Ms. Bobbie Shujaa's salary adjustment dated October 21, 2020, stated her incorrect base salary and adjusted salary. This request contains the corrected amounts for her base salary and salary adjustment.

This communication comes to request a salary adjustment for Ms. Bobbie Shujaa, Southern University Laser Interferometer Gravitational Wave Observatory (SUBR LIGO) Program Coordinator from \$62,400 to \$65,400 effective September 1, 2020, on non-general funds (Budget #222947-22301-24100). This salary adjustment is a part of the proposal approved by the National Science Foundation, "Collaborative Research: LIGO SEC Partnership - Strengthening Communities of Learners," September 1, 2020 - August 31, 2025. Please note that the notification of the award and the budget code were delayed.

Ms. Shujaa has been a part of the SUBR LIGO Project for the last 15 years and has been instrumental with the project being funded for an additional five years at \$2.5M. She successfully transformed the project's Professional Development Institute to a well-known Teacher Leadership Institute. Additionally, Ms. Shujaa works diligently to provide opportunities for teachers, such as co-hosting the recent professional development workshop with the Smithsonian Science Education Center. She is very valuable to Southern University and A&M College. Thank you very much for your consideration of this request. Please let me know if you need additional information.

Sincerely,

Luria Young
Luria Young, Ph.D.
Professor of SMED and SUBR LIGO PI

Approvals:

Michael Stubblefield 11.2.2020
Dr. Michael Stubblefield Date
VC for Research

Ben Pugh 11/2/20
Mr. Benjamin Pugh Date
VC for Finance and Administration

Ray L. Belton
Dr. Ray L. Belton Date
President-Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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 N/A Reason Left ___
 Date Left ___ Salary Paid ___

Profile of Person Recommended

Length of Employment September 1, 2020 To August 31, 2021
 Effective Date September 1, 2020

Name Bobbie Shujaa SS# U01479842 Sex F Race⁺ B
(Last 4 digits only)

Position Title: Site Coordinator Department: SUBR LIGO Grant

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

Expiration Date: ___

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

Years Experience 30 Southern University Experience 15

Degree(s): Type/Discipline (BA-Education): BA Elementary Education Institution/Location (SU-Baton Rouge): Southern University-Baton Rouge Year: 1979

Current Employer Southern University and A&M College

Personnel Action

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

Recommended Salary \$65,400.00 Salary Budgeted \$65,400.00

Source of Funds 222947-22301-24100

Identify Budget: National Science Foundation Location ___

Form Code: ___ Page ___ Item # ___

Change of: From To

Position ___

Status ___

Salary Adjustment ___

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
Federal	65,400.00

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

*See Reverse Side

Graduate School signature (if, applicable):

Luvia Young 10/30/20
 Supervisor Date
Michael... 11.2.2020
 Dean/Unit Head Date
... 11/4/2020
 Vice Chancellor Date
...
 Director/Personnel Date
...
 President Date
Michael... 11.2.2020
 Chairman/S.U. Board of Supervisors Date
...
 Chancellor Date
...
 Vice President/Finance Business Affairs/Comptroller 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: The Program Coordinator is responsible for successfully coordinating and implementation the activities of the SUBR LIGO Project, including teacher professional development and docent training.

EMPLOYEE REGULAR WORK SCHEDULE: 8-5:00 p.m.

EMPLOYEE DIRECT SUPERVISOR: Dr. Luria Young

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, HI-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

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 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/Tac/Uncl Positions (Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check Form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

Southern University and A&M College
Laser Interferometer Gravitational Wave Observatory (SUBR LIGO)
Site/Project Coordinator Job Description

Background

The Laser Interferometer Gravitational Wave Observatory (LIGO) Science Education Center (SEC) Partnership consists of three partners: (1) the LIGO SEC, (2) Southern University and A&M College (SUBR), and (3) the San Francisco Exploratorium. The major mission of this partnership, funded by the National Science Foundation, was to create an exemplary statewide educational and informational resource to promote scientific learning and understanding in Louisiana and beyond. Consistent with their mission, these LIGO SEC partners have implemented initiatives and programs to achieve the following goals: (1) communicate LIGO-related science concepts to the public; (2) strengthen candidate and clinical educator science teaching; (3) reach a broad audience of students in Louisiana and the surrounding region; and (4) create a national model for ways in which scientists and educators in universities, systemic programs, school districts, and informal learning environments can work together to support inquiry-based teaching and learning. SUBR is working to position LIGO SEC as an exemplary statewide educational and informational resource to promote scientific learning and understanding in Louisiana and beyond.

Scope of Work

The SUBR LIGO Site/Project Coordinator reports to the principal investigators of the project and is responsible for the coordination and successful implementation of programs and activities at SUBR that support the aforementioned goals. Some of these programs and activities include the docent training program, teacher professional development institutes, inquiry laboratory, and science and mathematics education doctoral research. Specific responsibilities of the SUBR LIGO Project Coordinator include the following tasks.

- Collaborating with LIGO SEC staff on the coordination and implementation of the docent training program
- Lead responsibility for all teacher professional development activities (Project Modeling Inquiry Science Education I and II, and the Joseph Meynsse Teacher Leadership Institute), including school year follow-up activities with teachers and students
- Support of site-based classes in the SUBR Inquiry Laboratory
- Contributing to the research of doctoral students in the SUBR Science/Mathematics Education Doctoral Program
- Other duties as assigned by project leaders

Educational Qualifications

Bachelor's degree required in education or a related field

Required Experience

At least 5 years of teaching experience in a traditional classroom

At least 5 years of experience in informal science

Participation in previous LIGO programs or activities

BOBBIE SHUJAA

SUMMARY STATEMENT

I am a professional educator with 32 years of teaching experience specializing in middle school mathematics, earth science and physical science. My experiences include 12 years as site coordinator and facilitator for professional development for two major STEM-related projects.

PROFESSIONAL EDUCATION

Southern University and A&M College, Baton Rouge, LA
B.A., Elementary Education (1st - 8th grades), May 1979

Southern University and A&M College, Baton Rouge, LA
B.A., Deaf Education, May 1979

Southern University and A&M College
Post Graduate Studies in Elementary Education, 1986-1989

Louisiana State University
Post Graduate Studies in Math/Science Leadership, 1990-1998

PROFESSIONAL EXPERIENCES

Southern University A&M, Baton Rouge, LA, Site Coordinator, 2005-Present
Responsible for coordination and successful implementation of the SUBR LIGO professional development programs and activities (Project Modeling Inquiry Science Education and the Joseph Meynsse Teacher Leadership Institute)

Baker Middle School, Baker LA, Sixth and Eighth Grade Teacher, 2003-2006
Taught sixth grade physical science and eighth grade earth science using inquiry-based teaching methods

West Feliciana Middle School, St. Francisville, LA, Science Teacher, 2001-2003
Taught eighth grade science lecture and lab in an integrated curriculum

McKinley Middle Magnet School, Baton Rouge, LA, Mathematics and Science, 2000-2001
Taught sixth grade mathematics and science Sixth grade

Pointe Coupee Parish Schools, New Roads, LA, Mathematics and Science Instructional Coach, 1995-2001
Responsible for coordinating activities for the TOPPS program (K-3rd grade physical science) and taught district PD for science and math teachers

Upper Pointe Coupee Elementary, Batchelor, LA, Science Teacher, 1986-1995

Taught sixth grade science

Leesville School District, Leesville, LA, Elementary Deaf Education Teacher, 1982-1980

PROFESSIONAL DEVELOPMENT - LEADERSHIP

Exploratorium Teacher Leadership Institute Training, Participant
Exploratorium Teacher Institute, Inquiry Physical Science, Participant
Exploratorium Formative Assessment Workshop, Participant
Performance Based Assessment, Standards-Based Learning Style, and Robotics, Participant
NASA Explorer School Teacher Training, Participant
Louisiana Science Teachers Association (LSTA), Workshop Presenter
LaSIP - Louisiana Rural Institute Math Program, Presenter
Evelyn Daniel Science Program: Earth and Environmental Science, Participant
Project Learning Tree, Participant
Project Wild, Participant
Wonders of the Wetlands and Aquatic Wild, Participant
Math, A Way of Thinking, Participant
Sum It Up in Math, Presenter
Pat Jones Math Leadership Institute, Participant
LaSIP Chemistry Workshops (Project Chem), Participant
MATELT Advance Leadership Programs, Participant
Regional Advisory Counsel for Delta RSI, Member
University of Alabama Integrated Science Program, Participant
Geography Institute, Consultant
INTECH, Participant

PROFESSIONAL MEMBERSHIPS

National Science Teachers Association, Member
Louisiana Science Teachers Association, Member
Louisiana Computer Using Educators, Member of Workshop Team
Louisiana Association for Math Teacher
National Education Association
Baton Rouge Math Teachers Association
Louisiana Geography (LaGeo)

AWARDS AND HONORS

Teacher of the Year, Baker Middle School, 2005-2006
NASA Explorer School Teacher of Excellence Award
Teacher of the Year, Pointe Coupee Parish
Teacher of the Year, Upper Pointe Coupee Elementary
Facilitator Award for the Delta Rural Systemic Program
Letter of Recognition for Sponsoring LA GEA In-Service
National Award of Excellence - NASA Explorer School Program



INCORPORATED 1886 RELOCATED 1984
SOUTHERN
UNIVERSITY
 Agricultural & Mechanical College

College of Business
 University Center for Economic
 And
 Entrepreneurial Development
 P. O. Box 9723
 Baton Rouge, Louisiana 70813

Dr. Aloyce Kaliba: (225) 771-5952
 Dr. Sung No: (225) 771-5954
 Main Office: (225) 771-5640
 FAX: (225) 771-5262

2021 FEB -9 P 4:05

February 2, 2021

RECEIVED

FEB 03 2021

Dr. Bijoy Sahoo, Interim Executive Vice President and
 Executive Vice Chancellor for Academic Affairs
 3rd Floor Clark Administration Building
 Southern University
 Baton Rouge, LA 70813

Office of the Executive Vice President
 for Academic Affairs and Provost

Dear Dr. Sahoo:

I would like to formally request authorization to appoint an interim Associate Dean and Graduate Program Director beginning Feb 15, 2021, to the beginning of the Fall 2021 semester at an annual salary of \$120,000. With the appointment of Dr. Yigletu to the Graduate School it is critical that we have leadership for the College of Business in the Associate Dean's position. I would like to appoint Dr. Derrick Warren in this position until a permanent selection is made. I have attached his credentials for your review, along with the Position Vacancy Authorization and Announcement Forms. Dr. Warren has impressive professional experience and has developed programs that will benefit our MBA and graduate programs in general at the College and University levels. The EPAF is in the process of moving to your Office for Approval. We would like a start date of February 1, 2021, thus it is urgent that this be approved as soon as possible for Board consideration.. We will conduct a national search and hope to fill the position permanently by Fall 2021.If you have any questions please let me know.

Sincerely,

Donald R. Andrews
 Dean

APPROVED:

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

RECEIVED

FEB 03 2021

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

EMPLOYMENT CATEGORY: 9-MONTH _____ 12-MONTH OTHER _____

Office of the Executive Vice President for Academic Affairs and Provost

- | | | |
|--|---|------------------------|
| <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 ASHAGRE YIGLETU Reason Left TRANSFERRED
 Date Left September 1, 2020 Salary Paid \$130,000.00

Profile of Person Recommended

Length of Employment FEBRUARY 15, 2021 To AUGUST 13, 2021
 Effective Date FEBRUARY 15, 2021

Name DERRICK WARREN (U01783603) SS# XXX-XX-3128 Sex M Race* B
(Last 4 digits only)

Position Title: Interim Associate Dean / MBA Director Department: Masters of Business Dept. (MBA)

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 38 Southern University Experience 5

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	PhD - Bus. Admin	Georgia State University -	2019
	MBA - Bus. Mgmt.	University of South Florida	1996
	BS - Comp. Sci	SUBR	1982

Current Employer SUBR - Alumni Affairs

Personnel Action

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

Recommended Salary \$120,000.00 Salary Budgeted \$120,000.00

Source of Funds State Funds / Master Business Administration

Identify Budget: 211001-22202-21000 Location _____
 Form Code: _____ Page _____ Item # _____

Change of:

Position	<u>From</u>	<u>To</u>
Status	<u>Director of Alumni Affairs</u>	<u>Associate Dean / MBA Director</u>
Salary Adjustment	<u>Unclassified</u>	<u>Unclassified</u>
	<u>\$120,000.00</u>	<u>\$120,000.00</u>

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
111005-11158-61002-16000	\$120,000.00

*See Reverse Side

Graduate School signature (if, applicable):

[Signature] 2/2/21 Date
 Supervisor
[Signature] 2/3/21 Date
 Vice Chancellor
[Signature] 2/10/21 Date
 Director/Personnel
[Signature] Date
 President Date

[Signature] 2/2/21 Date
 Dean/Unit Head
[Signature] Date
 Chancellor
[Signature] 2/10/21 Date
 Vice President/Finance
 Business Affairs/Comptroller
 Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, 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: Interim Associate Dean & MBA Director at a salary of \$120,000.00. He will be replacing Dr. Ashagre Yiglatu who transferred to the Graduate School to be the Dean of that program.

EMPLOYEE REGULAR WORK SCHEDULE: Mon - Fri

EMPLOYEE DIRECT SUPERVISOR: DEAN ANDREWS 771-2763

NUMBER OF EMPLOYEES SUPERVISED, (if any) 1

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

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

DR. DERRICK V. WARREN

Baton Rouge, La.
www.linkedin.com/in/dvwarren/

1.404.702.8508
dvw@outlook.com

SENIOR CONSULTING PARTNER, EXECUTIVE DIRECTOR & IT SALES, STRATEGY AND ANALYTICS EXECUTIVE

Large, Complex Program Leadership | Analytics | Cloud Solutions | Technology Transformation | New Revenue Creation
Blockchain Ambassador, Science, Technology, Engineering and Math (STEM) Enthusiast, Senior IT Consulting Partner, Account Executive having led teams across Africa, America, Asia Pacific and Europe. Skilled in executing creative solutions that make the "complex, simple" across technical and cultural dimensions. Additional Competencies include:

Data Science & Analytics | Blockchain | Cybersecurity | Artificial Intelligence | Sales & Solution Transformation | The Internet of Things (IoT) | Financial Planning | Delivery Excellence | Business Optimization | Client Satisfaction | Stakeholder Management | Integrated Product Development | Cloud Sales and Solutions | Large Account Leadership | Organizational Change Management | Strategic Governance | Technology Trends and Implementation

VALUE ADDED ACHIEVEMENTS AND PROFESSIONAL EXPERIENCE 2006 THROUGH PRESENT:

Chairman – Universal Decentralized Asset Platform (UDAP) Foundation - SINGAPORE: 3/2017 - Present

As Chairman of the UDAP Foundation, I nurture, harvest and grow the community ecosystem in support of the UDAP mission of "Tokenizing Everything". UDAP is a blockchain middleware for non-currency asset lifecycle management. UDAP reduces the cost of building asset oriented applications. <https://www.udap.io/>

- Established UDAP Foundation Business and Marketing Plan yielding community growth and exposure globally
- Worked with UDAP Founders and Development Team to establish online and social media presence
- Foundation memberships on Facebook, Instagram, Twitter, Telegram, LinkedIn, Twitter, YouTube, Reddit and Medium. Combined communities total thousands of followers
- Secured four Advisers with diverse skills across Information technology, business, and crypto and education industries
- Expanded UDAP partnerships and alliances with complementary organizations in North America and Asia

Executive Director – Southern University Alumni Federation (SUAF) and Director of Alumni Affairs (SUAA) – Southern University System – BATON ROUGE, SHREVEPORT and NEW ORLEANS, LOUISIANA: 7/2016 - Present

In the dual role of Director of Alumni Affairs and Executive Director of the SUAF, I drive alumni engagement, strengthen relationships, modernize current operational platforms and create lifelong supporters of the Southern University System.

- Improved the overall Alumni and Student experience through Alumni House renovations and technology enhancements
- Implemented a new SUAF and SUAA Cloud Based Membership platform which improves membership engagement, provides enhanced member functionality and offers contemporary member services
- Provided mobile app access to the membership platform
- Helped increase SUAF membership by over ~30% in 4 years as Executive Director
- Increased overall number of active chapters by over 5% in less than one year
- Introduced and executed Alumni Affairs/Federation Balanced Scorecard, Strength, Weaknesses, Opportunities and Threats (SWOT), Key Performance Indicators (KPIs) and Critical Success Factors (CSFs)
- Reactivated and Re-Branded the SUAF/SUAA Student Alumni Association (The 41 Club)
- Published 2016 and 2020 Alumni Directory
- Worked with SUAF Executive Board to create new membership campaigns and membership kit
- Redesigned and Relaunched Alumni Magazine in hardcopy and digital format

DR. DERRICK V. WARREN

PRESIDENT – Pinnacle Software Solutions – ATLANTA, GEORGIA: 10/2015 – 5/2016

As Pinnacle President, I provided leadership direction and clear sense of purpose to Pinnacle Software existing team, partners and stakeholders while working with the Board on company relevance and future Transformation Programs.

- Worked with Pinnacle Team to position future opportunities and strategies for growth
- Enhanced Pinnacle's culture, vision and key goals through the identification and sharing of leading software firm practices
- Analyzed the existing client base and current contracts to ensure effective operations, delivery, and positive client satisfaction
- Identified and helped establish alliances and partnerships with other organizations

VP and PARTNER - STRATEGY and ANALYTICS, GLOBAL BUSINESS SERVICES (GBS) - SHENZHEN, CHINA: 1/2013 – 2/2015

Strategy and Analytics Engagement Partner providing Integrated Product Development (IPD), Services Transformation, Knowledge Management and Sharing, Program Cost Management, Open Source expertise and leading practices which resulted in bottom line year to year growth and the development of new revenue streams for the client.

- Led team of consultants, subject matter experts and architects in designing and deploying Strategy, Analytics, Services Transformation, Cloud, Social and Open Source engagements contributing several million dollars in Client and IBM signings, profit and revenue growth
- Taught and Implemented Leading Practices on Integrated Product Development including design, development, deployment, and optimization; Governance, roles and responsibilities for Integrated Product Development Teams (IPMTs) with strengthened accountability systems put in place; Drove service product enablement at the Global, Regional and Country level
- Educated key client Executives and Leaders on Portfolio, Platform, Pipeline and Market Management leading practices which contributed toward the introduction of new offerings and business growth
- Created Industry Journey Map for Macau Based entertainment companies sharing data analytics and next best action tools that transformed current state into a modernized future state

VP and SENIOR GLOBAL PROGRAM EXECUTIVE, GLOBAL TECHNOLOGY SERVICES (GTS) - NORTH AMERICA/UK/JAPAN and additional worldwide locations: 1/2011 – 12/2012

Led Account Team for Global Industrial Sector client and Life Sciences Engagement providing Network, Platform, Field and Project Services, Service Desk, Workstation/Software Packaging, Voice Optimization and Business Continuity and Resiliency Services

- Improved Client Satisfaction year to year and achieved perfect 10 in company survey
- Negotiated and closed five year \$70M Storage Optimization/Cloud Storage agreement and first Cloud deal within sector valued at approximately \$2M TCV
- Generated over \$33 Million in base growth revenue
- Helped team secure finalist selection and eventual signing of Global Life Sciences client operating across three geographies
- Delivered / Transformed infrastructure and project services resulting in over 16 Million in YTY savings

DR. DERRICK V. WARREN

VP – GTS STRATEGIC OUTSOURCING (SO) SALES – NORTH AMERICA: 6/2010 – 12/2010

SO Sales and Sales Solution and Value Transformation (SSVT) leader for IBM GTS North America. Part of globally integrated team responsible for revitalizing our client value proposition, facilitating the integration of SO and ITS Offering Management as well as enabling more efficient/effective client engagements.

- Contributed to IBM's top line business objectives of revenue and profit by enabling 28 key pilot deal teams; These deals were won or down-selected totaling over \$1.5B of TCY
- Personally, led SSVT Training and Offering Education sessions for over 1000 IBM GTS Sales professionals across the US and Canada ensuring methodology adoption and implementation
- Created and Balanced Scorecard and worked with Client Solution Executives (CSEs), Business Development Executives (BDEs), Project/Delivery Executives, Deal Hub and other support personnel to create reusable assets and components in support of business standardization, simplification and value creation

VP and SENIOR GLOBAL PROJECT EXECUTIVE (PE) – JOHANNESBURG, SOUTH AFRICA: 3/2009 – 6/2010

Client relationship and account management leader for IBM Infrastructure and Application Maintenance Services for one of Africa's Largest Mobile Telephone Operators with over 100 Million subscribers across Africa and the Middle East.

- Championed operational excellence, delivery effectiveness/efficiency, strong account health, audit/controls compliance, high client satisfaction across the IBM account relationship
- Exceeded Account Revenue target by \$15.8M and drove signings up over 300% YTY (highest in SS Africa)
- Implemented a Billing Center of Excellence and Technical Review Board (TRB) improving accuracy

VP – CLIENT SERVICES and PROJECT EXECUTIVE COMPETENCY - ASIA PACIFIC: 3/2006 – 2/2009

Profit & Loss Leader for Asia Pacific (AP) Strategic Outsourcing (SO) Accounts driving double-digit revenue and profit growth across 16 countries including Australia, Brunei, China, Hong Kong, India, Indonesia, Japan, Korea, Malaysia, New Zealand, Philippines, Singapore, Sri Lanka, Taiwan, Thailand and Vietnam

- Drove positive double digit account revenue, profit and signings growth for nine consecutive quarters with marked improvement in Client Satisfaction across geography
- Mitigated millions in base account erosion through innovation and value add program implementation
- Established PE Competency in geography and increased certifications by 4X

EDUCATION

GEORGIA STATE UNIVERSITY, Atlanta, Georgia, Robinson College of Business

Doctorate in Business Administration – Summer 2019

Dissertation: *Digital Member Network Implementation and Coproduction: An Investigation of an Alumni Association Network.* https://scholarworks.gsu.edu/bus_admin_diss/119/

UNIVERSITY OF South Florida, Tampa, Florida

Master of Business Administration (MBA) – Business Management

SOUTHERN UNIVERSITY and A & M COLLEGE, Baton Rouge, Louisiana

Bachelor of Science – Computer Science with Honors (Cum Laude)

CERTIFICATIONS, CERTIFICATES and BADGES/MICRO-CERTIFICATIONS

GEORGIA STATE UNIVERSITY, Atlanta, Georgia, Robinson College of Business

Executive Doctorate Teaching Certificate – Master Teacher Program – Fall 2017

MASSACHUSETTS INSTITUTE OF TECHNOLOGY, Sloan School of Management

Certificate of Completion - Blockchain Technologies: Business Innovation and Application - 2018

IBM

Enterprise Design Thinking Practitioner Badge – Spring 2020

IBM

Enterprise Design Thinking – Team Essentials for Artificial Intelligence (AI) Badge – Spring 2020

IBM

Cybersecurity – Instructor Badge – Spring 2020

IBM

Artificial Intelligence – Instructor Badge - Spring 2020

IBM

Data Science – Instructor Badge – Spring 2020

IBM

Cloud Computing – Instructor Badge - Spring 2020

QUALITY MATTERS

Teaching Online Certificate – Spring 2020

QUALITY MATTERS

QM Policy Awareness Certificate – Spring 2020

QUALITY MATTERS

Evaluation of Course Design Certificate – Spring 2020

QUALITY MATTERS

Technology Skills Self-Assessment – Spring 2020

QUALITY MATTERS

Connecting Learning Theories to Teaching Strategies Certificate – Spring 2020

QUALITY MATTERS

Creating Presence Certificate – Spring 2020

QUALITY MATTERS

Learner Assessment Certificate – Spring 2020

QUALITY MATTERS

Orienting Learners Certificate – Spring 2020



Office of Research and Strategic Initiatives
P.O. Box 9272
Baton Rouge, LA 70813

(225) 771-3890 Voice
(225) 771-5231 Fax
www.subr.edu

January 20, 2021

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

Dear President Belton,

This letter requests your approval for a salary increase for Mrs. Ada Womack Bell. Ada currently serves as the Director of the Southern University (SU) Small Business Development Center. Her responsibilities with the SU Louisiana Small Business Development Center (SU_LSBDC) have taken on additional duties through The Care Act. The tasks of this position have increased to include additional supervision of projects, staffing, paperwork, and upkeep with regulations and procedures, as well as State reporting requirements for staff, operations, and additional metrics for LSBDC and Cares Act. Additionally, the LSBDC at Southern has been recognized as the state Center of the year and highlighted nationally for its efforts. I believe it is appropriate that Mrs. Bell's salary be increased to \$88,500.00. This increase will not require any additional University funds.

Attached please find Mrs. Bell's cv/resume for your review and if approved, for the board's review at the November meeting. Your consideration of this request is greatly appreciated. Should you require any additional information, please inform.

Sincerely,

Michael A Stubblefield

Michael A. Stubblefield, PhD
Vice Chancellor



LOUISIANA SMALL BUSINESS DEVELOPMENT CENTER
SOUTHERN UNIVERSITY & A&M COLLEGE
 616 Harding Boulevard, Baton Rouge, LA 70805
 (225) 771-2891 - www.lsbdc.org

October 26, 2020

Dr. Michael A. Stubblefield
 730 Harding Blvd. Baton Rouge, LA
 Southern University

Subject: Change in Job Duties/Pay Increase

Dr. Stubblefield:

The Louisiana Small Business Development Center State Office has awarded the Southern University Center \$50,000.00 for the FY 20-21. As a result, I have revised the budget to reflect the needs of the Center. Due to the change in required job duties; I am requesting an increase in pay. Funds to cover the total adjustment are located in the LSBDC 2020-2021 budget account. As well, due to the new Cares Act guidelines and additional services, I am requesting an increase to manage this new initiative. My base salary of \$82,000 would increase by \$6,500 to \$88,500.

EMPLOYEE NAME	OLD TITLE	NEW TITLE	SALARY
Ada Womack-Bell	Director	Director	\$82,000.00 -- BASE
			\$88,500.00 – COL

The Care Act will add to the LSBDC's organizational structure and will require additional supervision, staffing, paperwork, and upkeep with regulations and procedures as well as State reporting requirements for staff, operations and additional metrics for LSBDC and Cares Act.

Thus, this request comes due to the recent transitions in the SBDC Administration, as well as additional funding. Note that this is a lateral move and no additional funds are requested for this position. If there are any further questions or comments, please feel free to contact this office at 771-5410 or by email at ada_womack@subr.edu.

Sincerely,

Ada Womack-Bell

Ada Womack-Bell
 Director

APPROVED:

Michael A. Stubblefield, PhD, Vice Chancellor for Research

Benjamin Pugh, Vice Chancellor Finance & Administration Office

Ray L. Belton, PhD, President, Southern University

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER									
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

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

Profile of Person Recommended

Length of Employment October 1, 2020 To September 30, 2021
Effective Date October 1, 2020

Name Ada Womack-Bell SS# xxx-xx-2335 Sex F Race* Black
(Last 4 digits only)

Position Title: Director Department: Small Business Development Center

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

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

Years Experience 16 years Southern University Experience 9 years
Degree(s): Type/Discipline (BA-Education): MBA Masters Business Admin Institution/Location (SU-Baton Rouge): University of Phoenix Year: 2013
BS - Business Administration Louisiana State University - Baton Rouge 2004

Current Employer _____

Personnel Action

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

Recommended Salary \$88,500.00 Salary Budgeted \$ 87,000.00

Source of Funds _____

Identify Budget: 229119-22204-23000 Location _____
Form Code: _____ Page _____ Item # _____

Change of: From _____ To _____

Position _____

Status _____

Salary Adjustment \$87,000.00 \$88,500.00

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

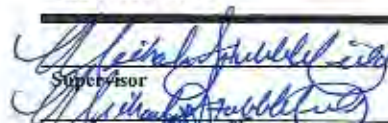
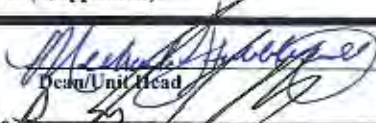

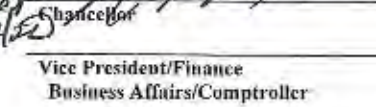
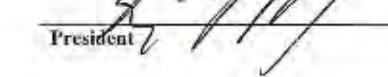



*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
229119 - 22204 - 23000	\$ 63,000
224513 - 22204 - 23000	\$ 25,500

*See Reverse Side

Graduate School signature (if applicable):

	<u>10.30.2020</u>		<u>10.30.2020</u>
Supervisor	Date	Dean/Unit Head	Date
	<u>10.30.2020</u>		<u>10.30.2020</u>
Vice Chancellor	Date	Chancellor	Date
	<u>10/27/2020</u>		<u>11/2/20</u>
Director/Personnel	Date	Vice President/Finance	Date
	<u>10/27/2020</u>		<u>11/2/20</u>
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:

Effective October 1, 2020, the LSBDC Director manages the operations for the center; oversee, Assesses, determines, and designs timelines, programs and services that meet the requirements of the local funders, the LSBDC Network, the US Small Business Administration (SBA) and Louisiana Economic Development (LED). Recruits, trains, and supervises full and part-time staff to support administrative, consulting and training operations in the defined LSBDC service areas. Contributes to the development, implementation, and updating of the LSBDC's strategic plan. Ensure that organizational goals, objectives and metrics are accomplished in a timely and thorough manner. Develops, monitors and reports on annual budgets and performance milestones established in conjunction with funding and programmatic schedules. Starting October, 1, 2020, the Care Act will add to the LSBDC's organizational structure and will require additional supervision, staffing, paperwork, and upkeep with regulations and procedures as well as State reporting requirements for staff, operations and additional metrics for LSBDC and Cares Act.

EMPLOYEE REGULAR WORK SCHEDULE: M-F (8am -5pm)

EMPLOYEE DIRECT SUPERVISOR: Michael A. Stubblefield

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 771-3890 ext. 206

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 K-1/A-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 Temp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

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

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

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Tac/Uacl 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/US Rule 6.5g Letter of Justification (for classified, if applicable)



Louisiana Small Business Development Center

Directors Job Description

The LSBDC Director will provide assistance, coaching, and strategic direction for new business startups or business expansions in the greater region; oversee professional training class delivery; represent the LSBDC at regional professional events and associations; and work with other directors and management within the University to raise additional funding as required to expand services and offerings to small business owners. This is a grant-funded position contingent upon availability of grant funds. The LSBDC is part of the Louisiana SBDC Network, a partnership program of the U.S. Small Business Administration and Delta Community College.

Key Duties:

Administrative & Operations

- Assesses, determines, and designs timelines, programs and services that meet the requirements of the local funders, the LSBDC Network, and the US Small Business Administration (SBA).
- Recruits, trains, and supervises full and part-time staff to support administrative, consulting and training operations in the defined LSBDC service area as funding allows.
- Contributes to the development, implementation, and updating of the LSBDC's strategic plan. Ensure that organizational goals and objectives are accomplished in a timely and thorough manner. Develops, monitors and reports on annual budgets and performance milestones established in conjunction with funding and programmatic schedules.
- Designs and distributes business marketing material developed in conjunction with host university publications and materials
- Identify and apply for grants relevant to entrepreneurship and business development to support the LSBDC's continued operations and growth. Prepares statistical reports and funding proposals targeting state and local support for business counseling, mentoring, and customized entrepreneurial programs. Initiate co-sponsorship of programs with private businesses, economic development organizations, and other government entities.
- Maintain efficient and effective operation of LSBDC office, including management of office hours, personnel, budget, and other resources. Ensure that administrative policies are followed, that programs are innovative and responsive, and that top-quality services are delivered. Use client and management feedback in striving for continuous improvement. Uphold contractual obligations with other organizations.
- Establish and manage an advisory board comprised of funders, community stakeholders, and small business leaders.
- Document client advising and training activities via Center IC in a timely, accurate, and comprehensive manner. Collect and transmit consolidated client data. Maintain adequate client files as per LSBDC Network Lead Office and SBA guidelines.

Program

- Counsels prospective and existing small business owners/managers and coordinates delivery of services throughout the service region. Analyze situations, make recommendations, and educate clients with regard to business plans, market feasibility, financial viability, operations management, COVID-19 response and recovery, and legal structures, to name but a few topics. Maintain an appropriate level and mix of clients as noted by annual deliverables and strategic plan objectives.
- Develop and deliver high-quality, business training programs that are responsive to the needs of the business community served. Generate curricula for business programs, seminars, conferences, etc. responsive to the local business interests. Determine topics, agendas, instructors, instructional materials, location, time, and other

resources required. Serve as an instructor of business training programs, and secure qualified outside instructors, as needed.

- Responsible for the LSBDC/SBA required annual site visits, quarterly meetings, monthly conference calls, and reports as required throughout the service area.

Outreach

- Coordinates media and publicity initiatives with the host university, LSBDC Network and the SBA office to generate visibility and support of local services and programs.
- Presents LSBDC information to local chambers, banks, business associations, and other key community groups to generate awareness of and referrals for counseling/training programs. Meets regularly with community representatives to identify counseling and training needs of area.
- Convenes and meets regularly with Advisory Board and other partner groups to discuss impact of current business services and programs, and future collaborations.
- Maintain relationships and resources in government/public and private business sectors to assist LSBDC clients

Leadership Skills

- Demonstrated experience driving business growth through innovation and the implementation of technology.
- An entrepreneurial mindset; able and interested to pursue new business opportunities.
- Customer-service oriented.
- Excellent leadership skills and the ability to manage multiple priorities in a fast-paced environment.
- A team player who favors collaborative approaches when working with internal and external partners.
- Demonstrated ability to manage a team of a direct reports, in addition to influencing collaboration across indirect reports.

Communication Skills

- Able to work collaboratively with diverse leaders, communicate a strategy across all levels of the organization, and build consensus around key initiatives and projects.
- Ability to communicate from a customer perspective, across diverse groups of customers.
- Possesses exceptional organizational, interpersonal and communication skills, both oral and written; able to articulate ideas to both technical and non-technical audiences.
- Possesses exceptional business acumen, analytical and problem-solving abilities.
- Comfortable with ambiguity; can handle the unexpected with flexibility.

ADA WOMACK-BELL

PROFESSIONAL PROFILE

Highly organized and detail-oriented Executive Director with experience in leadership and strategic planning in building an entrepreneurial ecosystem for the small businesses. A business professional with 16 years of experience in assisting small businesses and supplying thorough support to senior executives within the for profit and nonprofit business arena. Proficient business consultant, training developer in managing, coordinating and executing training events geared to stimulate regional economic growth and small business development. Resourceful innovative professional with an extensive scope of responsibility, proven success, and track record of delivering optimal results.

SKILLS

Needs assessments	Critical Thinker
Customer service relations	Strategic event planner and coordinator
Strategic partnerships and planning	Social media knowledge
Excellent communication and presentation skills	Efficient multi-tasker
Database management	Innovative Training
Customer service-oriented	Administrative support specialist
Team building	Office Management
Desktop Publishing	Program Development

EXPERIENCE

A&G Consulting Group, LLC

2019-Present

Provides assistance to assist organizations, city and state municipalities through innovative training programs and consulting services. Specializing in business and program development, strategic planning, customized training programs and event planning. Generating viable solutions through training that are strategically aligned to organizations and municipalities for maximum achievement and growth.

Louisiana Small Business Development Center, Baton Rouge, Louisiana **Director**

January 2018 - Present

Assesses, determines, and designs timelines, programs and services that meet the requirements of the Host University, the LSHDC State Office, and the US Small Business Administration (SBA). Recruits, trains, and supervises full and part-time staff to support administrative, consulting and training operations in the defined LSHDC 7 parish coverage area as funding allows.

Developing, implementing, and updating of the LSBDC's strategic plan. Ensure that organizational goals and objectives are accomplished in a timely and thorough manner. Develops, monitors and reports on annual budgets and performance milestones established in conjunction with funding and programmatic schedules. Identify and apply for grants relevant to entrepreneurship and business development to support the LSBDC's continued operations and growth. Prepares statistical reports and funding proposals targeting state and local support for business counseling, mentoring, and customized entrepreneurial programs. Initiate co-sponsorship of programs with private businesses, economic development organizations, and other government entities.

Maintain efficient and effective operation of LSBDC office, including management of office hours, personnel, budget, and other resources. Ensure that administrative policies are followed, that programs are innovative and responsive, and that top-quality services are delivered. Use client and management feedback in striving for continuous improvement. Uphold contractual obligations with other organizations. Document client advising and training activities via Center IC in a timely, accurate, and comprehensive manner. Collect and transmit consolidated client data. Maintain adequate client files as per LSBDC Network Lead Office and SBA guidelines.

Analyze situations, make recommendations, and educate clients with regard to business plans, market feasibility, financial viability, operations management, COVID-19 response and recovery, and legal structures, to name but a few topics. Maintain an appropriate level and mix of clients as noted by annual deliverables and strategic plan objectives. Develop and deliver high-quality consulting and business training programs that are responsive to the needs of the business community served. Responsible for the LSBDC/SBA required annual site visits, quarterly meetings, monthly conference calls, and reports as required throughout the service area.

Accomplishments

- Awarded SBA Small Business Development Center Service of Excellence and Innovation Award in 2020.
- Selected to represent the Nationwide Americas Small Business Development Centers at the Amazon Accelerate Virtual Conference.
- Awarded by the Louisiana Small Business Development Center into the Million Dollars Club in 2018-2020.
- Awarded by the Louisiana Small Business Development Center job creator of the year in 2019.
- Awarded by SCORE Leaders and Legend Award for Collaboration, Innovation and Impact in 2019.

Louisiana Small Business Development Center, Baton Rouge, Louisiana

2015-2017

Business Consultant

Provide business consulting for a seven-parish area that includes business planning, financial projections, marketing plans, loan packaging and business training classes. Assist in the development of outreach programs for the business community. Facilitate pre-venture training workshop for small businesses. Perform assessments for business clients for the Small and Emerging Business Development Program through Louisiana Economic Development. Develop partnerships with local, state and federal agencies to contribute to the mission of the center.

Accomplishments

- Received Community Champion Award in 2016 for working with the small business community in North Baton Rouge.
- Awarded by the Louisiana Small Business Development Center into the Million Dollars Club in 2016.
- Awarded by the Louisiana Small Business Development Center into the 3 Million Dollars Club in 2017.

Womack House Publishing, LLC

2014-Present

Consultant

Provides high quality knowledge based assistance to individuals interested in publishing books. Provides professional production, worldwide distribution, impact marketing and startup assistance.

Louisiana Small Business Development Center, Baton Rouge, Louisiana

2011-2015

Training Coordinator / Administration

Training Develop small business training programs for a seven-parish area. Assisted with team building initiatives and overall support for maintenance of organizational culture at the center. Develop partnerships with local, state, federal agencies and businesses to contribute to the mission of the center with providing quality and substantial training for the small business community.

Accomplishments

- Successfully assisted in launching and managed the first Small Business Educational Series (SUES), Louisiana Veterans Conference, Credit-Ready programs, Women-Owned Businesses, and the 8a Certification Training Program partnership with Small Business Administration (SBA) and Get Certified Month with SBA & DOTD.
- Successfully assisted in the launch and managed the Contractor's Training Institute with Louisiana Economic Development (LED) and collaborating partners. This institute provides contractors with continuing training education classes, exam preparation, and certified training in the construction industry.
- In 2013 received a Recognition of the Year award for Exceptional Performance in Entrepreneurial Training and Development in the LSHDC Network producing the highest number of training in network and largest attendance 1,154. Assist individuals in the start-up process of starting a business.

Administration

Assist director and staff members to ensure efficient operations of the LSBDC. Overseen student workers and grad assistants. Assisted director in maintaining annual budgets in collaboration with the financial department. Processed travel expenses, reimbursements and budget revisions. Ensured issues with personnel, purchasing, property control, computers, software, and building maintenance conform to University's policies and procedures. Assisted with daily management of programs, budgets, reports, client flow, professional service contracts, leases, projects and related deadlines. Located and attached appropriate

MBA: University of Phoenix, Baton Rouge, LA

Bachelors of Science: Business Administration - Louisiana State University, Baton Rouge, LA

Associate Degree: Business - Baton Rouge Community College, Baton Rouge, LA

Diploma: Office Systems Technology - Louisiana Technical College, Baton Rouge, LA

Training Coordinator Certificate: The Training Clinic, Inc.

Graphic Designer Certificate: Vision Media Training Institute

Christian Counselor Certificate: Rhema College Crisis Recovery Institute

Peer Spectives Facilitator: Edward Lowe Foundation

Fast Trac Facilitator: Kauffman Fastrac

Southern University System
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2021
As of January 31, 2021

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 43,442,284	\$ 31,286,063	\$ 12,156,221	\$ 43,442,284	\$ -	72.0%
Statutory Dedicated	4,228,516	1,358,395	2,870,121	4,228,516	-	32.1%
Federal	3,654,209	798,171	2,856,038	3,654,209	-	21.8%
Self Generated						
Tuition - Fall 2020	34,262,460	33,176,712	-	33,176,712	(1,085,748)	96.8%
Tuition - Spring 2021	31,256,081	29,721,189	1,201,214	30,922,403	(333,678)	95.1%
Tuition - Summer	6,993,497	2,490,870	5,347,654	7,838,524	845,027	35.6%
Out-of-State Fees	11,910,932	13,562,775	270,457	13,833,232	1,922,300	113.9%
Other	16,682,523	9,934,082	5,724,407	15,488,512	(1,194,011)	59.5%
Interagency Transfer	3,028,515	2,054,142	1,481,145	3,535,287	506,772	67.8%
Total Revenues	\$ 155,459,017	\$ 124,382,399	\$ 31,907,256	\$ 156,119,678	\$ 660,662	80.0%
Expenditures						
Salaries	\$ 74,515,941	\$ 43,540,038	\$ 32,667,471	\$ 76,207,509	\$ 1,691,568	58.4%
Other Compensation	319,377	93,416	225,961	319,377	-	29.2%
Related Benefits	34,034,650	19,197,351	14,697,481	33,894,832	(139,818)	56.4%
Total Personal Services	\$ 108,869,968	\$ 62,830,805	\$ 47,590,913	\$ 110,421,718	\$ 1,551,750	57.7%
Travel	1,034,510	42,833	800,230	843,063	(191,447)	4.1%
Operating Services	15,319,492	8,047,066	6,610,218	14,657,284	(662,208)	52.5%
Supplies	1,845,900	594,299	826,717	1,421,016	(424,884)	32.2%
Total Operating Expenses	\$ 18,199,902	\$ 8,684,199	\$ 8,237,164	\$ 16,921,363	\$ (1,278,539)	47.7%
Professional Services	2,604,772	1,090,007	1,405,511	2,495,517	(109,255)	41.8%
Other Charges	10,714,822	658,248	7,339,593	7,997,841	(2,716,981)	6.1%
Debt Services						
Interagency Transfers	6,238,234	724,937	5,513,297	6,238,234	-	11.6%
Total Other Charges	\$ 19,557,828	\$ 2,473,192	\$ 14,258,400	\$ 16,731,592	\$ (2,826,236)	12.6%
General Acquisitions	227,382	42,906	744,476	787,382	560,000	18.9%
Library Acquisitions	562,649	280,803	281,846	562,649	-	49.9%
Major Repairs	-	-	-	-	-	
Total Acquisitions/Major Repairs	\$ 790,031	\$ 323,709	\$ 1,026,322	\$ 1,350,031	\$ 560,000	41.0%
Scholarships	8,041,288	9,458,236	1,236,739	10,694,975	2,653,687	117.6%
Total Expenditures	\$ 155,459,017	\$ 83,770,141	\$ 72,349,538	\$ 156,119,679	\$ 660,662	53.9%

Southern University Board and System Administration
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2021
As of January 31, 2021

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 3,199,565	\$ 3,189,274	\$ 10,291	\$ 3,199,565	\$ -	99.7%
Statutory Dedicated						
Federal						
Self Generated						
Tuition - Fall 2020						
Tuition - Spring 2021						
Tuition - Summer						
Out-of-State Fees						
Other						
Interagency Transfer						
Total Revenues	\$ 3,199,565	\$ 3,189,274	\$ 10,291	\$ 3,199,565	\$ -	99.7%
Expenditures						
Salaries	\$ 1,649,530	\$ 930,673	\$ 718,857	\$ 1,649,530	\$ -	56.4%
Other Compensation	88,000	66,333	21,667	88,000	-	75.4%
Related Benefits	769,942	304,136	465,806	769,942	-	39.5%
Total Personal Services	\$ 2,507,472	\$ 1,301,142	\$ 1,206,330	\$ 2,507,472	\$ -	51.9%
Travel	185,000	3,761	181,239	185,000	-	2.0%
Operating Services	171,100	49,741	121,359	171,100	-	29.1%
Supplies	80,000	17,285	62,715	80,000	-	21.6%
Total Operating Expenses	\$ 436,100	\$ 70,787	\$ 365,313	\$ 436,100	\$ -	16.2%
Professional Services	94,000	-	94,000	94,000	-	0.0%
Other Charges	136,993	-	136,993	136,993	-	0.0%
Debt Services						
Interagency Transfers						
Total Other Charges	\$ 230,993	\$ -	\$ 230,993	\$ 230,993	\$ -	0.0%
General Acquisitions	25,000	6,774	18,226	25,000	-	27.1%
Library Acquisitions						
Major Repairs						
Total Acquisitions/Major Repairs	\$ 25,000	\$ 6,774	\$ 18,226	\$ 25,000	\$ -	27.1%
Scholarships						
Total Expenditures	\$ 3,199,565	\$ 1,378,703	\$ 1,820,862	\$ 3,199,565	\$ -	43.1%

**Southern University Baton Rouge Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2021
As of January 31, 2021**

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 18,275,725	\$ 12,523,276	\$ 5,752,449	\$ 18,275,725	\$ -	68.5%
Statutory Dedicated	1,593,248	602,865	990,383	1,593,248	-	37.8%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2020	21,709,761	20,500,981	-	20,500,981	(1,208,780)	94.4%
Tuition - Spring 2021	19,487,148	19,704,801	(569,180)	19,135,621	(351,528)	101.1%
Tuition - Summer	4,963,498	1,318,413	3,852,116	5,170,529	207,031	26.6%
Out-of-State Fees	8,349,603	8,956,252	11,691	8,967,943	618,340	107.3%
Other	7,671,356	3,870,899	4,669,260	8,370,182	698,826	50.5%
Interagency Transfer	3,028,515	2,054,142	1,481,145	3,535,287	506,772	67.8%
Total Revenues	\$ 85,078,854	\$ 69,531,629	\$ 16,187,864	\$ 85,549,516	\$ 470,662	81.7%
Expenditures						
Salaries	\$ 40,450,820	\$ 24,610,235	\$ 15,074,158	\$ 39,684,393	\$ (766,427)	60.8%
Other Compensation	181,377	-	181,377	181,377	-	0.0%
Related Benefits	18,669,613	11,627,916	6,035,997	17,663,913	(1,005,700)	62.3%
Total Personal Services	\$ 59,301,810	\$ 36,238,151	\$ 21,291,532	\$ 57,529,683	\$ (1,772,127)	61.1%
Travel	268,210	13,791	86,307	100,098	(168,112)	5.1%
Operating Services	8,662,277	5,497,756	2,272,979	7,770,735	(891,542)	63.5%
Supplies	865,911	356,221	136,026	492,247	(373,664)	41.1%
Total Operating Expenses	\$ 9,796,398	\$ 5,867,768	\$ 2,495,312	\$ 8,363,080	\$ (1,433,318)	59.9%
Professional Services	1,026,480	491,022	256,606	747,628	(278,852)	47.8%
Other Charges	3,805,700	207,716	4,294,986	4,502,702	697,002	5.5%
Debt Services			-			
Interagency Transfers	4,017,497	-	4,017,497	4,017,497	-	0.0%
Total Other Charges	\$ 8,849,677	\$ 698,738	\$ 8,569,089	\$ 9,267,827	\$ 418,150	7.9%
General Acquisitions	52,032	6,663	605,370	612,032	560,000	12.8%
Library Acquisitions	137,649	86,816	50,833	137,649	-	63.1%
Major Repairs	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 189,681	\$ 93,478	\$ 656,203	\$ 749,681	\$ 560,000	49.3%
Scholarships	6,941,288	8,765,103	874,142	9,639,245	2,697,957	126.3%
Total Expenditures	\$ 85,078,854	\$ 51,663,238	\$ 33,886,278	\$ 85,549,516	\$ 470,662	60.7%

The Southern University Baton Rouge Campus have allocated \$2.2 million in CARES Act funds to ensure the budget remains balanced and operations continue due to revenue shortfall.

Southern University Law Center
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2021
As of January 31, 2021

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 3,735,319	\$ 2,502,243	\$ 1,233,076	\$ 3,735,319	\$ -	67.0%
Statutory Dedicated	172,939	52,189	120,750	172,939	-	30.2%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2020	3,823,146	4,583,457		4,583,457	760,311	119.9%
Tuition - Spring 2021	3,499,336	4,412,842	-	4,412,842	913,506	126.1%
Tuition - Summer	700,000	282,945	600,000	882,945	182,945	40.4%
Out-of-State Fees	2,658,500	4,097,111	99,000	4,196,110	1,537,610	154.1%
Other	3,286,762	3,648,490	100,977	3,749,467	462,705	111.0%
Interagency Transfer						
Total Revenues	\$ 17,876,002	\$ 19,579,276	\$ 2,153,803	\$ 21,733,079	\$ 3,857,077	109.5%
Expenditures						
Salaries	\$ 9,471,530	\$ 5,923,684	\$ 5,711,216	\$ 11,634,900	\$ 2,163,370	62.5%
Other Compensation	-	-	-	-	-	-
Related Benefits	3,609,686	1,886,524	2,545,243	4,431,767	822,081	52.3%
Total Personal Services	\$ 13,081,216	\$ 7,810,209	\$ 8,256,458	\$ 16,066,667	\$ 2,985,451	59.7%
Travel	385,000	22,280	362,720	385,000	-	5.8%
Operating Services	1,690,629	473,587	1,700,965	2,174,552	483,923	28.0%
Supplies	250,000	80,864	169,136	250,000	-	32.3%
Total Operating Expenses	\$ 2,325,629	\$ 576,732	\$ 2,232,820	\$ 2,809,552	\$ 483,923	24.8%
Professional Services	1,220,590	558,402	962,190	1,520,591	300,001	45.7%
Other Charges	432,027	170,677	261,350	432,027	-	39.5%
Debt Services		-	-	-	-	-
Interagency Transfers	366,540	103,626	262,914	366,540	-	28.3%
Total Other Charges	\$ 2,019,157	\$ 832,705	\$ 1,486,453	\$ 2,319,158	\$ 300,001	41.2%
General Acquisitions	-	-	-	-	-	-
Library Acquisitions	250,000	170,835	79,165	250,000	-	68.3%
Major Repairs	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 250,000	\$ 170,835	\$ 79,165	\$ 250,000	\$ -	68.3%
Scholarships	200,000	287,702		287,702	87,702	143.9%
Total Expenditures	\$ 17,876,002	\$ 9,678,182	\$ 12,054,897	\$ 21,733,079	\$ 3,857,077	54.1%

**Southern University New Orleans Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2021
As of January 31, 2021**

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 8,158,721	\$ 5,914,308	\$ 2,244,413	\$ 8,158,721	\$ -	72.5%
Statutory Dedicated	502,799	185,877	316,922	502,799	-	37.0%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2020	4,851,700	4,638,431	-	4,638,431	(213,269)	95.6%
Tuition - Spring 2021	4,577,842	3,379,616	709,691	4,089,307	(488,535)	73.8%
Tuition - Summer	429,999	(15,539)	445,538	429,999	-	-3.6%
Out-of-State Fees	352,829	298,062	84,767	382,829	30,000	84.5%
Other	4,735,175	2,329,260	524,494	2,853,754	(1,881,421)	49.2%
Interagency Transfer	-	-	-	-	-	-
Total Revenues	\$ 23,609,065	\$ 16,730,014	\$ 4,325,825	\$ 21,055,840	\$ (2,553,225)	70.9%
Expenditures						
Salaries	\$ 10,111,886	\$ 6,307,919	\$ 4,023,592	\$ 10,331,511	\$ 219,625	62.4%
Other Compensation	-	-	-	-	-	-
Related Benefits	4,740,079	2,794,244	1,962,636	4,756,880	16,801	58.9%
Total Personal Services	\$ 14,851,965	\$ 9,102,163	\$ 5,986,228	\$ 15,088,391	\$ 236,426	61.3%
Travel	37,000	719	36,281	37,000	-	1.9%
Operating Services	2,285,294	566,297	1,718,997	2,285,294	-	24.8%
Supplies	285,500	43,979	241,521	285,500	-	15.4%
Total Operating Expenses	\$ 2,607,794	\$ 610,995	\$ 1,996,799	\$ 2,607,794	\$ -	23.4%
Professional Services	-	-	-	-	-	-
Other Charges	4,268,732	20,300	1,458,781	1,479,081	(2,789,651)	0.5%
Debt Services	-	-	-	-	-	-
Interagency Transfers	1,105,574	376,271	729,303	1,105,574	-	34.0%
Total Other Charges	\$ 5,374,306	\$ 396,571	\$ 2,188,084	\$ 2,584,655	\$ (2,789,651)	7.4%
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	175,000	23,153	151,847	175,000	-	13.2%
Major Repairs	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 175,000	\$ 23,153	\$ 151,847	\$ 175,000	\$ -	13.2%
Scholarships	600,000	295,327	304,673	600,000	-	49.2%
Total Expenditures	\$ 23,609,065	\$ 10,428,208	\$ 10,627,632	\$ 21,055,840	\$ (2,553,225)	44.2%

Southern University Shreveport Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2021
As of January 31, 2021

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 5,158,497	\$ 3,594,444	\$ 1,564,053	\$ 5,158,497	\$ -	69.7%
Statutory Dedicated	162,060	65,057	97,003	162,060	-	40.1%
Federal						
Self Generated						
Tuition - Fall 2020	3,877,853	3,453,843	-	3,453,843	(424,010)	89.1%
Tuition - Spring 2021	3,691,755	2,223,930	1,060,703	3,284,633	(407,122)	60.2%
Tuition - Summer	900,000	905,051	450,000	1,355,051	455,051	100.6%
Out-of-State Fees	550,000	211,350	75,000	286,350	(263,650)	38.4%
Other	989,230	85,434	429,675	515,109	(474,121)	8.6%
Interagency Transfer						
Total Revenues	\$ 15,329,395	\$ 10,539,109	\$ 3,676,434	\$ 14,215,543	\$ (1,113,852)	68.8%
Expenditures						
Salaries	\$ 7,402,302	\$ 4,003,673	\$ 3,473,629	\$ 7,477,302	\$ 75,000	54.1%
Other Compensation	-	-	-	-	-	0.0%
Related Benefits	3,666,095	1,757,916	1,935,179	3,693,095	27,000	48.0%
Total Personal Services	\$ 11,068,397	\$ 5,761,589	\$ 5,408,808	\$ 11,170,397	\$ 102,000	52.1%
Travel	38,300	1,191	13,774	14,965	(23,335)	3.1%
Operating Services	2,166,888	1,239,893	672,406	1,912,299	(254,589)	57.2%
Supplies	140,200	64,037	24,943	88,980	(51,220)	45.7%
Total Operating Expenses	\$ 2,345,388	\$ 1,305,121	\$ 711,123	\$ 2,016,244	\$ (329,144)	55.6%
Professional Services	219,500	36,583	52,513	89,096	(130,404)	16.7%
Other Charges	647,487	(591)	23,746	23,155	(624,332)	-0.1%
Debt Services						
Interagency Transfers	748,623	245,040	503,583	748,623	-	32.7%
Total Other Charges	\$ 1,615,610	\$ 281,032	\$ 579,842	\$ 860,874	\$ (754,736)	17.4%
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	-	-	-	-	-	0.0%
Major Repairs	-	-	-	-	-	0.0%
Total Acquisitions/Major Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Scholarships	300,000	110,105	57,923	168,028	(131,972)	36.7%
Total Expenditures	\$ 15,329,395	\$ 7,457,847	\$ 6,757,696	\$ 14,215,543	\$ (1,113,852)	48.7%

The Southern University Shreveport Campus have allocated \$2.6 million in CARES Act funds to ensure the budget remains balanced and operations continue due to revenue shortfall.

Southern University Agricultural Research and Extension Center
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2021
As of January 31, 2021

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 4,914,457	\$ 3,562,518	\$ 1,351,939	\$ 4,914,457	\$ -	72.5%
Statutory Dedicated	1,797,470	452,408	1,345,062	1,797,470	-	25.2%
Federal	3,654,209	798,171	2,856,038	3,654,209	-	21.8%
Self Generated						
Tuition - Fall 2020						
Tuition - Spring 2021						
Tuition - Summer						
Out-of-State Fees						
Other						
Interagency Transfer						
Total Revenues	\$ 10,366,136	\$ 4,813,098	\$ 5,553,038	\$ 10,366,136	\$ -	46.4%
Expenditures						
Salaries	\$ 5,429,873	\$ 1,763,853	\$ 3,666,020	\$ 5,429,873	\$ -	32.5%
Other Compensation	50,000	27,083	22,917	50,000	-	54.2%
Related Benefits	2,579,235	826,615	1,752,621	2,579,235	-	32.0%
Total Personal Services	\$ 8,059,108	\$ 2,617,551	\$ 5,441,557	\$ 8,059,108	\$ -	32.5%
Travel	121,000	1,091	119,909	121,000	-	0.9%
Operating Services	343,304	219,793	123,511	343,304	-	64.0%
Supplies	224,289	31,913	192,376	224,289	-	14.2%
Total Operating Expenses	\$ 688,593	\$ 252,796	\$ 435,797	\$ 688,593	\$ -	36.7%
Professional Services	44,202	4,000	40,202	44,202	-	9.0%
Other Charges	1,423,883	260,146	1,163,737	1,423,883	-	18.3%
Debt Services						
Interagency Transfers	-	-	-	-	-	0.0%
Total Other Charges	\$ 1,468,085	\$ 264,146	\$ 1,203,939	\$ 1,468,085	\$ -	18.0%
General Acquisitions	150,350	29,469	120,881	150,350	-	19.6%
Library Acquisitions						
Major Repairs		-				
Total Acquisitions/Major Repairs	\$ 150,350	\$ 29,469	\$ 120,881	\$ 150,350	\$ -	19.6%
Scholarships						
Total Expenditures	\$ 10,366,136	\$ 3,163,963	\$ 7,202,173	\$ 10,366,136	\$ -	30.5%



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

J. S. CLARK ADMINISTRATION BUILDING
3TH FLOOR
166 G. LEON NETTERVILLE DR.
BATON ROUGE, LOUISIANA 70813

OFFICE OF
FACILITIES PLANNING

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Eli_Guillory@sus.edu

January 25, 2021

Hon. Dr. Ray L. Belton
President of Southern University System
4th Floor, J. S. Clark Adm. Building
Baton Rouge, Louisiana 70813

RE: Southern University System Office of Facilities Planning Project Updates

Dear Dr. Belton,

We are transmitting the attached updated facilities planning document report for the SU System campuses, which indicates continuous progress of site & building construction, renovations and building upgrades for your files.

Should you have any questions, please don't hesitate to call me. Your approval and sustained support of Southern University System Office of Facilities Planning is greatly appreciated.

Respectfully submitted,

A handwritten signature in blue ink, which appears to read "Eli G. Guillory III". The signature is stylized and includes a long horizontal flourish that ends in a small loop.

Eli G. Guillory III
Director of Facilities Planning

Attachments enclosed: Progress report and construction pictures

Southern University and A&M College System

Facilities and Property Report SU System Campuses Projects

Eli G. Guillory III January 25, 2021

agency	Project Name	Project Budget	Funding Source	Approval Date	Completion Date	Comments
SUAG	SUAG Arena - building exterior painting and wall system/roof canopy repairs	\$ 350,000.00	State	2018		pending funding by FP&C to proceed
SUAG	SUAG - A. O. Williams Hall Renovations - Phase 2, Part 1 Westside Attic & interior moisture control and Mechanical System upgrades	\$ 1,660,400.00	State	2019		FP&C contract award to designer (<i>Quebedeaux Eng.</i>) Sept 2020 to proceed with planning (250 days) in Oct 26, 2020 to July 3, 2021. the AFC \$1,184,702 - <i>planning in progress for bidding 2021</i>
SUAG	SUAG - A. O. Williams Hall Renovations - Phase 2, Part 2 Eastside, ext. wall flashing, de-brick masonry and Mechanical System upgrades	\$ 4,000,000.00	State	2018		FP&C selection of Designer in Nov 18, 2020 - Crump Wilson Arch. to proceed w/ planning - <i>planning in progress for bidding Feb 2021</i>
SUAG	SUAG New Mega Disaster Relief Shelter (2,500 beds)	\$ 23,375,000.00	State / Federal	Jan. 2019		pending Fp&c approval of designer- p1_\$1,000,000 p5_\$8,375,000 and GOHSEP / FEMA \$15,000,000 - FP&C selection of Designer Jan. 20, 2021 - <i>Design and pl anning set-up for Feb 2021</i>
SUAG	SUAG Urban Forestry & Natural Resources Headhouse Renovations	\$ 350,000.00	Fed. Gov.	Jan. 2020		SUBR / Modus Arch & Planners - Pre-Bid Jan 12, 2021 & <i>bid open Feb. 4, 2021</i>
SUBR	New Science "STEM" Complex Building	\$ 48,000,000.00	State	7/1/2017		<i>FP&C review of SUBR program w/ selection of Designer - pending April 2021</i>
SUBR	SU Laboratory School Addition and Upgrades	\$ 8,029,200.00	State	2013		<i>pending program from SUBR for review by FP&C for selection of Designer in April 2021</i>
SUBR	Stewart Hall - Wall Mount HVAC Units upgrades	\$ 1,800,000.00	State	2018		<i>pending program from SUBR for review by FP&C for selection of Designer in April 2021</i>
SUBR	Dehumidifying System Repair- Tourgee A. Debose Music Hall	\$ 225,000.00	State	10/19/2017	1/25/2021	Completed - GIS Engineers. Construction in progress at 99% complete by Blanchard Mech. Contractors, Inc. \$207,850
SUBR	Ruffin Paul Central Plant - Loop Pumps, Valves, VFDs and Chiller Economizer upgrades	\$ 322,000.00	State	7/27/2018	12/30/2020	Completed - pre bid meeting by Fp&c Nov 2019, Henry Eyre Engineers - low bidder Gallo Mech. @ \$142,000 - pending completion Dec. 2020
SUBR	ADA Safety Compliance & Drainage Project at the Law Center	\$ 95,400.00	State	7/27/2018		The Luster Group G.C. in progress - <i>95% completed</i>
SUBR	Repairs of 100ft tower and parking lot lighting upgrades to LED's - West and East of F G Clark Activity Center / Upgrade lighting system for classrooms, exits and stairwells in various buildings (Disaster Relief Shelter) WBS:F.19002290	\$ 291,000.00	State	2018		Planning phase in progress by ADG eng's - bidding by fp&c in Jan 2021 (SUN Industrial, LLC.) - <i>construction to proceed Feb 2021</i>

SUBR	W. W. Stewart Hall Auditorium Mech. HVAC repairs/upgrades and J. S. Clark Adm. Building - Upgrade chill water and hot water pumps and install new automated digital controls WBS-F.19002254	\$ 610,000.00	State	2018		Active - designer: Salas O'Brien, LLC in planning phase Nov 2019 - bidding is pending by fp&c in Jan 2021 (Dove Group \$488,000) - construction to proceed Feb 2021
SUBR	DOTD - Ravine Erosion Control & Road Improvements	\$ 10,000,000.00	DOTD	5/25/2017		Active - construction / low bid \$5,000,000 by Merrick LLC - pre-const. meeting 3July2019 - installation of Box Culverts in Nov. 2019 - back in progress Aug 1, 2020 and Completion set for April 2021 / August 2021.
SUBR	DOTD / FP&C Ravine Utility Line Erosion Control and Relocation	\$ 1,221,407.00	State	2016		Active - in progress - Designer AST Engineers pre-con 24June2019 - G. C. Gallo Mech. bid \$400,000 - Completion pending April 2021
SUBR	J. W. Fisher Renovations Phase 1 - classroom Labs hoods, lab casework, Mech., Elect, Window sys. Interior finishes upgrades pj# 01-107-18-02 WBS-F.01003868	\$ 8,500,000.00	State / Private	2018 April / approved 2019 June		Active - planning phase - Coleman Partners Architects 6/2019 to 6/2020 planning of Phase 2 (2nd floor). Phase 2 funding approved and proceeding with the 1st floor planning - CDs pending completion for bidding April 2021. (11 months construction time)
SUBR	Demolition of Jones Hall Dormitory	\$ 1,736,784.00	State	7/24/2019	1/4/2021	99% Complete - Mougeot Architecture - fee \$135,133 planning 9/7/2019 - bidding date-Jan 2020 - Feb. 18, 2020 low bid by Henderson Construction Sevice at \$1,299,879 Demo in progress w/ completion set for Oct. 31, 2020 - pending site work repairs and door repairs to Dunn Hall
SUBR	Demolition of Architecture West & Lottie Anthony Hall	\$975,205.00	State	7/24/2019	1/4/2021	BCB Architects (\$96,390 fee) - planning 9/7/2019 contract 10Oct2019 - bidding date 24Mar2020 - bid open Apr. 28, 2020 - General Contractor Gill Industries (\$648,820) to proceed w/ Pre-Constr. Conf. / Demo in progress w/ completion set for Dec. 19, 2020. 99% completed - pending site work repairs
SUBR	Demolition of Jesse Owens Hall	\$252,664.00	State	7/1/2019		Active - Dec 2019 fp&c executed contract w/ designer - The Map Design Group, LLC - planning June2020 & pending bidding in 2021
SUBR/ SUAG	Demolition of Dairy Barn/Silo(s)/Farm Slab	\$132,548.00	State	7/1/2019		Active - Dec 2019 fp&c executed contract w/ designer - The Map Design Group, LLC - planning June2020 & pending bidding Feb. 2021

SUBR	Demolition of Washington Hall and Collections & Receivables Building	\$368,816.00	State	7/1/2019		Active - Fp&c designer selection - Williams and Williams Architecture, LLC \$23,831 Nov. 4, 2019 - planning date Nov 2019-Feb 2020 & bidding pending for Jan 2021 by fp&c
SUBR	SU Laboratory School Elementary Build-1 Exterior Window & Build-2 Interior, Gym Roof and North Parking Lot upgrades.	\$ 740,000.00	State	11/15/2019		Design planning phase in progress until Dec 2020, Fp&c to authorization for bidding 2Jan21, bid opening 1Feb21, Contract Award 3Mar21, Construction timeline 150 days substantial completion 31Jul21, Lien period for GC to complete punch-list 45 days closeout 14Sept21, 1 year warranty inspection 15Aug22.
SUBR	Navy ROTC (Army ROTC-review 20 year warranty) Roof Replacement	\$ 110,000.00	State	11/15/2019		planning phase in progress by Idoro Udoh of Dedier Arch. Nov. 19, 2020
SUBR	J. B. Moore Hall Roof Replacement	\$ 300,000.00	State	11/15/2019		planning phase in progress by Idoro Udoh of Dedier Arch. Nov. 19, 2020
SUBR	DOTD - Information Center @ SUBR Campus	\$ 5,625,876.00	State / DOTD	Aug. 1998 / Aug. 2014 / Nov. 2019		Hewitt & Washington Architects in re-planning phase for bidding by DOTD. Bidding set for October 2020 - open bids Nov. 18, 2020 - executed contract agreement by DOTD/SU is pending w/ lowest bona fide bidder (Blount GC) Feb 2021.
SUBR	Music Building Annex - Music & Recording Studio	\$ 325,000.00	Title 3	2018		Active - planning CD's Construction Bid Documents, out for bidding May 2020 - pre-bid conf. July 24, 2020 - rebid in Oct/Nov 2020 - low bid at \$600,000 and pending to award. Re-bid Feb 2021
SUBR	W. W. Stewart Hall First Floor Renovations - South	\$ 150,000.00	Title 3	Nov-19	Oct-20	Completed - June's Ceiling & Flooring Inc. & Bell's Flooring and SUN Ind.
SUBR	W. W. Stewart Hall Renovations to 3rd floor restrooms	\$ 159,000.00	Title 3	May-20	Jul-20	Completed: project is under construction, 30% complete, scheduled completion date 7/15/2020 Architect – Domain Architects Contractor – Integrity Builders Budget - \$159,000
SUBR	W. W. Stewart Hall Renovations to 3rd floor	\$ 208,000.00	Title 3	Mar-20	Nov-20	Completed - bid documents complete Architect – Williams and Williams Architecture \$25,000 Contractor – Luster Group \$183,000 Budget - \$150,000
SUBR	W. W. Stewart Hall Renovations to 2nd floor Restrooms Renovations	\$ 175,000.00	Title 3	Mar-20		bid documents complete Architect – Modus, Inc. \$25,000 bidding in Dec 2020/Feb. 2021

PENDING UPDATE FROM
 FP&C DUE SITE WORK

SUBR	W. W. Stewart Hall Renovations to 2nd floor - Classrooms, offices and Corridors	\$ 250,000.00	Title 3	Mar-20	Dec-20	100% complete: bid documents complete Architect – Hewitt Washington & Associates \$25,000 AFC Budget - \$150,000 - low bid by Integrity Builders \$213,671
SUBR	W. W. Stewart Hall Auditorium new VCT flooring replacement	\$ 54,000.00	Title 3	May-20	Aug-20	100% completed - scheduled completion date 6/30/2020 Contractor – Bell's Flooring Budget - \$54,000
SUBR	W. W. Stewart Hall Light fixture replacement first floor south wing	\$ 90,433.00	Title 3	Apr-20	Dec-20	100% complete, scheduled completion date 6/30/2020 Contractor – Sun Electric Budget - \$90,433
SUBR	W. W. Stewart Hall 1st floor room signage installation north side	\$ 5,059.46	Title 3	Oct-19	Jun-20	project complete ASI Signage Innovations Budget - \$5,059.46
SUBR	W. W. Stewart Hall Removal/replacement of existing ceiling grid and tiles first floor south wing	\$ 79,998.00	Title 3	Feb-20	Jun-20	Contractor – June's Ceiling and Flooring, project 70% complete, scheduled completion date 6/30/2020 Budget - \$79,998
SUBR	W. W. Stewart Hall Electrical light fixture removal and replacement 2nd and 3rd floors	\$ 145,000.00	Title 3	Jun-20	20-Dec	100% complete, scheduled completion date 7/15/2020 Contractor – Sun Electric Budget - \$145,000
SUBR	W. W. Stewart Hall Ceiling grid and tile removal 3rd floor	\$ 37,000.00	Title 3	May-20	Jul-20	complete, scheduled completion date 6/18/2020 Contractor - June's Ceiling and Flooring Budget - \$37,000
SUBR	W. W. Stewart Hall Classroom and conference room furniture and technology installation 1st floor	\$ 74,000.00	Title 3	Apr-20	Jun-20	complete, scheduled completion date 6/18/2020 Contractor – GoMedia Budget - \$74,000
SUBR	J.B. Cade Library 4th floor Renovations (South/Westside)	\$ 92,000.00	Title 3	Feb-20	Jul-20	construction completed by Chenevert Construction
SUBR	J.B. Cade Library Renovations 4th floor elevator lobby (counter demo/vct removal and replacement)	\$ 12,000.00	Title 3	May-20	May-20	Project is complete Contractor – Bell's Flooring
SUBR	SUBR Campus signage	\$ 104,000.00	Title 3	Jul. 2020		bidding in Oct/Nov. 2020 - low bid by Keel Enterprises of LA - signage fabrication in progress
SULC	Law Center Mechanical HVAC upgrades Phase 1	\$ 350,000.00	Law Center Budget	Oct. 2020		in planning phase for bidding Nov/Dec 2020 - sending out for bidding Feb. 2021
SULC	Law Center Mechanical HVAC upgrades Phase 2	\$ 390,000.00	state	Jul. 2020		pending designer to proceed by fp&c
SUNO	Washington Library - Reroofing	\$ 525,000.00	state	Jul. 2020		Manning Architects to proceed with Design planning Phase in progress Nov 2020
SUNO	Natural Science 1st & 2nd Floors interior build-out spaces Phase 2	\$ 2,700,000.00	FEMA	2015		Active - planning phase by Sizeler Thompson Brown Architects w/ CD's 100% complete - bidding Jan 2020 - lowest bona fide bidder CM Combs Construction, LLC \$1,633,000 - pending completion Dec. 2020 - 99% complete

SUNO	ADA Compliant Restrooms and Public accommodations in the Cafeteria, University Center, Health & Physical Education, Library and Administration Building, Planning and Construction	\$ 1,650,000.00	state	Nov. 2019		Program under review from SUNO for review by FP&C for selection of Designer in April 2021
SUNO	Campus Wide Electrical & Lighting Repairs - Phase II - WBS:F.19002262	\$ 475,399.00	State	8/31/2018		Active - GVA Engineering, LLC Designer and bidding (SUN Industries, LLC bid @ \$239,900) pre-const. meeting - const. in progress 85% complete
SUNO	Site Parking Lot Restoration Phase 1 & 2 - Demo of temporary fema trailers on the lake campus (classrooms) and park campus (conf. center).	\$ 2,154,846.00	FEMA	2015		Active - Phase 2 - 75% complete-pending additional planning meeting w/ Fp&c. All South Eng. designer -planning 10june20 w/ afc \$1,709,918 - bidding in Feb 2021.
SUNO	Arts & Humanities and Social Sciences: Auditorium Buildout flooring upgrades (17,533 sf renovated flooring) Project No. 01-107-05B-13, Part No. F.01003889	\$ 400,000.00	FEMA	2019	Dec-20	Completed - planning phase (chasm + fusion Architecture) for bidding in Oct. 2019 - LLI Environmental Construction, LLC \$307,300. notice to proceed 6Nov2019 to Feb/Mar/Oct 2020 completion - pending punch list.
SUNO	Arts & Humanities and Social Sciences - Museum Renovation 2nd floor	\$ 522,000.00	FEMA	2019	Dec-20	Completed - (chasm + fusion Architecture) planning phase for bidding - (additional displays funding of \$1,200,000 is pending) bidding Jan 2020 - G.C. Industrial Mech. Contractors \$450,000 - pending completion Nov. 2020
SUNO	Campus sidewalk and parking lot upgrades / repairs for various locations on the Park Campus and Lake Campus WBS-F.19002262	\$ 145,000.00	State	2018		Active - planning by Studio Kiro Nov2019, CD planning and bidding Oct 2020 - pending bids Feb 2020
SUNO	Campus wide Mechanical HVAC System Upgrades for various buildings (Bashful Adm. Bldg) on the Park and Lake Campus WBS: F.19002259	\$ 334,307.00	State	2018	Dec-20	Completed - planning by David Vivien Eng. and bidding Nov. 2019 - pre bid Jan 6, 2020 - Industrial Mech. Contractors \$213,900 - in progress
SUNO	Demolition of existing Buildings - New Science and Old Science Buildings	\$ 1,393,000.00	FEMA	2015		Active - planning by Manning Architects w/ pre-design meeting Oct. 2019 - bidding date is set for Sept/Oct 2020/Jan 19, 2021 - pending to award project to lower bidder in review by fp&c Jan/Feb 2021.
SUNO	Administration Building - Roof upgrades	\$ 350,000.00	State	Nov. 2019		Verges Rome Architects in Design planning phase
SUSLA	Lewis Collier Hall Science Building Renovaion, Planning and Construction	\$ 4,200,000.00	State	Nov. 2019		pending program from SUSLA for review by FP&C for selection of Designer in April 2021
SUSLA	Gymnasium roof replacement / building ext. walls & Mech. System upgrades	\$ 400,000.00	State	Nov. 2019		Engineering study by fp&c in progress for planning phase Jan. 2021

SUSLA	Library Building Roof Replacement Building	\$ 160,000.00	State	Nov. 2019		pending proj# to proceed by fp&c
SUSLA	Mechanical/HVAC System Repairs - Controls - WBS:F.19002199	\$ 476,000.00	State	7/27/2018		Active - pending planning & bidding - Purtle & Assoc. Eng. - planning Des. Dev. Phase: Re-bid date pending for Feb 2021
SUSLA	ADA Restrooms upgrades Downtown Metro 3rd & 4th floors - WBS:F.19002255	\$ 202,747.00	State	2/8/2019		Active - pending planning by Fp&c - Designer McNew Architects (Brian McNew 318-219-7388) - pending final CD's completion Feb. 2021 to set-up for bidding March 2021
SUSLA	Install keyless Entry Locks on MLK, Incubator and Metro Campus'	\$ 50,000.00	Title III	2018		Active - construction in progress - 80% completed
SUSLA	Campus Building Direction Signage	\$ 15,000.00	Title III	2018		Active - planning phase - 80% completed
SUSLA	Adm. Building Admissions Office Renovations	\$ 20,000.00	Title III	2018		Active - Planning Phase - 80% completed
SUSLA	MLK Restrooms Renovations / ADA upgrades	\$ 50,000.00	Title III	2018		Active - construction in progress - 80% completed
SUSLA	Adm. Building Welcome Center Renovations	\$ 125,000.00	Title III	2019		Active - construction pending completion - 80% completed
SUSLA	Louis Collier Hall (Site campus drainage upgrade throughout the main campus) - WBS:F.19002260	\$ 47,828.00	State	2018		Active - planning by The 3-KLW Company Inc. - pending additional funds by the State
SUSLA	Mechanical System - Replace Air Handler Units and Duct system, Fan Coils, Exhaust Fans (Science Building (S07505), (Fine Arts, S07509 & Jesse Stone, S07511) Server Unit Repair (IT, Main Campus, S07503), Replace Fan Coil Unit Motors and (Administration S07503), Replace Pumps (Administration S07503) - WBS:F.19002261	\$ 515,000.00	State	2018		Active - planning by Purtle & Associates Sept 2019 - Pre Bid meeting Sept 11, 2020 and Bid open Sept 24, 2020 low bid by The Payne Company at \$399,000 - pre-Const. meeting Jan 2021 and work in progress.
Total amount		\$ 138,682,917.46				





SUBR - Ravine Erosion Control System and Road Improvements in progress Dec. 2019

