

SOUTHERN[®] UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

BOARD OF SUPERVISORS MEETING

January 6, 2023

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

9:00 a.m.

SOUTHERN[®] UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

BOARD OF SUPERVISORS MEETING

INDEX

Academic Affairs Committee	3
Dance Certificate Program/ College of Humanities & Interdisciplinary Studies	4
Facilities and Property Committee	13
ACT 959 (SUS)	14
Facilities Planning Updates	15
Finance Committee	16
Interim Financial Report	17
Personnel Action Items	
SUS	27
SUNO	37
SUBR	48
SUAREC	62
SULC	71
Southern University Full Board	187
November 2022 BOS Meeting Minutes	189
Internal Audit Charter	196

ACADEMIC AFFAIRS COMMITTEE

Friday, January 6, 2023

Southern University System Board Meeting Room

J. S. Clark Administration Building 2nd Floor

Baton Rouge, LA 70813

9:00 AM

AGENDA

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Installation of 2022 Board Officers and New and Returning Members
4. Roll Call
5. Special Presentations
 - A. SULS
 - B. SULS
 - C. Check Presentation (SUSLA)
6. Adoption of the Agenda
7. Public Comments
8. Action Item(s):
 - A. Request Approval of Dance Certificate Program - College of Humanities & Interdisciplinary Studies (SUBR)
9. Information Item
10. Other Business
11. Adjournment

MEMBERS

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



**OFFICE OF ACADEMIC AFFIARS
CURRICULUM CHANGE RECOMMENDATION FORM**

College/School: COLLEGE OF HUMANITIES & INTERDISCIPLINARY STUDIES

Department: DEPARTMENT OF FINE & PERFORMING ARTS

Course Title: Dance CERTIFICATE

Course Number:100-401

CIP Code:

Credit Hours: 1-3 Hours

Course Contact Hours: 2 -3 Hours

Course/Concentration/CERTIFICATE/Program Description:

This CERTIFICATE is an immersion into performance as a way of knowing, understanding, and experiencing culture, emphasizing cultural traditions, community outreach and diversity. This dance forms or styles are strong, virile, and vital with the feeling of dynamic thrust and resistance. They are exceedingly controlled, having the power to project the gentle wind or the raging storm. Ranging from the walk and all variations, the techniques of the African dance to the delicate but powerful Ballet performances. Dance techniques embrace the leap, the hop, the skip, the jumps, falls of all descriptions and turns which balance the dancer at the most precarious angles with the ground. But more than any combination of steps, The purpose of a dancer is to communicate feelings, state of mind, past, present and future personal experiences. Dance is Life!

Course/Concentration/CERTIFICATE/Program Description Goal(s):

To develop dance students' aesthetic, artistic and cultural understandings of dance in past and contemporary context through relationship with other art forms and contributions to cultures and societies.

Course/Concentration/CERTIFICATE/Program Description Objectives:

The students will:

- a. explain the boundaries of music, dance, theatre, and culture in the creation of theatrical work exploring cultural traditions.
- b. explore the development, elements, purposes, and significance of dance and performing arts.
- c. demonstrate for an ever-growing proficiency in the repertory presented, emphasizing professionalism and performance.

- d. To search for an internal discipline, motivating you to challenge your limits, both physical and psychological, and to motivate others to do the same.
- e. To open yourself to creating a community of artists and audience members dedicated to cultural sharing.
- f. To learn the history of each dance, as well as the social context of its performance.

Student Learning Outcomes

The students will be able to:

- a) demonstrate the ability to consistently perform dance combinations with the understanding of body alignment using basic ballet, jazz, modern, hip-hop, and tap technique through classroom participation.
- b) show their deepened understanding of balance, flexibility, strength, and endurance with increased technical skills through dance movements during Dance class.
- c) learn to integrate other movement studies into their own personal perspective on the process of developing technical proficiency as a dance artist by attending a professional dance performance and writing a paper based on their relationship with class experiences and what is expressed on stage.
- d) demonstrate their knowledge of Dance terminology through an in class written examination.

Rationale for the Course/Concentration/CERTIFICATE/Program:

The rationale is to provide the dance student with a vast array of terminology, technique and performance skills used in different dance styles. Students will examine and experience performance skills such as the use of space and time; the quality of movement; rhythmic moves with expression, dynamics, improvisation, character development, anatomy, breath, focus and imagery. Students will work collaboratively to learn and develop their own artistry within a piece of choreography specific to the genre. Students will also experiment with individual choreography.

PLEASE ANSWER THE FOLLOWING QUESTIONS

1. Has the course/concentration/program been reviewed by the Department and College Curriculum Committees?
 YES X NO

Please attach copies of the curriculum committees' reports, if any.

2. Are there similar courses in the present curriculum? YES NO X

Title	Number
N/A	

3. What is the projected enrollment for the course per semester?

The projected enrollment for the course per semester will be 10 students enrolled with 10% increase for the next five years.

4. How often will the course be offered? FALL X SPRING X SUMMER

5. Is this a required or elective course and for what curriculum?

REQUIRED ___ ELECTIVE ___ CURRICULUM _____ Dance Certificate ___X___

6. What is the impact of adding this course/concentration/ Certificate on the total number of credit hours required to complete the existing degree program?

It is necessary to have all the skills and techniques required for this course to move to the next level of training. It is required, and students should take the course and fulfill the requirements as outlined to pass for approval.

7. Do you have faculty on your staff to teach the course? YES _____ NO ___X___

If the answer is no, please state the additional funds needed to hire new faculty members,
Additional Funds needed to hire:

*2 Full Time Instructors; each will receive \$42,600 for a total of
\$85,200.00 per year needed for faculty, and maybe more.*

Certificate budget increase of \$1000.00

Dressing Room: \$0.00

Dance Studio: \$0.00

Increase Per Year for Speech & Theatre Budget: \$2000.00

According to the National Association of Schools of Dance (NASD), budgetary support shall be adequate to provide appropriate services, carry out necessary operations, and satisfy stated requirements of the programs offered.

What is the minimum rank required of the faculty member who will teach this course?

Instructor is the minimum rank required of the faculty member who will teach these courses.

8. What are the qualifications required of the faculty member who will teach the course (degrees, certifications, professional experience, scholarly research, etc.)?

The qualifications required of the faculty member who will teach the course (degrees, certifications, professional experience, scholarly research, choreography, performance according to the National Association of Schools of Dance (NASD) are:

a. Standards

- (1) The institution shall maintain faculties and staff whose aggregate individual qualifications enable the dance unit and the specific educational programs offered to accomplish their purposes.*
- (2) Faculty members (including part-time faculty and graduate teaching assistants, as applicable) shall be qualified by earned degrees and/or professional experience and/or demonstrated teaching competence for the subjects and levels they are teaching.*
- (3) All faculty must be able to guide student learning and to communicate personal knowledge and experience effectively.*

(3) *Faculty members teaching graduate-level courses must represent the professional standards to which graduate students aspire in specific fields and specializations.*

(5) *It is essential that a significant number of faculty members teaching graduate-level courses be active, or have been active, in presenting their work to the public as scholars or dance professionals.*

b. Guidelines, Recommendations, and Comment

(1) *Standards for Accreditation II.E.1.a. apply to studies and coursework offered at the institution or under cooperative arrangements with another educational or artistic institution, or in any other third-party arrangement.*

(2) *Teachers of performance and/or choreography normally are or have been deeply involved as practicing artists in the specific disciplines or specializations they are teaching.*

(3) *NASD recognizes the Master of Fine Arts as the appropriate terminal degree for performance/choreography faculty. At the same time, the Association recognizes that some highly qualified artist-teachers may hold other academic degrees; others may not hold any academic degrees. In such cases, the institution should base appointments on experience, training, and expertise at least equivalent to those required for the Master of Fine Arts degree in the appropriate field.*

4) *Academic degrees are a pertinent indicator of the teacher's qualifications for instructing in theoretical, historical, and pedagogical subjects. In general, the Ph.D. and comparable doctorates are the appropriate terminal degrees in these fields; however, creative work, research, and publication are indicators of a teacher's qualifications, productivity, professional awareness, and contribution to various aspects of dance and dance-related fields*

What is the total amount of funds needed to implement this course/concentration, minor, program?

According to the National Association of Schools of Dance (NASD), the total amount of funds needed to implement this course/concentration, minor, program are as follows:

Finance:

a. Standard. Budgetary support shall be adequate to provide appropriate services, carry out necessary operations, and satisfy stated requirements of the programs offered.

b. Recommendations

(1) Although fiscal policies may vary among institutions, it is desirable that the allocation for the dance collection be an explicit element in the institution's budget. The management of this allocation should be the responsibility of a designated staff person.

(2) An organized system of involvement by dance faculty and students should exist to advise the planning short- and long-range fiscal needs most effectively.

9. Please attach a copy of the detailed course syllabus and the reading list.

Comments: Syllabus Attached.

Signatures:

Chase Dupl
Department Curriculum Committee Chair

11/10/2022

Yolanda Campbell
College Curriculum Committee Chair

11/10/2022
Date

Cynthia Bryant
College Dean

11/12/22
Date

Graduate School Dean (If graduate curriculum changes)

Date

Richard P. [Signature]
SUBR Curriculum Committee, Chair

12/01/2022
Date

[Signature]
Ex. Vice President -Ex. Vice Chancellor

12/07/2022
Date

[Signature]
President-Chancellor

12/9/22
Date

College of Humanities and Interdisciplinary Studies
Department of Fine and Performing Arts
Southern University and A&M College, Baton Rouge
Certificate in Dance

The College of Humanities and Interdisciplinary Studies- Department of Fine and Performing Arts at Southern University and A&M College, Baton Rouge, offers an interdisciplinary program that integrates the study of dance within a liberal art setting of intellectual and creative exploration.

Program Goal

The primary goal of the *Dance Certificate* is to develop students' aesthetic, artistic and cultural understandings of dance in past and contemporary context through relationship with other art forms and contributions to cultures and societies. In addition, the dance certificate in dance will develop respect for knowledge of traditions, histories, and cultures of dance by making and responding as active participants and informed audiences. This *Certificate* is an immersion into performance as a way of knowing, understanding, and experiencing culture, emphasizing cultural traditions, community outreach and diversity. This dance forms or styles are strong, virile, and vital with the feeling of dynamic thrust and resistance. They are exceedingly controlled, having the power to project the gentle wind or the raging storm. Ranging from the walk and all variations, the techniques of the African dance to the delicate but powerful Ballet performances. Dance techniques embrace the leap, the hop, the skip, the jumps, falls of all descriptions and turns which balance the dancer at the most precarious angles with the ground. But more than any combination of steps, the purpose of a dancer is to communicate feelings, state of mind, past, present, and future personal experiences. Dance is Life!

The *Dance Certificate* program will engage students to emphasize the creative process of dance as a form of collaboration, through which dance can be an adaptable, inclusive, socially relevant practice. The Certificate in Dance prepares professionals ready to create and lead community dance projects focused on wellness, health, education, activism, or other initiatives. Courses include studio practice in dance technique and composition; theoretical, practical, and historical investigations of dance as a community form; dance research; and project planning. This program will enhance and create a rich culture of studio practice and performance in which students can deepen their understanding of their art form while developing professional competencies as arts administrators and leaders. This is an 18-credit hour certificate program consisting of 12 cr. hrs. required and six cr. hrs. elective courses.

Student Learning Objectives

- explain the boundaries of music, dance, theatre, and culture in the creation of theatrical work exploring cultural traditions.
- explore the development, elements, purposes, and significance of dance and performing arts.
- demonstrate for an ever-growing proficiency in the repertory presented, emphasizing professionalism and performance.

- To search for an internal discipline, motivating you to challenge your limits, both physical and psychological, and to motivate others to do the same.
- To open yourself to creating a community of artists and audience members dedicated to cultural sharing.
- To learn the history of each dance, as well as the social context of its performance.

Student Learning Outcomes

The students will be able to:

- demonstrate the ability to consistently perform dance combinations with the understanding of body alignment using basic ballet, jazz, modern, hip-hop, and tap technique through classroom participation.
- show their deepened understanding of balance, flexibility, strength, and endurance with increased technical skills through dance movements during Dance class.
- learn to integrate other movement studies into their own personal perspective on the process of developing technical proficiency as a dance artist by attending a professional dance performance and writing a paper based on their relationship with class experiences and what is expressed on stage.
- demonstrate their knowledge of Dance terminology through an in class written examination.

Eligibility to join the Certificate Program

The *Dance Certificate* is available to all majors in all disciplines and professionals or educators seeking a certificate to develop their skill and knowledge in dance. This certificate will enhance the marketability of those students who are working towards teacher certification and would like to teach dance as a second discipline and theatre students who are looking to pursue careers as professionals in the arts, or those graduates who are looking to enhance their careers working in art education, community theatre or health therapies.

Admission Requirements

- *Must be admitted to the Southern University and A & M College*
- *Interview with dance faculty / or dance advisor to discuss their intention to pursue the certificate.*
- *Submission of a resume that details dance education and experience*
- *Schedule Auditions*

Students will work with teachers, accomplished artists whose work enriches contemporary dance, and they will also study with outstanding research scholars. Lastly, Southern University seek to develop and prepare fully realized Certificate in Dance to be critical thinkers, fearless leaders, and fluent communicators in dance as well as performers.

Opportunities Upon Completion

Dance integrates arts learning and participation into the lives of children, seniors, youth, and other populations. The Certificate in Dance will understand the artistic discipline of dance as well as how to bring dance to a diverse range of communities. They will be entrepreneurial, able to create their own opportunities by developing proposals to meet the needs of organizations, schools, and community partners. Relevant career paths include community dance practitioner, arts administrator, cultural advisor/educator, director of recreational dance program, and community youth group leader.

Dance Courses for the Certificate

Course Requirements

The Dance Certificate curriculum consists of the following course distribution for a minimum of 18 credits hrs.

Total Hours required for Certificate - 18 Credit Hours with the following breakdown:

<i>Category of Courses</i>	<i>Number of Cr. Hrs.</i>
Dance Technique and Theory	6 Credit Hours
Ballet Techniques	3 Credit Hours
Theory and History	9 Credit Hours
Total	18 Credit Hours

***A. Dance Technique and Theory - Select 6 credits from the following:
(These classes must be recommended to a student by an Advisor for appropriate class placement)***

<i>Course Title</i>	<i>Course Number</i>	<i>Credit Hours</i>
Beginning Modern I	Dance 102	1 Hour
Beginning Jazz I	Dance 103	1 Hours
Beginning Hip-Hop I	Dance 104	1 Hour
Beginning Tap I	Dance 105	1 Hour
Intermediate Modern II	Dance 202	2 Hours
Intermediate Jazz II	Dance 203	2 Hours
Intermediate Hip-Hop II	Dance 204	2 Hours
Intermediate Tap II	Dance 205	2 Hours
Advanced Modern III	Dance 302	2 Hours
Advanced Jazz III	Dance 303	2 Hours
Advanced Hip-Hop III	Dance 304	2 Hours
Advanced Tap III	Dance 305	2 Hours

B. Ballet Techniques – Select 3 Credits from the following:

(These classes must be recommended to a student by an Advisor for appropriate class placement)

<i>Course Title</i>	<i>Course Number</i>	<i>Credit Hours</i>
Beginning Ballet, I	Dance 101	1 Hour
African Dance	Dance 110	1 Hour
Intermediate Ballet II	Dance 201	2 Hours
Advanced Ballet III	Dance 301	2 Hours

C. Theory & History Classes – Select 9 Credits from the following:

<i>Course Title</i>	<i>Course Number</i>	<i>Credit Hours</i>
Dance Appreciation	Dance 200	3 Hours
Musical Theatre for Dance	Dance 211	2 Hours
Costumes for Dance	Dance 310	3 Hours
Dance Composition	Dance 300	3 Hours
Anatomy of the Body for Dance	Dance 400	3 Hours
Production for Dancers	Dance 401 Pre-requisite 310	3 Hours
Introduction to Dance	Dance 210	2 Hours
Musical Theatre for Voice	Dance 212	2 Hours

Get More Information

To apply, and for more information on the Dance Certificate, contact Dr. Doris Spooner Hall doris_hall@subr.edu or doris.hall@sus.edu

FACILITIES AND PROPERTY COMMITTEE

(Following Academic Affairs Committee)

Southern University System Board Meeting Room
J. S. Clark Administration Building 2nd Floor
Baton Rouge, LA 70813

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
 - A. Request Approval of Act 959 Project Proposal for the Southern University Agriculture Research and Extension Center (SUS)
Act 959 of 2003 permits higher education institutions to initiate certain capital projects not exceeding \$5M that are funded with self-generated revenues, auxiliary income, grants, donations, local, or federal funds. In accordance with the provisions of Act 959, the Office of Facilities Planning (on behalf of Southern University Agricultural and Research Center) would like to request approval from the Facilities Committee of the Southern University System Board of Supervisors and the entire Board to submit the following project to the Louisiana Board of Regents, the Division of Administration, and the Joint Legislative Committee on the Budget for final approval.
The Southern University Agricultural Research and Extension Center proposes to renovate the Meat Processing Laboratory Facility with \$1.6 million in funding received from the USDA /National Institute of Agriculture. This funding will allow a renovation of the facility and increase its footprint by 4,517 square feet for a total resulting footprint of 9,649 square feet. The planned renovation will expand the classroom size from 15 to 50 students/participants, increase and update the harvest/processing space, and add a meat display area.
6. Informational Item
 - A. Facilities Planning Project Updates (SUS)
7. Other Business
8. Adjournment

MEMBERS

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



SOUTHERN UNIVERSITY AND A & M COLLEGE SYSTEM

J. S. CLARK ADMINISTRATION BUILDING
3RD FLOOR
BATON ROUGE, LOUISIANA 70813

OFFICE OF THE
SYSTEM DIRECTOR FOR FACILITIES PLANNING
TELEPHONE: (225) 771-2786
FAX: (225) 771-2922

December 21, 2022

Dr. Dennis J. Shields, President
Southern University System
JS Clark Administration Building, 4th Floor
Baton Rouge, Louisiana 70813

Re: Proposed Act 959 project for Southern University Agricultural Research and Extension Center

Dear Dr. Shields:

Act 959 of 2003 permits higher education institutions to initiate certain capital projects not exceeding \$5M that are funded with self-generated revenues, auxiliary income, grants, donations, local, or federal funds. In accordance with the provisions of Act 959, the Office of Facilities Planning (on behalf of Southern University Agricultural and Research Center) would like to request approval from the Facilities Committee of the Southern University System Board of Supervisors and the entire Board to submit the following project to the Louisiana Board of Regents, the Division of Administration, and the Joint Legislative Committee on the Budget for final approval.

The Southern University Agricultural Research and Extension Center proposes to renovate the Meat Processing Laboratory Facility with \$1.6 million in funding received from the USDA /National Institute of Agriculture. This funding will allow a renovation of the facility and increase its footprint by 4,517 square feet for a total resulting footprint of 9,649 square feet. The planned renovation will expand the classroom size from 15 to 50 students/participants, increase and update the harvest/processing space, and add a meat display area.

Please place this item on the agenda for consideration by the Facilities Committee at the January meeting of the Southern University System Board of Supervisors. Please let me know if you have any questions or need any additional information.

Sincerely,

Kenneth Dawson
Director
Office of Facilities Planning

Southern University System Active Capital Improvement Project Tracking

Capital Outlay Funded Projects

Project Title	FY2022-23				FY2023-24				FY2024-25				FY2025-26				FY2026-27			
	2Q	3Q	4Q		1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q
Ravine, Bluff and Riverbank Stabilization			Planning and Design		Bidding and Contracting				Construction											
New STEM Science Complex		Costs Selection	Planning and Design		Bidding and Contracting				Construction											
School of Business/Professional Accountancy			Planning and Design		Bidding and Contracting				Construction											
JK Haynes Hall (School of Nursing) Renovation and Addition			Planning and Design		Bidding and Contracting				Construction											
Stewart Hall - Wall Mount HVAC Units, 1st, 2nd, and 3rd floors			Planning and Design		Bidding and Contracting				Construction											
University Cafeteria			Planning and Design		Bidding and Contracting				Construction											
ADA Compliant Restrooms and Public Accommodations in the Cafeteria, University Center, Health & Physical Campus Exterior Lighting Upgrades			Planning and Design		Bidding and Contracting				Construction											
New Health, Physical Education and Recreation (HPE&R) Complex Including New Gymnasium			Planning and Design		Bidding and Contracting				Construction											
Louis Collier Hall Science Building Renovation			Planning and Design		Bidding and Contracting				Construction											
Data Science and Analytics Center			Planning and Design		Bidding and Contracting				Construction											
Renovations and Additions to Existing Law Library			Planning and Design		Bidding and Contracting				Construction											
Disaster Relief Mega Shelter			Planning and Design		Bidding and Contracting				Construction											

Self-Funded Projects

Project Title	FY2022-23				FY2023-24				FY2024-25				FY2025-26				FY2026-27			
	2Q	3Q	4Q		1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q
Global Innovation and Welcome Center			Planning and Design		Bidding and Contracting				Construction											
Public Safety Building			Planning and Design		Bidding and Contracting				Construction											
TH Harris Learning Lobby			Planning and Design		Bidding and Contracting				Construction											
Fisher Hall Renovation, Phase II			Planning and Design		Bidding and Contracting				Construction											
Outdoor Classroom/Amphitheatre			Planning and Design		Bidding and Contracting				Construction											

FINANCE COMMITTEE
(Following Facilities and Property Committee)
Southern University System Board Room
J. S. Clark Administration Building 2nd Floor
Baton Rouge, LA 70813

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Informational Item
 - A. Interim Financial Reports
6. Other Business
7. Adjournment

MEMBERS

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

Southern University System
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2023
As of November 30, 2022

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 56,075,430	\$ 25,068,641	\$ 31,006,789	\$ 56,075,430	\$ -	44.7%
Statutory Dedicated	4,530,158	980,707	3,549,451	4,530,158	-	21.6%
Federal	3,654,209	1,078,641	2,575,568	3,654,209	-	29.5%
Self Generated						
Tuition - Fall 2021	35,186,556	35,450,892	1,145,576	36,596,468	1,409,912	100.8%
Tuition - Spring 2022	29,896,725	432,040	29,464,685	29,896,725	-	1.4%
Tuition - Summer	3,637,130	2,385,748	2,078,994	4,464,742	827,612	65.6%
Out-of-State Fees	16,245,922	9,536,293	6,749,371	16,285,664	39,742	58.7%
Other	27,021,273	8,487,569	17,333,275	25,820,844	(1,200,429)	31.4%
Interagency Transfer	3,869,822	975,574	2,894,248	3,869,822	-	25.2%
Total Revenues	\$ 180,117,225	\$ 84,396,104	\$ 96,797,957	\$ 181,194,061	\$ 1,076,837	46.9%
Expenditures						
Salaries	\$ 85,131,438	\$ 36,841,594	\$ 48,321,036	\$ 85,162,630	\$ 31,192	43.3%
Other Compensation	268,302	59,864	208,519	268,382	-	22.3%
Related Benefits	36,202,269	14,797,125	21,055,295	35,852,420	(349,849)	40.9%
Total Personal Services	\$ 121,602,089	\$ 51,698,583	\$ 69,584,849	\$ 121,283,432	\$ (318,657)	42.5%
Travel	1,369,111	261,279	1,107,832	1,369,111	-	19.1%
Operating Services	16,819,759	7,699,328	9,869,521	17,568,849	749,090	45.8%
Supplies	2,001,408	833,139	1,163,571	1,996,710	(4,698)	41.6%
Total Operating Expenses	\$ 20,190,278	\$ 8,793,745	\$ 12,140,925	\$ 20,934,670	\$ 744,392	43.6%
Professional Services	2,847,544	777,452	2,233,205	3,010,657	163,113	27.3%
Other Charges	13,027,924	1,025,520	11,806,649	12,832,169	(195,755)	7.9%
Debt Services						
Interagency Transfers	7,387,731	2,802,128	4,585,603	7,387,731	-	37.9%
Total Other Charges	\$ 23,263,199	\$ 4,605,101	\$ 18,625,456	\$ 23,230,557	\$ (32,642)	19.8%
General Acquisitions	562,991	93,069	513,358	606,427	43,436	16.5%
Library Acquisitions	587,000	301,180	285,820	587,000	-	51.3%
Major Repairs	689,994	317,564	386,530	689,994	-	
Total Acquisitions/Major Repairs	\$ 1,839,985	\$ 711,813	\$ 1,185,708	\$ 1,883,421	\$ 43,436	38.7%
Scholarships	13,221,675	8,583,866	5,278,117	13,861,983	640,308	64.9%
Total Expenditures	\$ 180,117,226	\$ 74,393,107	\$ 106,815,056	\$ 181,194,063	\$ 1,076,837	41.3%

Southern University Board and System Administration
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2023
As of November 30, 2022

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 3,636,063	\$ 1,590,778	\$ 2,045,285	\$ 3,636,063	\$ -	43.8%
Statutory Dedicated		-	-			
Federal		-	-			
Self Generated						
Tuition - Fall 2021		-	-			
Tuition - Spring 2022		-	-			
Tuition - Summer		-	-			
Out-of-State Fees		-	-			
Other		-	-			
Interagency Transfer		-	-			
Total Revenues	\$ 3,636,063	\$ 1,590,778	\$ 2,045,285	\$ 3,636,063	\$ -	43.8%
Expenditures						
Salaries	\$ 1,867,770	\$ 787,987	\$ 1,079,783	\$ 1,867,770	\$ -	42.2%
Other Compensation	64,500	27,665	36,835	64,500	-	42.9%
Related Benefits	822,396	240,031	582,365	822,396	-	29.2%
Total Personal Services	\$ 2,754,666	\$ 1,055,683	\$ 1,698,983	\$ 2,754,666	\$ -	38.3%
Travel	226,000	18,376	207,624	226,000	-	8.1%
Operating Services	196,100	47,565	148,535	196,100	-	24.3%
Supplies	105,887	5,997	99,890	105,887	-	5.7%
Total Operating Expenses	\$ 527,987	\$ 71,938	\$ 456,049	\$ 527,987	\$ -	13.6%
Professional Services	98,000	5,000	93,000	98,000	-	5.1%
Other Charges	190,410	-	190,410	190,410	-	0.0%
Debt Services		-	-			
Interagency Transfers		-	-			
Total Other Charges	\$ 288,410	\$ 5,000	\$ 283,410	\$ 288,410	\$ -	1.7%
General Acquisitions	65,000	-	65,000	65,000	-	0.0%
Library Acquisitions		-	-			
Major Repairs		-	-			
Total Acquisitions/Major Repairs	\$ 65,000	\$ -	\$ 65,000	\$ 65,000	\$ -	0.0%
Scholarships		-	-			
Total Expenditures	\$ 3,636,063	\$ 1,132,621	\$ 2,503,442	\$ 3,636,063	\$ -	31.1%

**Southern University Baton Rouge Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2023
As of November 30, 2022**

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 22,772,669	\$ 9,963,044	\$ 12,809,625	\$ 22,772,669	\$ -	43.8%
Statutory Dedicated	1,792,041	524,824	1,267,217	1,792,041	-	29.3%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2021	21,989,957	23,142,291	(319,865)	22,822,426	832,469	105.2%
Tuition - Spring 2022	17,504,416	-	17,504,416	17,504,416	-	0.0%
Tuition - Summer	1,825,882	1,859,415	794,079	2,653,494	827,612	101.8%
Out-of-State Fees	11,119,549	6,797,989	4,321,560	11,119,549	-	61.1%
Other	15,541,562	4,902,345	10,639,217	15,541,562	-	31.5%
Interagency Transfer	3,869,822	975,574	2,894,248	3,869,822	-	25.2%
Total Revenues	\$ 96,415,898	\$ 48,165,482	\$ 49,910,498	\$ 98,075,979	\$ 1,660,081	50.0%
Expenditures						
Salaries	\$ 43,652,429	\$ 19,366,131	\$ 25,200,361	\$ 44,566,492	\$ 914,063	44.4%
Other Compensation	-	-	-	-	-	0.0%
Related Benefits	19,151,764	8,920,498	10,560,329	19,480,826	329,062	46.6%
Total Personal Services	\$ 62,804,193	\$ 28,286,629	\$ 35,760,690	\$ 64,047,318	\$ 1,243,125	45.0%
Travel	325,870	46,492	279,378	325,870	-	14.3%
Operating Services	9,917,138	3,949,462	6,384,632	10,334,094	416,956	39.8%
Supplies	937,411	381,275	556,136	937,411	-	40.7%
Total Operating Expenses	\$ 11,180,419	\$ 4,377,229	\$ 7,220,146	\$ 11,597,375	\$ 416,956	39.2%
Professional Services	1,101,480	312,532	788,948	1,101,480	-	28.4%
Other Charges	4,051,514	151,938	3,899,576	4,051,514	-	3.0%
Debt Services	-	-	-	-	-	-
Interagency Transfers	4,797,836	1,947,051	2,850,785	4,797,836	-	40.6%
Total Other Charges	\$ 9,950,830	\$ 2,411,521	\$ 7,539,309	\$ 9,950,830	\$ -	24.2%
General Acquisitions	199,681	45,234	154,447	199,681	-	22.7%
Library Acquisitions	62,000	62,000	-	62,000	-	100.0%
Major Repairs	-	14,100	-	-	-	-
Total Acquisitions/Major Repairs	\$ 261,681	\$ 121,334	\$ 154,447	\$ 261,681	\$ -	46.4%
Scholarships	12,218,775	7,621,612	4,597,163	12,218,775	-	62.4%
Total Expenditures	\$ 96,415,898	\$ 42,818,324	\$ 55,271,755	\$ 98,075,979	\$ 1,660,081	44.4%

The Southern University Baton Rouge Campus has included \$2.4 million in HEHRF funds to balance the fiscal year 2022-2023 general operating budget.

**Southern University Law Center
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2023
As of November 30, 2022**

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 5,762,928	\$ 2,576,414	\$ 3,186,514	\$ 5,762,928	\$ -	44.7%
Statutory Dedicated	194,234	-	194,234	194,234	-	0.0%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2021	5,016,672	5,392,242	-	5,392,242	375,570	107.5%
Tuition - Spring 2022	4,719,970	-	4,719,970	4,719,970	-	0.0%
Tuition - Summer	882,945	-	882,945	882,945	-	0.0%
Out-of-State Fees	4,615,144	2,423,137	2,192,007	4,615,144	-	52.5%
Other	3,815,126	2,441,356	1,373,770	3,815,126	-	64.0%
Interagency Transfer	-	-	-	-	-	-
Total Revenues	\$ 25,007,019	\$ 12,833,149	\$ 12,549,440	\$ 25,382,589	\$ 375,570	51.3%
Expenditures						
Salaries	\$ 13,987,916	\$ 5,857,024	\$ 8,130,892	\$ 13,987,916	\$ -	41.9%
Other Compensation	-	-	-	-	-	-
Related Benefits	5,155,826	1,829,812	3,326,014	5,155,826	-	35.5%
Total Personal Services	\$ 19,143,742	\$ 7,686,836	\$ 11,456,906	\$ 19,143,742	\$ -	40.2%
Travel	515,000	75,531	439,469	515,000	-	14.7%
Operating Services	1,383,237	1,249,470	465,901	1,715,371	332,134	90.3%
Supplies	325,000	295,056	29,944	325,000	-	90.8%
Total Operating Expenses	\$ 2,223,237	\$ 1,620,057	\$ 935,314	\$ 2,555,371	\$ 332,134	72.9%
Professional Services	1,506,543	296,974	1,209,569	1,506,543	-	19.7%
Other Charges	849,563	482,336	367,227	849,563	-	56.8%
Debt Services	-	-	-	-	-	-
Interagency Transfers	283,934	-	283,934	283,934	-	0.0%
Total Other Charges	\$ 2,640,040	\$ 779,310	\$ 1,860,730	\$ 2,640,040	\$ -	29.5%
General Acquisitions	-	43,436	-	43,436	43,436.00	-
Library Acquisitions	350,000	239,180	110,820	350,000	-	68.3%
Major Repairs	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 350,000	\$ 282,616	\$ 110,820	\$ 393,436	\$ 43,436	80.7%
Scholarships	650,000	293,000	357,000	650,000	-	45.1%
Total Expenditures	\$ 25,007,019	\$ 10,661,819	\$ 14,720,770	\$ 25,382,589	\$ 375,570	42.6%

**Southern University New Orleans Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2023
As of November 30, 2022**

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 9,481,986	\$ 4,148,370	\$ 5,333,616	\$ 9,481,986	\$ -	43.8%
Statutory Dedicated	558,554	149,646	\$ 408,908	558,554	-	26.8%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2021	4,851,700	3,190,504	1,465,441	4,655,945	(195,755)	65.8%
Tuition - Spring 2022	4,577,842		4,577,842	4,577,842	-	0.0%
Tuition - Summer	429,999	212,880	217,119	429,999	-	49.5%
Out-of-State Fees	352,829	183,774	169,055	352,829	-	52.1%
Other	4,735,175	1,084,313	3,650,862	4,735,175	-	22.9%
Interagency Transfer		-	-			
Total Revenues	\$ 24,988,085	\$ 8,969,488	\$ 15,822,841	\$ 24,792,329	\$ (195,755)	35.9%
Expenditures						
Salaries	\$ 11,440,229	\$ 4,945,485	\$ 6,494,744	\$ 11,440,229	\$ -	43.2%
Other Compensation	75,000	11,365	\$ 63,635	75,000	-	
Related Benefits	4,555,019	1,729,057	\$ 2,825,962	4,555,019	-	38.0%
Total Personal Services	\$ 16,070,248	\$ 6,685,908	\$ 9,384,340	\$ 16,070,248	\$ -	41.6%
Travel	21,000	19,403	1,597	21,000	-	92.4%
Operating Services	2,025,500	495,661	1,529,839	2,025,500	-	24.5%
Supplies	180,500	55,862	124,638	180,500	-	30.9%
Total Operating Expenses	\$ 2,227,000	\$ 570,927	\$ 1,656,073	\$ 2,227,000	\$ -	25.6%
Professional Services	-	13,312	(13,312)	-	-	
Other Charges	4,909,862	360,000	4,354,107	4,714,107	(195,755)	7.3%
Debt Services		-	-			
Interagency Transfers	1,353,076	508,176	844,900	1,353,076	-	37.6%
Total Other Charges	\$ 6,262,938	\$ 881,489	\$ 5,185,694	\$ 6,067,183	\$ (195,755)	14.1%
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	175,000		175,000	175,000	-	0.0%
Major Repairs	-	-	-	-	-	
Total Acquisitions/Major Repairs	\$ 175,000	\$ -	\$ 175,000	\$ 175,000	\$ -	0.0%
Scholarships	252,900	228,946	23,954	252,900	-	90.5%
Total Expenditures	\$ 24,988,086	\$ 8,367,269	\$ 16,425,062	\$ 24,792,331	\$ (195,755)	33.5%

**Southern University Shreveport Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2023
As of November 30, 2022**

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 6,734,035	\$ 2,946,141	\$ 3,787,894	\$ 6,734,035	\$ -	43.8%
Statutory Dedicated	182,015	55,133	126,882	182,015	-	30.3%
Federal		-	-			
Self Generated						
Tuition - Fall 2021	3,328,227	3,725,855	-	3,725,855	397,628	111.9%
Tuition - Spring 2022	3,094,497	432,040	2,662,457	3,094,497	-	14.0%
Tuition - Summer	498,304	313,453	184,851	498,304	-	62.9%
Out-of-State Fees	158,400	131,392	66,750	198,142	39,742	82.9%
Other	2,929,410	59,555	1,669,426	1,728,981	(1,200,429)	2.0%
Interagency Transfer		-	-			
Total Revenues	\$ 16,924,888	\$ 7,663,569	\$ 8,498,260	\$ 16,161,829	\$ (763,059)	45.3%
Expenditures						
Salaries	\$ 8,280,556	\$ 3,325,895	\$ 4,071,790	\$ 7,397,685	\$ (882,871)	40.2%
Other Compensation	-	-	-	-	-	0.0%
Related Benefits	3,678,340	1,195,892	1,803,537	2,999,429	(678,911)	32.5%
Total Personal Services	\$ 11,958,896	\$ 4,521,787	\$ 5,875,327	\$ 10,397,114	\$ (1,561,782)	37.8%
Travel	34,800	4,157	30,643	34,800	-	11.9%
Operating Services	2,714,231	1,367,288	1,346,943	2,714,231	-	50.4%
Supplies	133,200	43,006	85,496	128,502	(4,698)	32.3%
Total Operating Expenses	\$ 2,882,231	\$ 1,414,451	\$ 1,463,082	\$ 2,877,533	\$ (4,698)	49.1%
Professional Services	86,521	149,634	100,000	249,634	163,113	172.9%
Other Charges	1,162,282	31,246	1,131,036	1,162,282	-	2.7%
Debt Services		-	-			
Interagency Transfers	734,958	346,901	388,057	734,958	-	47.2%
Total Other Charges	\$ 1,983,761	\$ 527,781	\$ 1,619,093	\$ 2,146,874	\$ 163,113	26.6%
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	-	-	-	-	-	0.0%
Major Repairs	-	-	-	-	-	0.0%
Total Acquisitions/Major Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Scholarships	100,000	440,308	300,000	740,308	640,308	440.3%
Total Expenditures	\$ 16,924,888	\$ 6,904,327	\$ 9,257,502	\$ 16,161,829	\$ (763,059)	40.8%

Southern University Agricultural Research and Extension Center
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2023
As of November 30, 2022

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 7,687,749	\$ 3,843,894	\$ 3,843,855	\$ 7,687,749	\$ -	50.0%
Statutory Dedicated	1,803,314	251,104	1,552,210	1,803,314	-	13.9%
Federal	3,654,209	1,078,641	2,575,568	3,654,209	-	29.5%
Self Generated						
Tuition - Fall 2021		-	-			
Tuition - Spring 2022		-	-			
Tuition - Summer		-	-			
Out-of-State Fees		-	-			
Other		-	-			
Interagency Transfer		-	-			
Total Revenues	\$ 13,145,272	\$ 5,173,639	\$ 7,971,633	\$ 13,145,272	\$ -	39.4%
Expenditures						
Salaries	\$ 5,902,538	\$ 2,559,071	\$ 3,343,467	\$ 5,902,538	\$ -	43.4%
Other Compensation	128,882	20,833	108,049	128,882	-	16.2%
Related Benefits	2,838,924	881,836	1,957,088	2,838,924	-	31.1%
Total Personal Services	\$ 8,870,344	\$ 3,461,741	\$ 5,408,603	\$ 8,870,344	\$ -	39.0%
Travel	246,441	97,320	149,121	246,441	-	39.5%
Operating Services	583,553	589,881	(6,328)	583,553	-	101.1%
Supplies	319,410	51,943	267,467	319,410	-	16.3%
Total Operating Expenses	\$ 1,149,404	\$ 739,144	\$ 410,260	\$ 1,149,404	\$ -	64.3%
Professional Services	55,000	-	55,000	55,000	-	0.0%
Other Charges	1,864,293	-	1,864,293	1,864,293	-	0.0%
Debt Services		-	-			
Interagency Transfers	217,927	-	217,927	217,927	-	0.0%
Total Other Charges	\$ 2,137,220	\$ -	\$ 2,137,220	\$ 2,137,220	\$ -	0.0%
General Acquisitions	298,310	4,399	293,911	298,310	-	1.5%
Library Acquisitions		-	-			
Major Repairs	689,994	303,464	386,530	689,994	-	44.0%
Total Acquisitions/Major Repairs	\$ 988,304	\$ 307,863	\$ 680,441	\$ 988,304	\$ -	31.2%
Scholarships		-	-			
Total Expenditures	\$ 13,145,272	\$ 4,508,747	\$ 8,636,525	\$ 13,145,272	\$ -	34.3%

PERSONNEL AFFAIRS COMMITTEE

(Following Governance Committee)

Southern University System Board Room
J. S. Clark Administration Building 2nd Floor
Baton Rouge, LA 70813

AGENDA

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

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

Name	Position/Campus	Salary	Funding Source
1. Antonius Pegues	IT Support Services Coordinator New Appointment	\$65,000.00	State
2. Eddron Scott	IT Helpdesk Manager New Appointment	\$65,000.00	State

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

Name	Position/Campus	Salary	Funding Source
1. Alonda Gibson	Chief Disbursement Officer Additional Duties	\$61,880.00	State
2. Erica Severan-Webb	Director of Grants and Sponsored Programs New Appointment	\$75,500.00	State

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

Name	Position/Campus	Salary	Funding Source
1. Alexis Gosserand	Student Health Center Pharmacist New Position	\$115,000.00	State
2. Juliette Williams	Executive Assistant to the Dean/ Budget Logistics Manager and Certificate Programs	\$83,399.00	State

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

Name	Position/Campus	Salary	Funding Source
1. Myra Campbell	Project Manager/Fiscal Coordinator New Appointment	\$67,000.00	Federal

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

Name	Position/Campus	Salary	Funding Source
1. Stacey Armelin	Office and Faculty Svc. Coordinator Salary Adjustment	\$60,000.00	State
2. Nadine Brown	Records and Registration Salary Adjustment	\$73,000.00	State
3. Eleanor Collins	Coordinator Salary Adjustment	\$ 61,692.00	State
4. Marla Dickerson	Vice Chancellor for Innovation and Strategic Partnerships and Initiatives Promotion	\$159,000.00	State
5. Aretha Green	Director of Academic Success New Appointment	\$103,500.00	State
6. Lena Johnson	Coordinator Adm/ Title IX Confidential Advisor Salary Adjustment	\$78,000.00	State
7. Mary Johnson	Executive Assistant to the Chancellor Salary Adjustment	\$123,400.00	State
8. Chiquita Kado	Coordinator of Records Additional Duties	\$66,000.00	State
9. Peter Kochenburger	Insurance and Risk Management Degree Program for SULC and SUBR College of Business/ Managing Fellow for Insurance Law and Policy Joint Appointment	\$155,000.00	State
10. Angela Mason	Instructor/Professional Librarian New Appointment	\$91,728.00	State
11. Paula Matthews	Business Affairs Manager/ Title IX Confidential Advisor Salary Adjustment	\$92,000.00	State
12. Terri Mayes	Director of Office of Innovation / Strategic Partnerships and Initiatives	\$78,000.00	State
13. Alycia Grace O'Bear	Asst. Professor of Clinical Education/ Disaster Relief and Director of Hardship Institute	\$99,000.00	Federal

14. Sherman Pittman	Fellow for the Insurance Law and Policy Institute New Appointment	\$78,000.00	State
15. Tiffany Rainey	Executive Assistant/ Project Coordinator Salary Adjustment	\$63,000.00	State
16. Adrienne Shields	Instructor/ Professional Librarian New Position	\$104,832.00	State
17. Dorothy Straughter-Parker	Health Wellness and Disability Director Salary Adjustment	\$88,000.00	State
18. Toni Weaver-Meryer	Assistant VC for the Office of Innovation and Strategic Partnerships and Initiatives	\$108,000.00	State
19. Latonya Wright	Interim Director of Records and Registration Salary Adjustment	\$95,000.00	State

F. Approval of Continuation of Employment for Drs. Abolfazi Amini and Davoud Arasteh (SUBR)

The discontinuation of the Electrical Engineering Technology Program was approved at the August 2022 Board meeting. As a result, Drs. Amini and Arasteh's employment was terminated. Both are contesting loss of their employment and tenure status. This request will allow both to continue employment, at the same rate of pay, while the issue is being resolved.

- 6. Informational Item
- 7. Other Business
- 8. Adjournment

MEMBERS

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



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM
Division of Information Technology

Office of the Associate Vice President for Technology
J.S. Clark Administration Building, 4th Floor
Baton Rouge, Louisiana 70813

Telephone (225) 771-5150
Fax (225) 771-2807

December 15, 2022

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

RE: Appointment of IT Support Services Coordinator

This correspondence comes to recommend the candidate for the position of IT Support Services Coordinator. This is a revised position recently vacated by Mr. Clourth Wilson who assumed the IT Director opportunity at the Ag Center. The individual in the newly reconstituted position will serve as an efficient and communicative technical support officer for the SU Systems Office, university constituents, and external stakeholders. The person will manage the planning and day-to-day operations of an effective client support services for computers, multimedia equipment, video-conferencing services, and provide training as needed for faculty, staff, and students in the use of university technologies.

Upon careful consideration, I have identified a suitable candidate in the person of Antonius Peagues. Mr. Peagues is a candidate for graduation in the spring, having completed his coursework in the Engineering program here at SUBR. I have had the chance to observe his performance as an undergraduate assistant and found him to have very good work ethics and interpersonal skills. Mr. Peagues will be joining the rank on an entry-level capacity to begin providing much needed technical support to the university.

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

Sincerely,

Gabriel Fagbeyiro, Ed.D.
Associate Vice President & Chief Information Officer

Approved:
Vice President for Finance

Date: 12/20/22

Approved: _____
President/Chancellor

Date: _____

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	1	M	9	8	6	0
-----------------	---	---	---	---	---	---

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 Clourth Wilson Reason Left Accepted Better Position
 Date Left October 1, 2022 Salary Paid \$75,000.00

Profile of Person Recommended

Length of Employment July 1, 2022 To June 30, 2023
 Effective Date January 3, 2023

Name Antonius Pegues SS# U01756440 Sex Male Race* AA
(Last 4 digits only)

Position Title: IT Support Services Coordinator Department: Division of Information Technology

Check One Existing Position New Position *Visa Type (See Reverse Side): U S _____
 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 2 Years Southern University Experience 1 Year

Degree(s): Type/Discipline (BA-Education): BS - Computer Science Institution/Location (SU-Baton Rouge): SU - Baton Rouge, LA Year: Spring 2023

Current Employer Division of Information Technology - Southern University, Baton Rouge

Personnel Action

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

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

Source of Funds Systems Office - 111005-11304-16000

Identify Budget: 111005-11304-16000 Location President's Office - 4th Floor
 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
111005-11304-16000	\$65,000.00

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

*See Reverse Side

Graduate School signature (if, applicable):

Abdul Faghejro/m.s. 12/19/22 Abdul Faghejro/m.s. 12/19/22
 Supervisor Date Dean/Unit Head Date

Vice Chancellor _____ Date _____

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

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

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: The IT Support Services Coordinator provides technical knowledge and customer support services for the SU System Office, faculty, staff, students, alumni and other external partners. Develops standards for day-to-day support of computers, multifunction printers, multimedia equipment, video-conferencing services, etc. Also provides training for faculty and staff in the use of IT technologies.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00am – 5:00pm (Monday – Friday) On Call
EMPLOYEE DIRECT SUPERVISOR: Gabriel Fagbeyiro
SUPERVISOR/DEPARTMENT CONTACT NUMBER: (225) 771-5091
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, H-1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

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)

Antoni. Pegues II

Education:

Southern University A & M College; Expected graduation Spring 2023

- Major: Electrical Engineering

- Minor: Computer Science

Professional Experience:

Entergy

May 2022 – Present St. Francisville, Louisiana

Jumpstart Intern: River Bend Station Design Engineering Instrumentation & Control

Southern University

January 2022- Present Baton Rouge, Louisiana

Information Technology Technician: Installed and maintained surveillance and communications systems.

Cooper Consolidated Stevedoring

March 2021- February 2022 Darrow, Louisiana

Electrician/Utilityman: Design, Manufacture, and maintained devices and equipment (Generators, , Motors, Pumps, Servers.)

L'auherge Casino

June 2014 - September 2019 Baton Rouge, Louisiana

Runner/Busser, Server, Host, Bartender:

Provided excellent service and displayed great knowledge of international cuisine and wine of the fine dining world, as well as hosted and served numerous high-profile clientele.

NAVSEA

May 20, 2012 - July 27, 2012 Panama City, Florida

May 19, 2014 – July 25, 2014 Panama City, Florida

June 20, 2011 - August 8, 2011 Panama City, Florida

AMIE Program (Co-op)/Full employment:

-Developed algorithms and programs in MATLAB, C++, C

-Studied sonar projects, and autonomous marine vehicles.

-Developed algorithms and programs in MATLAB

-Studied mine & anti-mine warfare by operating land, water, and amphibious equipment.

-Field experience in Auto Target Recognition (ATR) systems.

Professional and Community Memberships:

- Institute of Electrical and Electronics Engineers (IEEE)
- National Society of Black Engineers (NSBE)
- Beta Kappa Chi Honor Society
- National Institute of Technology
- Collegiate 100 Black Men of Metro Baton Rouge (President)
- Alpha Phi Alpha Fraternity, Inc. (Financial Secretary)
- Boy Scouts of America (Eagle Scout)
- Student Government Association (President's Executive Cabinet Director of Volunteers)
- Marching and Concert Band (Section Leader)

Honors:

- Honors Society Association
- Southern Regional Honors Council
- Louisiana Collegiate Honors Council

DIVISION OF INFORMATION TECHNOLOGY



Southern University and A&M College

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

16 December 2022
President-Chancellor Dennis J. Shields
Southern University System
Baton Rouge, LA 70813

RE: Replacement Appointment for IT Helpdesk Manager

I am requesting your support to promote Mr. Eddron Scott to the position of IT Helpdesk Manager for the Baton Rouge campus, effective January 16, 2023. This position is being vacated by Mr. Marcus Robson who will be leaving the university on January 13, 2023. I also seek consideration for an annual base salary of \$65,000.00 to align with the technical requirements needed to attract and retain candidates for this position.

Mr. Eddron Scott has been with the university for more than three years, serving as Technical Analyst in the IT Helpdesk unit. I found Eddron to be a team player who commands the respect of his coworkers and works well with others to get things done. He has very good interpersonal and customer service skills that often draws positive reviews from faculty, staff, and students alike. He was quite instrumental during the COVID outbreak as one of the few dependable personnel remaining on campus, to provide much needed services and assistance to displaced workforce and students. Given his level of maturity, expertise, and familiarity with our systems, I believe Eddron will fit into his new oversight role and begin to provide improved technical support services to our constituents. Also, we would like to change the title of Coordinator of Technical Support to Helpdesk Manager (2M9228-01). We would like to remove this old title completely from DoIT personnel.

Your favorable endorsement of this request and a waiver of search will be greatly appreciated. I am available to clarify any inquiries you may have. Thank you.

Sincerely,

Gabriel Fagbeyiro, Ed.D.
Associate VP/CIO

Approved:

Dr. Dennis Shields, President-Chancellor

Date

Mr. Flandus McClinton, V.P. - Finance

12/20/22
Date

Mr. Benjamin Pugh, V.C. - Finance

12/20/22
Date

**TITLE CHANGE FROM COORDINATOR OF TECHNICAL SUPPORT - 2M9228 TO IT HELPDESK MANAGER - 2M9228
SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813**

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE IT Helpdesk Manager 2M9228-01 AS DESCRIBED BELOW
BE AUTHORIZED AS A VACANCY FOR Division of Information Technology

(Department or Unit)

- | | | | |
|---|--|--|---|
| <input checked="" type="checkbox"/> Replacement | <input type="checkbox"/> New Position | <input checked="" type="checkbox"/> Unclassified | <input type="checkbox"/> State |
| <input type="checkbox"/> Civil Service | <input type="checkbox"/> Temporary | <input type="checkbox"/> Faculty | <input 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).

The IT Helpdesk Manager, formerly Coordinator of Technical Support, provides technical knowledge and management in support of customer support services for the University. Manages group of service desk technicians supporting clients, classrooms, multimedia, and training. Develops standards for desktop support, computer labs, remote and off-site offices for faculty, staff, and students. Manages the operations of the Client Support Center. Supports multimedia, IT education, and outreach as it relates to media systems, smart classrooms, and training of students, faculty, and staff in the use of IT technologies. The role is responsible for driving and managing customer support activities, ensuring all service levels are met or exceeded, and initiating new or enhanced processes to improve productivity and customer service. This individual will help create a distinct service advantage by providing strategic leadership to a team of support technicians.

Salary/Range: \$60,000.00 - \$70,000 Previous Incumbent (if replacement): Marcus Robson

Approved Disapproved *Marcus Robson* 12/15/2022
Department Head Date

Approved Disapproved *Blair King* 12/20/22
Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u><i>M Moore</i></u>	<u>12/19/22</u>
Signature	Date
Budget Number	292028-21091-25000

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <u>MU</u>	Job Class: <u>24180</u>
<u><i>Blair King</i></u>	<u>12/20/2022</u>
Verified By:	Date:

Approved Disapproved _____
Vice Chancellor Date

Approved Disapproved *Blair King* 12/20/22
Chancellor/Vice President Date

Approved Disapproved _____
President Date

An Equal Opportunity Employer.

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	2	2	8
-----------------	---	---	---	---	---	---

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: Marcus Robson Reason Left: Termination
 Date Left: December 15, 2022 Salary Paid: \$63,736.00

Profile of Person Recommended

Length of Employment: July 1, 2022 To June 30, 2023
 Effective Date: January 16, 2023

Name: Eddrou Scott SS#: U01474765 Sex: Male Race*: AA
(Last 4 digits only)

Position Title: IT Helpdesk Manager Department: Division of Information Technology

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

U	S
---	---

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

Years Experience: 6 Years Southern University Experience: 12 Years

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BS - Computer Science</u>	<u>SU - Baton Rouge, LA</u>	<u>2013</u>
	<u>Masters - Bus. Of Administration</u>	<u>SU - Baton Rouge, LA</u>	<u>2016</u>

Current Employer: Division of Information Technology - Southern University, Baton Rouge

Personnel Action

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

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

Source of Funds: Cable Internet Fee - 292028-21091-25000

Identify Budget: 292028-21091-25000 Location: JB Moore Hall - DoIT
 Form Code: _____ Page: _____ Item #: _____

Change of: _____ From _____ To _____

Position: _____

Status: _____

Salary Adjustment: _____

Financial Aid signature (if applicable): _____

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
292028-21091-25000	\$65,000.00

*See Reverse Side

Graduate School signature (if applicable): _____

[Signature] Date: 12/20/22
 Supervisor

[Signature] Date: 12/20/22
 Dean/Unit Head

[Signature] Date: 12/20/22
 Vice Chancellor
 Director/Personnel

[Signature] Date: 12/20/22
 Chancellor
 Vice President/Finance
 Business Affairs/Comptroller

President _____ Date: _____

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

[Signature] Date: 12/20/22

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: Eddron Scott will be the new IT Helpdesk Manager for the Division of Information Technology effective January 15, 2023. He will provide technical knowledge and management in support of customer support services for the University. This individual will help create a distinct service advantage by providing strategic leadership to a team of support technician.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00am - 5:00pm (Monday - Friday) On Call
EMPLOYEE DIRECT SUPERVISOR: Gabriel Fagheyiro
SUPERVISOR/DEPARTMENT CONTACT NUMBER: (225) 771-5091
NUMBER OF EMPLOYEES SUPERVISED, (if any): 4

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/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	IJS	
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")	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)

EDDRON SCOTT

Support Counselor (February 2017 – August 2017)

Baton Rouge, LA

Money Management International

- Answers inbound call inquiries via chat relating to debt issues, services and current promotions
- Communicates and explains the value of the client brand and benefits of services to potential customers through establishing relationships and building strong rapport
- Uses effective selling and customer service techniques to identify customer needs and drive counseling results

Shift Lead (June 2016 – February 2017)

Walgreens

Baton Rouge, LA

- Counted cash drawers and made bank deposits
- Managed staff of four sales associates, two team leaders and assisted two assistant managers
- Reordered inventory when it dropped below predetermined levels
- Increased profits through effective sales training and troubleshooting profit loss areas
- Trained and developed new associates on POS system and key sales tactics
- Implemented a new ordering process and identified poor work habits to improve process effectiveness

Seasonal Sales Associate (2015)

Family Dollar

Zachary, LA

- Answered customers' queries and concerns
- Assisted in display of merchandise
- Maintained sales records for inventory control
- Managed cash operations
- Trained new associates on company policies and objectives

Computer Technician (2013-2014)

Department of Engineering (Southern University)

Baton Rouge, LA

- Manage and train department staff
- Prepare daily, weekly, and monthly reports
- Maintain computer hardware and software applications inventory
- Perform analysis, testing and installing of computers and large hardware systems
- Connect PCs in a network and sets up peripheral equipment and hardware components
- Load software programs/packages and utility applications
- Install operating systems and carries out upgrades of memory and hard drive systems
- Check performance-related issues and network support problems

EDDRON SCOTT

Lab Technician (2010-2012)

Technology and Network Services Lab (Southern University)

Baton Rouge, LA

- Instructed students and teachers in computer lab technology and software applications
- Maintained computer hardware and software applications inventory
- Supported faculty and student use of computer software and hardware
- Extended appropriate procedures and responses to queries and repetitive computer issues
- Performed routine and preventive maintenance of computer lab and classroom equipment
- Prepared documentation (e.g. reports, instructions, etc.) to provide support/information

PROFESSIONAL REFERENCES ARE AVAILABLE UPON REQUEST

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

December 20, 2022

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

Dear President-Chancellor Shields:

Ms. Alonda Gibson, Chief Disbursement Officer has been instrumental in the continuation of the work of our Grants section since the previous employee resigned abruptly. I am pleased to submit her name and recommend her for a \$3,640.00 increase, over four months, for taking on additional duties related to Grants until the position is filled and the new employee is trained. With approval, her annual salary will be \$61,880.00 and the effective date will be November 1, 2022. I appreciate your willingness to approve this appointment and request ratification at the Board's upcoming meeting.

Ms. Alonda Gibson began working at SUNO in 2006 after Hurricane Katrina and has been instrumental in the Comptroller's Office. During her time here, she has worked in the Accounts Receivable, Grants, Payroll, and Account Payable sections. Ms. Gibson is a team player and is highly respected by her peers. I am convinced she has the professional skills to complete the task. Thank you for considering this request and submitting it for ratification at the Board meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,

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

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

APPROVAL: _____
President-Chancellor Dennis J. Shields
Southern University and A&M College System

"An Equal Educational Opportunity Institution"

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) Additional Dut

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 November 1, 2022 To January 31, 2023

Effective Date November 1, 2022

Name Alonda Gibson SS# XXX-XX-8551 Sex Female Race* Black

Position Title: Chief Disbursement Office Department: Comptroller Office

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

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

Years Experience 30 Southern University Experience 17

Degree(s): Type/Discipline (BA-Education): B.S. Accounting Institution/Location (SU-Baton Rouge): Southern University Baton Rouge Year: 1990

Current Employer Southern University at New Orleans

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) Added Duties for Grants Dept.

Recommended Salary 3,840.00 Salary Budgeted 61,880.00

Source of Funds 411001-44210-61002-46000

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

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

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
411001-44210-61002-46000	61,880.00

*See Reverse Side

Graduate School signature (if, applicable):

DocuSigned by:
Grady Patterson 11/7/2022
 Date
 Supervisor:
Leah... 11/7/2022
 Date
 Vice Chancellor:
Katrina Jones 11/8/2022
 Date
 Director/Personnel

DocuSigned by:
Leah... 11/7/2022
 Date
 Dean/Unit Head:
James H. Summers, Jr. 11/8/2022
 Date
 Chancellor:
Leah... 11/8/2022
 Date
 Vice President/Finance
 Business Affairs/Comptroller

President _____ Date _____ Chairman/S.U. Board _____ Date _____
 Of Supervisor

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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, Southwest Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

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

COMMENTS:**EMPLOYEE REGULAR WORK SCHEDULE:**

_____ M-F 8:00a. - 5:00p.m.

EMPLOYEE DIRECT SUPERVISOR:

_____ Shawn Charles

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):

<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)

Alonda Gibson

6032 Orleans Ave. ■ New Orleans, LA 70124 ■ Phone: [REDACTED] ■ Email: agibson@suno.edu

Summary of Qualifications

Dedicated Accountant with 25 years of experience in Governmental Accounting. Experienced in Word, WordPerfect, Excel, Microsoft, and Lotus 1-2-3

Education

SOUTHERN UNIVERSITY AND A&M COLLEGE — BATON ROUGE, LA
Bachelor of Science in Accounting, 12/1990

Experience

SOUTHERN UNIVERSITY AT NEW ORLEANS — NEW ORLEANS, LA

Chief Disbursement Officer 2022 to Present

Payroll Accountant 12/2017 to 2022

Grant Accountant, 12/2007 to 12/2017

Accountant 1, 9/2006 to 12/2007

Promoted to grant accountant position to perform accounting functions for the various federal and state-funded grants, Prepared return of funds to Sallie Mae daily, deferments, Vouchers, Waiver, Stop Payment, and Void Checks. Prepared monthly reconciliation report for EFT Account.

- Prepare monthly reports for Federally funded grant and State funded grants. Review expenditures to ensure the correct amount is being processed.
- Review the Professional Services Contract for required documentation, completeness, and accuracy of the information contained in the packet. Prepare a Professional Services Contract log for monthly reports.
- Process Third Party, Vouchers, and Waivers for the student. Prepare reports for all third-party payments to be received by the University. Prepare and forward invoices for funding agency for tuition payment for reimbursement.
- Prepare Military tuition assistance payment online
- Access the General Operating Bank Account to identify the transaction amount and posting date. Verify the amount and funding source recorded on the third-party billing invoice.
- Process Cash Receipts and include supporting documents for all funding sources.
- Prepare journal entries, financial audits, and deferments and annually assist with year-end procedures.

CITY OF NEW ORLEANS — NEW ORLEANS, LA

Chief Accountant 2/1998 to 8/2005

Accountant 3/1993 to 2/1998

Performed accounting functions for the City of New Orleans. Processed monthly reports; payments, invoices, and schedules; and reconciled bank statements.

- Prepared the annual Capital Budget and Operating Budget
- Prepared monthly expenditure report, processed payment, and prepared expenditure report for the diesel and fuel budget for the City of New Orleans.
- Processed all invoices over a thousand dollars
- Processed payments for accidents for NOPD, NOFD, and EMS
- Updated vendor invoice tracking system each day

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

December 20, 2022

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

Dear President-Chancellor Shields:

I am very pleased to submit the name of Mrs. Erica Severan-Webb to serve as Director of Grants and Sponsored Programs at Southern University at New Orleans (SUNO). The effective date of this appointment is January 16, 2023 at an annual salary of \$75,500.

Mrs. Severan-Webb received the Bachelor of Arts degree from the University of California, the Master of Science degree from the University of New Orleans and is scheduled to receive her Ph.D. next year from Xavier University of New Orleans in Educational Leadership.

In her previous positions, Mrs. Severan-Webb has been directly involved in grant writing, research projects, and in grant acquisition for more than ten (10) years. She has served in various roles in the area of Grants and Sponsored Programs at Xavier University of New Orleans as well as at LSU Health New Orleans. She has also served as a Development Director of Firstline Schools. Mrs. Severan-Webb is very familiar with the grant management process and I strongly feel that she will be a welcomed asset to the Southern University at New Orleans family in both increasing grant funding and faculty participation in research projects participation.

Thank you very much for considering this request and submitting it for approval at the January 6, 2023 meeting of the Southern University and A&M College Board of Supervisors.

With kind regards,

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

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

APPROVAL: _____
President-Chancellor Dennis J. Shields
Southern University and A&M College System

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

Previous Employee Dr. William Belisle Reason Left Retired
 Date Left 5/10/2022 Salary Paid \$71,792

Profile of Person Recommended

Length of Employment 1/16/2023 To 9/30/2023

Effective Date 01/16/2023

Name Erica Severan-Webb SS# xxx-xx- Sex Female Race* African-Amer

Position Title: Director of Grants & Sponsored Programs Department: Title III Programs

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 12 Years Southern University Experience N/A

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>B.A. Psychology</u>	<u>University of California, Riverside</u>	<u>2005</u>
	<u>MS. Health Care Management</u>	<u>University of New Orleans</u>	
	<u>Ed.D., Educational Leadership</u>	<u>Xavier University of Louisiana</u>	<u>2023 Expected</u>

Current Employer LSU Health New Orleans

Personnel Action

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

Recommended Salary \$75,500 Salary Budgeted \$77,000

Source of Funds Grant/State

Identify Budget: 411001-42130-61002-46000 Location _____
 Form Code: 420254-41410-61002-46000 Page _____ Item # _____

Change of: _____

Position	<u>From</u>	<u>To</u>
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
420254-41410-61002-46000	30,200
411001-42130-61002-46000	45,300

*See Reverse Side

Graduate School signature (if, applicable):

_____ Supervisor	<u>12/13/2022</u> Date	_____ _____ Dean/Unit Head	<u>12/15/2022</u> Date
_____ Vice Chancellor	<u>12/15/2022</u> Date	_____ _____ James H. Boucous, Jr.	<u>12/20/2022</u> Date
_____ Director/Personnel	<u>12/15/2022</u> Date	_____ _____ _____ Vice President/Finance	<u>12/16/2022</u> 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 America, and who maintains cultural identification through tribal affiliation or community recognitions.

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

8 am to 5 pm M-F

EMPLOYEE DIRECT SUPERVISOR:

Dr. Brenda Jackson

NUMBER OF EMPLOYEES SUPERVISED, (if any)

2

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):


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

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

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

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

Erica Severan-Webb



Executive Summary: An innovative and experienced leader with a successful background in change management, program development, marketing, recruitment, and process improvement. More than 10 years of progressive leadership experience in higher education with a strong focus on systems thinking and the development of synergistic and collaborative approaches to problem solving. A results-oriented visionary, recognized as a strong communicator and a proactive team builder with the ability to thrive in dynamic and changing environments.

Education

- Ed.D., Educational Leadership, 2022 (Expected) GPA: 3.8
Xavier University of Louisiana
- MS, Health Care Management GPA: 3.70
University of New Orleans
- B.A., Psychology, 2005 GPA: 3.52
University of California, Riverside

Professional Experience

Director of Diversity and Inclusion Programs and Initiatives **LSU Health New Orleans**
September 2021-Present

- As the Inaugural Director of Diversity and Inclusion Programs and Initiatives I research, design, and implement unique programming to enhance organizational diversity, equity, and inclusion initiatives.
- Design and implement inclusion initiatives such as the Mentor Training Program, Health Equity Discussion series, Practitioner Perspectives Panel, and the Documentary and Discussion Series.
- Create inclusive spaces for communities of difference such as the Intergroup Prayer and Meditation Space, Intergroup Dialogue and Discussion Space, the Student Council for Equity-Focused Leaders, and Colleague Network Groups.
- Form and strengthen partnerships with community organizations to strengthen engagement and outreach efforts of LSU Health-New Orleans.
- Consult with faculty staff and students on pertinent and relevant diversity, equity, and inclusion concerns and topics.
- Review and coordinate discussions for institutional revisions in the creation of inclusive and equitable policies and processes.
- Design monthly heritage programming and maintain calendar of cultural days of observance to recognize and raise awareness around communities of differences.
- Coordinate with graphic designer to develop materials to market events and initiatives.

- Manage and update the website, departmental email and social media accounts on Twitter, Facebook, and Instagram.

Assistant Vice President Xavier University of Louisiana March 2020-August 2021

- Provide leadership in faculty and student research by designing, implementing, and assessing a comprehensive program that empowers faculty at all career stages to develop their research skills and promote their career advancement.
- Provides guidance and support in the development and proper preparation of documents in support of applications and ensure compliance with federal, state, industry, and non-profit sponsor requirements.
- Consults with general counsel and specialized legal experts to develop, review, and negotiate federally sponsored agreements on behalf of the university.
- Oversees proposal preparation and ensures that projects remain on schedule.
- Coordinates and directs projects involving faculty and administrative staff across campus.
- Works with relevant departments and offices to implement training and education of Sponsored Programs functions and build capacity of university faculty, staff, and students.
- Engages government and sponsor organization officials as appropriate including attending meetings and calls a university representative.
- Writes proposals as necessary to fund or initiate research or special projects.
- Supervises and manages Office of Sponsored Programs staff.
- Oversees tracking changes in the institutional funding portfolio, including the number of awards and dollar amounts by sponsor.
- Provides oversight and support of research integrity and compliance policies in accordance with federal regulations and legislation.

Director of Special Projects Xavier University of Louisiana July 2017-March 2020

- Coordinate the human resources, procurement, and financial management of the assigned sponsored research awards;
- Ensure fulfillment of compliance and reporting requirements;
- Coordinate with Office of Research and Sponsored Program (ORSP), Grants and Contracts and other University offices as needed to ensure proper administration of grant awards;
- Provide on-campus support and assistance to investigators in the coordination and preparation of institutional-level proposals, including coordinating, editing, designing and writing of proposal narrative sections, budgets, and budget justifications.
- Actively participate in research development planning and team-building efforts;
- Provide hands-on training workshops and user support services to Xavier investigators on grant software (Cayuse 424) modules;
- Coordinate the disseminate information to the Xavier community relating to sponsored research and grants management through appropriate communication mechanisms;

- Provide workshops and individual training on federal funding opportunities, guidelines for proposal submission, and institutional routing procedures for faculty and staff;
- Perform other duties in support of the Associate Vice President for Research and Sponsored Programs, as assigned.

**Program Manager
2020**

Xavier University of Louisiana

October 2012 -March

- Manage program budget of \$13 million dollar combined in direct and indirect expenditures;
- Design, implement, and track grant-funded infrastructure-building activities within the university, including renovations, purchases of major equipment and supplies, faculty and staff hiring, and our internal Pilot award program for biomedical research faculty;
- Design and administer surveys to track research core effectiveness and user satisfaction. Analyze results and present to administrative team for responsive action;
- Coordinate and draft federal annual report for program grant;
- Draft and edit grant applications to external funding agencies;
- Provide human resources support, including drafting job descriptions, organizing and conducting new hire and exit interviews, and completing personnel action forms for new hires and summer staff and faculty.

Grant Writer and Communications Director

Foundation for Science and Mathematics Education

September 2010 – October 2012

- Worked with multiple stakeholders including Foundation Board of Directors, executive staff, students, teachers, and parents, and community members to promote and support the initiatives of New Orleans Science and Mathematics High School;
- Researched new grant opportunities to help reach targeted fundraising goals for fiscal year;
- Composed grants and follow-up reports for new and existing donors in excess of \$1 million
- Used QuickBooks software to assist with management and administration of organizational budget;
- Used Donor Perfect software to maintain accurate donor information and generate foundation reports to assess annual progress, set short- and long-term goals, strategic planning;
- Coordinate re-design of the website and assist with creating the content and printing of the annual report;
- Compiled and tracked statistics for foundation and school recruitment and retention;
- Planned and implemented recruitment plan to increase enrollment of students;
- Used social networking sites to supplement marketing as well as track alumni progress and success for annual reporting;
- Assisted with management of the daily operations of the foundation office.

Grants and Awards

- CREDITS Community of Practice acceptance to develop innovative approaches using DEI

lens to improve research development profession and practice.

- Travel award to Baltimore Maryland to attend QEM/NSF INCLUDES National Summit to Survey and Stimulate Broadening Participation Research (BPR) at Historically Black and Tribal Colleges/Universities Summit in 2019.
- Travel grant to National Organization of Research Development Professionals Annual Conference (NORDP) in 2018.
- Supporting Transformation: Intersectional Directions to Engender Success (XULA STRIDES, National Science Foundation, 2018 -2021). Role: Co-PI . Status: Funded. Award Amount: \$844,448.
- Xavier University of Louisiana Youth Enjoy Science (XULA YES, National Institutes of Health) 2017-2022. Status: Unfunded.

Recent Presentations and Abstracts

Stassi DiMaggio, Mehnaaz F. Ali, **Erica Severan-Webb**, and Florastina Payton-Stewart. Addressing systemic barriers to support advancement of African-American women faculty in STEM. ARC Network Annual Conference. Cleveland, OH.

Stassi DiMaggio, Mehnaaz F. Ali, **Erica Severan-Webb**, and Florastina Payton-Stewart. Supporting Transformation: Intersectional Directions to Engender Success (XULA STRIDES). Preparing Mentors and Advisors at Xavier 2019. New Orleans, LA.

Stassi DiMaggio, Mehnaaz F. Ali, **Erica Severan-Webb**, and Florastina Payton-Stewart. Addressing systemic barriers to support advancement of African-American women faculty in STEM. National Association of Advocates of Women in Science and Medicine. New Orleans, LA.

Erica Severan-Webb, Paula Carney, Kathy Partlow, Etta Ward. This Is a Test: Adapting NRMN's Maintaining Effective Communication Module to the Research Development Profession. National Organization of Research Development Professional Annual Conference, 2019. Providence, Rhode Island.

Erica Severan-Webb, Tiera Coston. Xavier University of Louisiana Youth Enjoy Science. QEM/NSF INCLUDES National Summit to Survey and Stimulate Broadening Participation Research (BPR) at Historically Black and Tribal Colleges/Universities Summit 2019. Baltimore, MD.

Professional Memberships and Certifications:

- 2016-Present Society of Research Administration
- 2016-Present National Council of Research Administration
- 2017-Present National Organization of Research Proposal Development
 - NRMN Mentoring Subcommittee 2018-Present
 - Peer Mentor 2018-Present
- 2019- Present Youth Leadership Council, New Orleans Chapter
- May 2019- Trained Mentoring Facilitator, National Research Mentoring Network



REC'D EVC-ACAD AFF
2022 DEC 8 AM 9:03

Student Health Services
P.O. Box 10079
Baton Rouge, Louisiana 70813-0079
Phone: (225) 774-6200

Baton Rouge Health Center
2770 E. Thruway
Baton Rouge, LA 70802

December 5, 2022

Frederick C. Walton Ph.D.
Vice Chancellor for Student Affairs
Southern University and A&M College
Baton Rouge, Louisiana 70813

Dr. Walton,

After careful review over the past months, I am requesting the following new position title and appointment of Alexis Gosserand Pharm.D, RPh as Pharmacist In Charge at the Student Health Center. This position will serve as pharmacy manager and direct all pharmacy operations for the Student Health Center. In September, Dr. Gosserand was designated pharmacist in charge as an administrative necessity under Louisiana Board of Pharmacy guidelines to allow the Student Health Center pharmacy to operate effectively without disruption of services to the students. Since this designation, Dr. Gosserand has shown tremendous dedication and motivation to provide our students and clinic staff with the most current pharmacy services while maintaining federal and state compliancy regulations. Her attached resume demonstrates her commitment to the pursuit of excellence in her field. She has attained certifications during the Covid-19 pandemic that are assets to our clinical setting. Her completion of a Master's Degree in Public Health will open opportunities for pharmacy mentoring and educational programs. Therefore, I am requesting a waiver of announcement of this position and the appointment of Dr. Gosserand with an annual fair market salary of \$115,000.00.

The ability to offer onsite pharmacy services to our students remains a vital tool to overcome the healthcare disparities in our community. Likewise, the ability to attract and retain highly motivated and qualified pharmacy personnel remains key to the delivery of these services.

Thank you for your consideration.

Greta Wilkes M.D. Director, Student Health

Bijoy K. Saroo Ph.D.,
Executive Vice Chancellor and Provost

F. Carl Walton Ph.D. Vice Chancellor for Student Affairs

Dennis Shields, Esq
President-Chancellor

POS CLASS	2	7	2	5	4
EMP CLASS	B	U			
HI		RT		I.V	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	B	9	2	8	7
-----------------	---	---	---	---	---	---

CAMPUS: SUS SUBR X SULAC SUAREC SUNO SUSLA

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

TYPE OF APPOINTMENT:

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

REC'D EVC-ACAD AFFRS
2022 DEC 15 PM 2:48

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

Profile of Person Recommended

Length of Employment January 1, 2023 To December 31, 2023
Effective Date of Employment January 23, 2023

Name Alexis Gosserand SS# xxx-xx-5010 Sex Female Race^A B
(Last 4 digits only)

Position Title: Pharmacist in Charge Department: Student Health Center

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

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

Years Experience 7 Southern University Experience 5 months

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Pre Pharmacy Chemistry</u>	<u>Xavier University -New Orleans</u>	<u>2009-2011</u>
	<u>Doctor of Pharmacy</u>	<u>Xavier University College of Pharmacy-New Orleans</u>	<u>2015</u>
	<u>Masters Public Health</u>	<u>Louisiana State University- Shreveport</u>	<u>2022</u>

Current Employer Walmart

Personnel Action

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

Annual Salary \$115,000 Salary Budgeted Hourly Rate, if applicable:

Pay Cycle: Biweekly X Monthly Faculty

Source of Funds: Student Health Identify Budget: 216060-27401 Location:

Change of:

	<u>From</u>	<u>To</u>
Position:	<u> </u>	<u>Pharmacist in Charge</u>
Status:	<u> </u>	<u>Full time</u>
Salary Adjustment:	<u> </u>	<u>\$115,000</u>

Financial Aid signature (if, applicable):

Source of Funds (Current)	Amount
<u>216060-27401-29000</u>	<u>\$115,000</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

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):

<u>[Signature]</u>	<u>12/14/22</u>	<u>[Signature]</u>	<u>12/16/2022</u>
Supervisor	Date	Dean/Unit Head	Date
<u>[Signature]</u>	<u>12-15-22</u>	Chancellor	Date
Vice Chancellor	Date	Vice President/Finance	Date
<u>[Signature]</u>	<u>12/20/22</u>	Business Affairs/Comptroller	Date
Director Personnel	Date	Chairman/S.U. Board of Supervisors	Date
President	Date		

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Pharmacist-In-Charge AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Student Health Center
 (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

The newly appointed Pharmacist-In-Charge for the Student Health Services Pharmacy will serve as pharmacy manager and supervise pharmacy personnel. All the duties of this title include those in accordance with Louisiana Board of Pharmacy Laws and Regulations Chapter 11 and the responsibilities as outlined in the attached job description of the Pharmacist-In-Charge. The previous model for Student Health only entailed a clinical pharmacist position as sole employee. The establishment of this position is vital for the operational oversight of the pharmacy and to ensure compliance with federal and state guidelines required by the Drug Enforcement Administration, Louisiana Board of Pharmacy, and Southern University.

Salary/Range: \$115,000 annual Previous Incumbent (if replacement): None applicable

Approved Disapproved [Signature] 10/12/2022
 Department Head Date

Approved Disapproved [Signature] 10-5-22
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY
 Funds Available
 Yes No

[Signature] 11/4/22
 Signature Date

Budget Number 2100100-21401-20000

HUMAN RESOURCES OFFICE ONLY
 Existing/Approved Position
 Yes No

Employee Class:	<u>BU</u>	Job Class:	<u>27254</u>
Verified By:		<u>[Signature]</u>	
		Date: <u>10/31/22</u>	

Approved Disapproved [Signature] 10-5-22
 Vice Chancellor Date

Approved Disapproved [Signature] 11/9/22
 Chancellor/Vice President Date

Approved Disapproved [Signature] _____
 President Date

SOUTHERN UNIVERSITY STUDENT HEALTH CENTER
Job Description

JOB TITLE: **PHARMACIST-IN-CHARGE**

DEPARTMENT: **Student Health Center**

REPORTS TO: **Director Student Health/Louisiana Board of Pharmacy/DEA**

JOB SUMMARY:

To serve as Pharmacist in-charge and direct supervisor over pharmacist or equivalent level professionals as defined by Section 1105 of Title 46 of the Louisiana Board of Pharmacy law

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other assignments, projects, and duties may be required:

1. Serve as pharmacy manager by directing all pharmacy operations for the Student Health Center pharmacy.
2. Develops, implements and audits pharmacy policies, procedures and work methods.
3. Plans pharmacy purchasing, storage and dispensing.
4. Responsible for assuring the continuing permit status and for meeting the pharmacy's portion of licensing, certification or accreditation standards for the Student Health Center and Southern University.
5. Develops and recommends specifications for pharmacy equipment purchasing.
6. Maintains and updates the formulary.
7. Prepare inventory reports, statistical reports and budget requests
8. Establish quality control criteria and audits for compliance to ensure program effectiveness
9. Ensure the availability of medical emergency supplies, drugs and pharmaceutical services
10. Participate in staff outreach and off-site health care programs in the service area as assigned by the Director or Southern University Administrators.
11. Comply with any Infection Control plan, which includes personally utilizing universal precautions. Ensure compliance by support staff.
12. Participate in peer review, quality assurance, provider meetings, and other clinical meetings.
13. Assist in updating protocols and principles of practice as requested by regulatory agencies and Southern University.
14. Assist in outside medical/pharmaceutical public relations functions as approved by the Student Health Director.
15. Adhere to productivity standards and meet at least the minimum requirement to provide quality and timely pharmacy services to students of Southern University.

16. Maintain all prescription records in a readily retrievable format in accordance with Louisiana Board of Pharmacy and DEA guidelines
17. Ensure the security of the pharmacy and its contents at all times

SUPERVISORY RESPONSIBILITIES:

Oversees pharmacy employees and reports to the Director of Student Health regarding all job performance consultations, warnings, evaluations and disciplinary actions regarding pharmacy personnel

QUALIFICATIONS:

1. Current Louisiana license to practice pharmacy plus four years of experience as a licensed pharmacist
2. A doctorate in pharmacy or completion of an accredited pharmacy residency program will substitute for two years of the required experience.
3. Position may require additional experience or training based upon compliance with the Student Health Center and Southern University employee regulations or protocols

Alexis G. Gosserand



EDUCATION

Louisiana State University at Shreveport
Shreveport, Louisiana
Masters of Public Health, August 2020-Current (Expected Graduation 2022)

Xavier University of Louisiana College of Pharmacy
New Orleans, Louisiana
Doctor of Pharmacy
Date of graduation May 9th, 2015

Xavier University of Louisiana
New Orleans, Louisiana
Pre-Pharmacy Program, Chemistry, Minor in Spanish August 2009-May 2011

**LICENSURE/
CERTIFICATION**

Louisiana Board of Pharmacy	2015—present
Pharmacist License Number: 021132	
Medication Administration: MA Number: 003216	2015—present
CPR Certification American Red Cross	2011—present
APHA Immunization Certification	2014—present
COVID-19 Test Administration	2020—present
COVID-19 Contact Tracing Certificate John Hopkins University	2020

WORK EXPERIENCE

Louisiana Office of Public Health 2022-present
Intern with Epidemiology Section

- Maintain confidentiality of all public health investigations and patient information
- Collaborate with staff as an active member of the IDEpi team
- Complete data entry into surveillance databases and analyze data
- Coauthor an article for the Louisiana Morbidity Report with a staffed epidemiologist

Aspen RxHealth 2022-present
Medication review specialist

- Complete Comprehensive Medication Review via telephone
- Assess patient file for drug interactions, duplicate therapy and barriers to adherence

Walmart Pharmacy 2021—present
Staff Pharmacist

- Interim pharmacy manager (2018)
- Prescription order fulfillment and drug ordering

- Counsel patients on medications
- Maintain clean pharmaceutical records
- Utilize RxCompanion and Star Care System
- Vaccine administration, including COVID-19

Walmart Neighborhood Market Pharmacy 2017--2021
Staff Pharmacist

- Interim pharmacy manager (2018)
- Prescription order fulfillment and drug ordering
- Counsel patients on medications
- Maintain clean pharmaceutical records
- Utilize RxCompanion and Star Care System
- Vaccine administration, including COVID-19

Winn-Dixie Pharmacy 2017
Medication Therapy Management Pilot Program

- Provided CMR services using Mirixa and Outcomes
- Ensured patient adherence and monitor therapeutic goals

Winn-Dixie Pharmacy 2015—2017
Staff Pharmacist

- Prescription order fulfillment and drug ordering
- Counseled patients on medications
- MTM services using Outcomes and Mirixa
- Maintained clean pharmaceutical records
- Effectively communicated with Spanish-speaking customers
- Vaccine administration

Winn-Dixie Pharmacy 2012—2015
Pharmacy Intern

- Assisted pharmacist with all phases prescription processing and drug ordering
- Counseled patients on medications
- Maintained clean pharmaceutical records
- Effectively communicated with Spanish-speaking customers

APPE ROTATION EXPERIENCE

Louisiana State University Student Health Center Pharmacy—Baton Rouge, LA

- Counseled students on proper medication use and vaccinations
- Assisted pharmacists in controlling inventory
- Helped establish smoking cessation program

CVS Pharmacy #4053—Metairie, LA

- Assisted pharmacist with prescription processing
- Offered patient counseling

Target #2089—Baton Rouge, LA

- Offered recommendations for OTC products
- Assisted with prescription processing
- Maintained perpetual inventory

Jefferson Community Healthcare Center—River Ridge, LA

- Counseled patients on medication adherence
- Offered diabetes, hypertension and weight management services
- Review patient charts to assess points for intervention

Woman’s Hospital—Baton Rouge, LA

- Input of orders via Computerized Physician Order Entry
- Stocked medications using PYXIS
- Dispensed unit dose medications

LEADERSHIP EXPERIENCE

Sigma Gamma Rho Sorority, Inc.

Undergraduate Chapter Mentor 2021
Scholarship Committee 2020

Phi Lambda Sigma Pharmacy Leadership Society

Vice-President 2014—2015
Secretary 2013—2014

HONORS AND AWARDS

Who’s Who Among American College Students 2012, 2014
Sigma Gamma Rho Sorority, Inc. Scholarship Recipient 2011, 2014

PROFESSIONAL MEMBERSHIPS

American Society of Health System Pharmacists 2011-present
Phi Lambda Sigma Pharmacy Leadership Society 2013—2015
Sigma Gamma Rho Sorority, Inc. 2009-present

REFERENCES UPON REQUEST

Perry Catchings perry.catchings@walmart.com (479)366-7698
Darryl Shiloh, Pharm.D MBA darrylshiloh@segrocers.com (225)756-4535
Thuy-Ly Le, Pharm. D L.e.thuylythi@gmail.com (985)981-1598

Admissions Report (Spring 2023 and Fall 2023 below):



Southern University



OFFICE OF ADMISSIONS

For The SUBR - 2023 Spring

Date: 12/9/2022

TOTAL NUMBER OF APPLICANTS BY ADMISSIONS CATEGORY

Admissions Category	Applicants	Admission Status						Financial Aid Status				Register Status	
		Fully Admitted	Admitted	Total Admitted	Incomplete	Withdrawn	Deny	Admitted With FAFSA	Admitted No FAFSA	Admitted With Package	Admitted No Package	Admitted Register	Admitted Not Register
First Time Freshman	650	77	35	112	513	5	20	69	43	27	85	23	89
Transfer Students	496	23	33	56	422	2	16	36	20	17	39	28	28
Total # of Applicants	1,146	100	68	168	935	7	36	105	63	44	124	51	117

Admitted New Freshman Housing Status

Admissions Category	With Housing	Without Housing	Total Applicants
Out-of-State	10	34	44
In-State	10	58	68
Total	20	92	112



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

TO: Dr. Bijoy Sahoo, Provost
FROM: Damien Ejigiri, Dean
DATE: December 13, 2022
RE: justification for the Budget Logistic Manager
(Executive Ph.D. Program)

Justification for the Budget Logistic Data Manager's position for the
Executive Ph.D. Program

The Executive Ph.D. Program which began in 2020 and operates under a Cohort Model has admitted over 50 PhD Students and has successfully graduated the first cohort of 15 newly minted PhDs and most of them African American decent. In two years, it has generated over \$840,000 revenue and the program is self-sustaining and growing. In addition to the revenue generated, the high number of the PhDs the program is graduating significantly contributes to enhancing revenue generation for the university from the State and much more. It's a program that deserves to be fully supported.

The position of the Logistic Data Program Manager is critical to the success of the Executive Program. The Logistic Manager tracks the budget, oversees all the many logistics involved, including arranging for the travels, meals, parking and keeping data, recruitment, and graduation record for analysis. Ms. Williams has been performing the duties of the Budget Logistics Data Manager on a temporary basis and this EPAF seeks to make the position permanent. The position does not add a cent to the University's general fund as the small amount [\$16,000] requested is from the Executive revenue generated.

OFFICE OF THE DEAN

Physical Address: Rodney G. Higgins Hall • 4th floor • Suite 410 • Mailing Address: Postal Box 9656 • Baton Rouge, LA 70815
Phone, (225) 771-3092/3094 • Fax, (225) 771-3109

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Executive Ph.D. Budget & Logistics Manager AS DESCRIBED BELOW
BE AUTHORIZED AS A VACANCY FOR Public Policy

(Department or Unit)

Replacement New Position Unclassified
 Civil Service Temporary Faculty
 Tenured Probationary (For Faculty this is same as tenure track)

Source of Funds

State
 Grant -in-Aid
 System Revenue
 Agency Fund State

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Executive Ph.D. Program is a new program in the Nelson Mandela College with over 40 Cohorts of Executive Senior Managers and Executives. The program needs a budget and logistics staff to work with the Director and the Dean. The staff must have experience in managing program budgets and logistics. The staff will be paid from the Executive Ph.D. budget.

Salary/Range: \$15-\$18k

Previous Incumbent (if replacement):

Approved Disapproved [Signature] Department Head 6 May 2022 Date

Approved Disapproved [Signature] Dean/Director/Supervisor of Budget Unit 31 February 2022 Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input type="checkbox"/> Yes <u>2M</u>	<input type="checkbox"/> No
Signature	Date
Budget Number <u>211001-22941-610023100</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>23675</u>
Verified By: <u>Michelle Williams</u>	Date: <u>06/03/2022</u>

Approved Disapproved [Signature] Vice-Chancellor 6/1/2022 Date

Approved Disapproved [Signature] Chancellor/Vice President 6/1/2022 Date

Approved Disapproved [Signature] President 7/8/22 Date

6/9/22

An Equal Opportunity Employer

100
2010

SOUTHERN UNIVERSITY SYSTEM Personnel Action Form

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

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

TYPE OF APPOINTMENT:

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

Previous Employee _____ Reason Left N/A

Date Left N/A Salary Paid N/A

REC'D EVC-ACAD AFFRS
2022 DEC 20 AM 8:14

Profile of Person Recommended

Length of Employment July 1, 2022 To June 30, 2023

Effective Date of Employment August 1, 2022

Name Joliette Williams SS# 1xx-xx9332 Sex Race* B
(Last 4 digits only)

Position Title: Executive Assistant to the Dean/Budget Logistics Manager and Certificate Program Department: Nelson Mandela College

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

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

Years Experience 33 Southern University Experience 33

Degree(s): Type/Discipline (BA-Education): Business Education Institution/Location (SU-Baton Rouge): SU- Baton Rouge Year: 1982

Current Employer Southern University -BR

Personnel Action

Check One, _____ New Appointment Continuation _____ Sabbatical _____ Leave of Absence _____

_____ Transfer _____ Replacement _____ Other (Specify) _____

Annual Salary \$83,399 Salary Budgeted \$83,399 Hourly Rate, if applicable: _____

Pay Cycle: _____ Biweekly Monthly _____ Faculty _____

Source of Funds: Public Policy Identify Budget: 22451 & 22741 Location: Public Policy

Change of: _____

Position: _____ From _____ To _____
Executive Assistant to the Dean/Budget Logistics Manager and Certificate Program

Status: _____

Salary Adjustment: _____

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

Financial Aid signature (if, applicable):

Source of Funds (Current)	Amount
Budget 22451	\$67,399
Budget# 22741	\$16,000

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

<u>[Signature]</u> Supervisor	<u>11/27/22</u> Date	<u>[Signature]</u> Dean/Unit Head	<u>11/27/22</u> Date
<u>[Signature]</u> Vice Chancellor	<u>12/20/2022</u> Date	<u>[Signature]</u> Chancellor	<u>12/20/22</u> Date
<u>[Signature]</u> Director/Personnel	<u>12/20/22</u> Date	<u>[Signature]</u> Vice President/Finance	<u>12/20/22</u> Date
		<u>[Signature]</u> Business Affairs/Comptroller	
<u>_____</u> President	<u>_____</u> Date	<u>_____</u> Chairman/S.U. Board of Supervisors	<u>_____</u> 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: This is a must have budget logistics Manager and Certificate Program that support the Executive Ph.D. Program and the Certificate Program in the College by Ms. Williams without adding additional personnel. This is in addition to her duties as an Executive Assistant to the Dean as well as filling the role of an Associate Dean.

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8-5 P.M M- S

EMPLOYEE DIRECT SUPERVISOR: Damfen Ejjgiri

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-3092

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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



"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

December 19, 2022

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

Dear President-Chancellor Shields,

RE: SUAREC/CAFCS – JANUARY 2023 BOARD PACKAGES SUBMISSION

Enclosed herewith are the following items from the Southern University Agriculture Research and Extension Center and the College of Agricultural, Family, and Consumer Sciences for inclusion in the **JANUARY 2023 BOARD PACKAGE**.

- Request for Approval to Waive the Search for a Project Manager/Fiscal Coordinator.

Please let me know if you need further information or have any questions. Thank you for your consideration of this request.

Sincerely,

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

Orlando F. McMeans, Ph.D
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

December 8, 2022

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

Re: Request for SU Board Approval to Waive the search for a Project Manager/Fiscal Coordinator Position for the Southern University Agriculture Research and Extension Center (SUAREC).

Dear President-Chancellor Shields:


This correspondence is to request approval to waive the search for a Project Manager/Fiscal Coordinator for the Southern University Agricultural Research and Extension Center (SUAREC). This position has been vacant for over two months and is essential for the continued success of the Cooperative Extension Department. Mrs. Myra Campbell has been identified as the preferred candidate for this position.

Mrs. Campbell has been employed with the Southern University System since 2019 and is currently serving as an Accountant 2 with our Finance Department. Mrs. Campbell has an accounting background and has worked in a fiscal capacity with our SNAP-ED program while working in the SU Ag Center's Finance Department. Mrs. Campbell has proven to be diligent and compassionate about her work. She can make a positive contribution to the Cooperative Extension Department.

Therefore, I am recommending the appointment of Mrs. Myra Campbell as the Project Manager/Fiscal coordinator at an annual salary of \$67,000 effective February 1, 2023.

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

Sincerely,


Orlando F. McMeans, PhD
Chancellor-Dean

Approval:

Dennis J. Shields Date
President-Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

CAMPUS: SUS SUBR SULAC SUAREC 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 Tamika Porter Reason Left N/A
 Date Left N/A Salary Paid \$68,000

Profile of Person Recommended

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

Name Myra Campbell SS# 1762 Sex F Race* Blk
(Last 4 digits only)

Position Title: Project Manager/Fiscal Coordinator Department: Cooperative Extension

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

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

Years Experience _____ Southern University Experience 3

Degree(s): Type/Discipline (BA-Education): B.S. Accounting Degree Institution/Location (SU-Baton Rouge): Southern University Year: 1999

Current Employer Southern University Ag Center

Personnel Action

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

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

Source of Funds Federal/Grant

Identify Budget: 624083-62250-63000 Location _____
 Form Code: _____ Page 1 Item # 1

Change of:
 Position Accountant II From Project Manager/Fiscal Coordinator To
 Status _____
 Salary Adjustment \$49,000.00 \$67,000.00

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
611001-66150-61001-66000	\$49,000.00

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

*See Reverse Side

Graduate School signature (if applicable):

John Woodard 10/16/2022 Date
W. Payne 12/7/22 Date
W. Payne 12/19/2022 Date
 _____ Date
 _____ Date
 _____ Date

_____ Date
 _____ Date
 _____ Date
 _____ Date
 _____ Date

Myra Campbell 12/15/2022

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: This PAF is being generated due to the reorganization of the Program Manager/Fiscal Coordinator, Nutrition position.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00a – 5:00p
EMPLOYEE DIRECT SUPERVISOR: Joshua McDonald
SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-2242
NUMBER OF EMPLOYEES SUPERVISED, (if any) _____
HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

COMPUTHERN UNIVERSITY SYSTEM

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

Allowability/Compliance Verified/Encumbered/Funds Available

H1 Doc. I.D. # _____

J1 By: RJD Date: 12/15/2022

F1 Expiration Date: 6/30/2023

F0 _____

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

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

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION Project Manager/Fiscal Coordinator – AS DESCRIBED BELOW
Cooperative Extension Program
 BE AUTHORIZED AS A VACANCY FOR Southern University Ag Center
(Department or Unit)

- | | | | |
|---|--|---------------------------------------|--|
| <input checked="" 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 type="checkbox"/> Grant -in-Aid |
| <input type="checkbox"/> Tenured | <input type="checkbox"/> Probationary (For Faculty this is same as tenure track) | | <input type="checkbox"/> System Revenue |
| | | | <input type="checkbox"/> Agency Fund State |

*requires the approval of System President

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Project Manager, Cooperative Extension Program will:

1. Assist the Vice Chancellor for Extension and Outreach by providing support to the Extension Field Staff inclusive of special project and grant staff.
2. Assist with the staff trainings/HR.
3. Conduct program monitoring in the field to ensure effective and consistent delivery of programs
4. Responsible for providing programmatic support to Field Staff.
5. Provide budgetary support to the Vice Chancellor for Extension and Outreach
6. Work with subject matter specialist to coordinate programming with FCS, Agriculture and Youth agents
7. Other duties as necessary and assigned.

Salary/Range: \$65,000.00 – 68,000.00 Previous Incumbent (if replacement):

Tamika Porter

Approved Disapproved *John B. McNeill* 10/4/2022
 Department Head Date

Approved Disapproved *DeShon* 10/4/22
 Dean/Director/Supervisor of Budget Unit Date

COMPTROLLER'S OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u><i>Agambé Dillard</i></u>	<u>12.16.2022</u>
Signature	Date
Budget Number	<u>624083-62250-63000</u>

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Job Code: <u>M</u>	Cal Id: <u>U</u> Job Class: <u>64510</u>
<u><i>Michelle Williams</i></u>	<u>12/19/22</u>
Verified By:	Date:

Approved Disapproved *DeShon* 10/4/22
 Vice Chancellor Date

Approved Disapproved *DeShon* 10/12/2022
 Chancellor/Vice President Date

Approved Disapproved _____ _____
 President Date

An Equal Opportunity Employer



"Linking Citizens of Louisiana with Opportunities for Success"

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

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

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

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

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

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

December 7, 2022

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

RE: Request to Waive Search for Project Manager/Fiscal Coordinator

Dear Dr. McMeans:


This correspondence is to request approval to waive the search for Project Manager/Fiscal Coordinator with the SU Ag Center's Cooperative Extension Program. The position was previously held by Mrs. Tamika Porter, who is currently Associate Comptroller with the SU Ag Center's Finance Department.

I am requesting that the position be filled by Mrs. Myra Campbell. Mrs. Campbell has worked in a fiscal capacity with our SNAP-Ed program and with the SU Ag Center's Finance Department in the role of an accountant. Mrs. Campbell has proven herself to be diligent and compassionate about her work. We feel as though her experience with these programs will shorten, or even eliminate, the need for onboarding and training.

Therefore, I am recommending the appointment of Mrs. Myra Campbell as Project Manager/Fiscal Coordinator at an annual salary of \$67,000.00 effective February 1, 2023. This position will be paid from grant funds.

Sincerely,


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

APPROVED: 
Orlando F. McMeans, PhD
Chancellor-Dean



Job Description
Program Manager/Fiscal Coordinator – Nutrition

Provide management and fiscal coordination in the development, planning, and operations of nutrition information/programs.

LINE OF AUTHORITY:

The Program Manager/Fiscal Coordinator – Nutrition reports to the Nutrition Education Programs (NEP) Coordinator for the SNAP-Ed and EFNEP Programs.

SPECIFIC TASKS TO BE PERFORMED:

The incumbent will provide overall coordination for grants/contracts and administrative activities for the SNAP-Ed Contract. The Program Manager will coordinate contract activity, manage account balances and oversee expenditures; work with the SU Ag Center's finance department to coordinate timely submission of all invoicing and reporting to the funding agency. This position will also work with the Cooperative Extension Department in a limited capacity to manage account balances and oversee expenditures related to grants and contracts.

PROGRAM EXECUTION:

1. The Project Manager, Cooperative Extension Program will:
2. Assist the Vice Chancellor for Extension and Outreach by providing support to the Extension Field Staff, inclusive of special project and grant staff.
3. Assist with staff training and HR-related matters.
4. Conduct program monitoring in the field to ensure effective and consistent delivery of programs
5. Responsible for providing programmatic support to Field Staff.
6. Provide budgetary support to the Vice Chancellor for Extension and Outreach
7. Work with subject matter specialists to coordinate programming with FCS, Agriculture and Youth Extension Agents.
8. Other duties as necessary and assigned.

EVALUATION AND REPORTING:

- Prepares and submit all reports in accordance with existing guidelines and policies.
- Assist in managing the effectiveness of Extension programs at all levels and specifically in assigned areas of responsibility.

PROFESSIONAL DEVELOPMENT:

- Attends and participates in subject matter and professional meetings.
- Participates in appropriate in-service training sessions designed to improve the proficiency of subject matter specialist.

Myra (Mary) Campbell



OBJECTIVE

As an enthusiastic individual with training skills throughout my career, I am seeking a position that would help further my skills in leadership with the goal of learning new components to what I've already gained. In doing this my goal would be to assist in every area within this organization from answering telephones, maintaining financial records and carrying out good quality service.

EXPERIENCE

Southern University Ag Center Finance Unit
Accountant 2

March 2019-Present

- Provide fiscal service and support for Finance and granting agencies to meet the requirements of grantor
- Review contracts to identify financial reporting obligations
- Prepare and coordinate monthly, quarterly, billing and invoicing
- Collaborate with Program Managers, contract agencies and directors regarding budgets
- Analyze grant expenditures, maintain fund balances, and relay issues and concerns

Millennium Consulting Network, Inc.
Manager/Bookkeeper

August 2003-March 2019

- Organize employees
- Maintain financial records
- QuickBooks for Accountants and Microsoft Excel

Smith Accounting
Bookkeeper

June 2000-July 2003

- Maintained financial records
- Maintained books for year-end statements
- QuickBooks for Accountants

EDUCATION

B.S. in Accounting

Degree Conferred: May 1999
Southern University, Baton Rouge, LA

Certified as Account Clerk and Word Process Operator

May 1993
Baton Rouge Vo-Tech, Baton Rouge, LA



SOUTHERN UNIVERSITY LAW CENTER

251 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

December 15, 2022

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

RE: Salary Adjustments for Stacey Armelin, Chiquita Kado, Tiffany Rainey, Latonya Wright, Dorothy Parker, Lena Johnson, Nadine Brown, and Paula Matthews

Dear President Shields:

The Southern University Law Center has implemented a new testing system using Exam Soft and other protocols designed to be more efficient and effective for law students taking exams on a regular schedule or on an accommodated schedule. To ensure the effectiveness in executing this new testing regime, we have decided to develop a more robust proctoring system that requires training and consistency beyond normal working hours and duties of various staff members to assure conformity.


Based upon our experience during the fall 2022 exam period, it became apparent that we request salary adjustments for various staff members and that this will require approval by the Southern University Board of Supervisors. The names of the staff members and associated salary adjustments are as follows:

Names	Current Salary	Proposed Adjustment	Proposed Salary
Stacey Armelin	\$ 55,691.00	\$ 4,309.00	\$ 60,000.00
Chiquita Kado	\$ 63,000.00	\$ 3,000.00	\$ 66,000.00
Tiffany Rainey	\$ 58,094.40	\$ 3,905.00	\$ 63,000.00
Latonya Wright	\$ 91,400.00	\$ 3,600.00	\$ 95,000.00
Dorothy Parker	\$ 81,900.00	\$ 6,100.00	\$ 88,000.00
Lena Johnson	\$ 73,500.00	\$ 4,500.00	\$ 78,000.00
Nadine Brown	\$ 68,796.00	\$ 4,204.00	\$ 73,000.00
Paula Matthews	\$ 88,452.00	\$ 3,508.00	\$ 92,000.00

I respectfully request that this item be placed on the January 6, 2023, board's agenda for review and approval by the Southern University Board of Supervisors to be made effective January 1, 2023.

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

Sincerely,



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

APPROVAL: _____

Dennis J. Shields
President/Chancellor

JOB CLASS 3			
JOB CODE	M		
CAL ID	U		

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

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

Profile of Person Recommended

Length of Employment 01/01/2023 To 06/30/2024
Effective Date 01/01/2023

Name Stacey Armelin XXX-XX-5023 Sex F Race* B
(Last 4 digits only)

Position Title: Office and Faculty Svc., Coordinator Department: Law Center-Institutional Support

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

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

Years Experience 39 Southern University Experience 15
Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): _____ Year: _____

Current Employer: Southern University Law Center

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) SULC Special Project/Proctoring

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

Source of Funds General Appropriation

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

Change of: _____ From _____ To _____
Position _____ Office and Faculty Svc., Coordinator
Status _____ SULC Special Project/Proctoring
Salary Adjustment \$55,691.00 \$55,691.00+\$4,309.00=\$60,000.00

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

Source of Funds	Amount
311001-31120-61002-36000	\$55,691.00
311001-31120-61002-36000	\$ 4,309.00
Total	\$60,000.00

Comments: (Use back of form)

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

Supervisor: John K. Pierre for Mary Hanson Date 12/20/23
Vice Chancellor: John K. Pierre for Shawn Vance Date 12/20/23
Director/Personnel: _____ Date _____
President: _____ Date _____
Chancellor: John K. Pierre Date 12/20/23
Vice President/Finance: Blair McCall Date _____
Business Affairs/Comptroller: _____ Date _____
Chairman/S.U. Board of Supervisors: _____ Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Salary Adjustment for S.U.C. Special Project/ Proctoring, effective, January 01, 2023.

EMPLOYEE DIRECT SUPERVISOR: Daily
Chancellor, John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any) 225

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, 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)	H1C	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	12/30/22
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	EP	P.M.

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

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

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: Salary Adjustment for SULC Special Project/ Proctoring, effective, January 01, 2023.

EMPLOYEE DIRECT SUPERVISOR: _____ **Daily** _____
 Chancellor, John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____ **225**

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	OS	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	12/20/22
F-1 Visa (Student Emp. FT Student at S.U.)	F1	Dec/8.m.
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F1	

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

December 15, 2022

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

RE: Salary Adjustments for Dr. Mary Johnson and Ms. Eleanor Collins

Dear President Shields:

Dr. Mary Johnson and Ms. Eleanor Collins garnered the first grant from the U. S. Department of Education related to bomb threats against HBCU Institutions in the summer of 2022. Since then, they have worked after hours and beyond normal working hours to secure additional fundings from the Department of Homeland Security (DHS). In addition, they secured scholarship dollars for law students as well as stipends and fellowship opportunities. Because of the continuing spectacular work, I am requesting that the Southern University Board of Supervisors approve a \$10,000 adjustment in salary for Dr. Johnson and a \$6,000 salary adjustment for Ms. Collins at its January 6, 2023, board meeting to be made effective January 1, 2023.

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

Sincerely,

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

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

APPROVAL: _____

Dennis J. Shields

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	4	6
-----------------	---	---	---	---	---	---

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

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

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

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

Profile of Person Recommended

Length of Employment 01/01/2023 To _____
 Effective Date 01/01/2023

Name Eleanor Collins xxx-xx-4932 Sex F Race* B
 (Last 4 digits only)

Position Title: Coordinator Department: SULC Instruction

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

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

Years Experience 26 Southern University Experience 4

Degree(s)	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Ph.D. Candidate</u>	<u>Southern University and A&M College</u>	<u>2021</u>
	<u>M.P.A.</u>	<u>Southern University and A&M College</u>	<u>2016</u>
	<u>B.S.</u>	<u>University of Southern Mississippi, Hattiesburg, MS</u>	<u>2001</u>

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$61,692.00 Salary Budgeted \$61,692.00

Source of Funds General Appropriation

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

Change of: _____ From _____ To _____

Position _____ Coordinator _____
 Status _____
 Salary Adjustment \$55,692.00 \$55,692.00 + \$6,000.00 = 61,692.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
311001-33010-61002-35000	\$55,692.00
311001-33010-61002-35000	\$ 6,000.00
Total	\$61,692.00

*See Reverse Side

Graduate School signature (if, applicable):

John K. Pierre for Tanya Wright 12/20/22
 Supervisor Date
 John K. Pierre for Shawna Vance 12/20/22
 Vice Chancellor Date
 John K. Pierre for _____ 12/20/22
 Director/Personnel Date
 John K. Pierre for _____ 12/20/22
 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 America, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS: COMMENTS: Salary Adjustment for Eleanor Collins, effective 01/01/2023.

EMPLOYEE REGULAR WORK SCHEDULE: Daily _____

EMPLOYEE DIRECT SUPERVISOR: John K. Pierre _____

NUMBER OF EMPLOYEES SUPERVISED, (if any) 130 _____

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, I-1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

- United States Citizen/Certificate of Naturalization
- Resident Alien
- H-1 Visa (Distinguished Merit & Ability)
- J-1 Visa (Exchange Visitor Program)
- F-1 Visa (Student Emp, F1 Student at S.U.)
- OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")

CODE ENCUMBERED/ FUNDS AVAILABLE
 EXPIRES CENTER
 US
 RA
 HI = 12/20/22
 JI
 PI 09/10
 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/CS Rule 6.5g Letter of Justification (for classified, if applicable)

CONTINGENT UPON AVAILABILITY OF FUNDS



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

December 16, 2022

Mr. Dennis J. Shields
President/Chancellor
Southern University System and Baton Rouge Campus
J.S. Clark Administration Building
4th Floor
Baton Rouge, Louisiana 70813

RE: Promotion of Attorney Marla Dickerson to Vice Chancellor for Innovation and Strategic Partnerships and Initiatives

Dear President Shields:

Attorney Marla Dickerson has served as Associate Vice Chancellor for the Office of Innovation and Strategic Partnerships and Initiatives since April 2021. Since then, her efforts have led the office to generate in excess of \$2.1 million in revenue and resources to the Southern University Law Center. I have seen how she has helped generate relationships with corporations, universities, community colleges, federal agencies, state agencies, and nonprofits that benefit the Law Center and other SU System constituent institutions.

I would like to promote Attorney Dickerson to the position of Vice Chancellor and by a separate letter have requested that she receive additional senior leadership support through the appointment of an Assistant vice Chancellor. There are a vast number of opportunities available to law schools and HBCU institutions that we must take advantage of.

I respectfully request that a search be waived and that she be promoted from Associate Vice Chancellor to Vice Chancellor of the Office of Innovation and Strategic Partnerships and Initiatives. In addition, I request that her salary as the Vice Chancellor of the Office of Innovation and Strategic Partnerships and Initiatives be set at \$159,000 effective March 1, 2023.

I would appreciate it if you presented my request to the Southern University Board of Supervisors at its January 6, 2023 board meeting. A resume for Attorney Dickerson is attached. If you have any questions, please feel free to contact me.

Yours Sincerely,

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

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor

APPROVED: _____

Dennis J. Shields, President/Chancellor

JOB CLASS				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	5	9
-----------------	---	---	---	---	---	---

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

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

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

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

Profile of Person Recommended

Length of Employment 03/01/2023 To _____
 Effective Date 03/01/2023

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

Position Title: Vice Chancellor Department: Law Center - Academic Support

Check One Existing Position *Visa Type (Sec 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 PAI, if applicable.)

Years Experience 15 Southern University Experience 9
 Degree(s): Type/Discipline (BA-Education): J.D. Institution/Location (SU-Baton Rouge): Southern University Law Center Year: 2007
M.S. Agricultural Economics Texas A&M University, College Station, TX 2003
B.S. North Carolina A&T State Univ., Greensboro, NC 2001

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$159,000.00 Salary Budgeted \$159,000.00

Source of Funds General Appropriation

Identify Budget: State _____ Location 311001-31710-61002-33000
 Form Code: I Page 1 Item # 1

Change of: From To
 Position Assoc., V/C for Innovation & Strategic Partnership & Initiatives Vice Chancellor
 Status _____
 Salary Adjustment \$138,600.00 \$159,000.00

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
311001-31710-61002-33000	\$159,000.00

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

John K. Pierre 12/20/22 Date
 Supervisor
John K. Pierre for Lawrence Vance 12/20/22 Date
 Vice Chancellor
John K. Pierre for Lawrence Vance 12/20/22 Date
 Director/Personnel
John K. Pierre for Lawrence Vance 12/20/22 Date
 Vice President/Finance
Sandra McCloud 12/20/22 Date
 Business Affairs/Comptroller
 President _____ Date _____
 Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Promotion for Marla Dickerson from Assoc., Vice Chancellor to Vice Chancellor, effective March 01, 2023.

EMPLOYEE REGULAR WORK SCHEDULE: Daily
EMPLOYEE DIRECT SUPERVISOR: Chancellor, John Pierre
NUMBER OF EMPLOYEES SUPERVISED, (if any) 225
HIR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

CODE _____ EXPIRES _____
 SOUTHERN UNIVERSITY / CENTER
 UNCHUMBERED / FUNDS AVAILABLE
 DS _____
 RAC ID # _____
 HI DATE 12/26/22
 JT _____
 FL DB/PM
 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/Incl Positions (Civil Service Application for classified employees)
 - Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)
 - Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
 - Exemptions Survey Form (signed by employee and budget head)
 - Proposed Employee Appointment
 - Proposed Employee Clearance
 - Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Vice Chancellor AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Office of Innovation and Strategic Partnerships and Initiatives
 (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 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).

The vice chancellor of Innovation and Strategic Partnerships and Initiatives is responsible for managing SULC's Overall innovation agenda and initiatives and management of strategic partnerships with various public and private Organizations. Drive the development of pipeline programs; partner with public and private organizations on Strategy development by identifying needs and gaps in the legal industry and helping to close those gaps; Mobilize resources to explore new and emerging opportunities

Salary/Range: \$159,000.00 Previous Incumbent (if replacement): _____

Approved Disapproved John R. Pierre 12/19/2022
 Department Head Date

Approved Disapproved Garry R. Hall 12/19/22
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>DMC George</u>	<u>12/19/22</u>
Signature	Date
Budget Number	<u>311001-31620-61992-36000</u>

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Employee Class:		Job Class:	
Verified By:		Date:	

Approved Disapproved John R. Pierre for Shawn Vance 12/19/2022
 Vice Chancellor Date

Approved Disapproved John R. Pierre 12/19/2022
 Chancellor/Vice President Date

Approved Disapproved _____
 President Date

An Equal Opportunity Employer

SOUTHERN UNIVERSITY

L A W C E N T E R

Office of Innovation and Strategic Partnerships and Initiatives

VICE CHANCELLOR OF STRATEGIC PARTNERSHIPS AND INITIATIVES

Job Description

The vice chancellor of Innovation and Strategic Partnerships and Initiatives is responsible for managing SULC's overall innovation agenda and initiatives and management of strategic partnerships with various organizations. The vice chancellor will engage with the broader ecosystem of public and private organizations to enhance the competitiveness of SULC and improve the pipeline of SULC stakeholders including but not limited to alumni and students. The vice chancellor will seek to develop opportunities for growth of SULC both nationally and globally. The vice chancellor will report directly to the Chancellor of SULC.

Responsibilities

- Drive the development of pipeline programs including outreach to and sourcing of new opportunities for SULC
- Partner with public and private organizations on strategy development by identifying needs and gaps in the legal industry and helping to close those gaps
- Manage the day-to-day operations of the Office of Innovation and Strategic Partnerships and Initiatives
- Represent SULC at professional development conferences
- Mobilize resources to explore new and emerging opportunities
- Seek grant opportunities that fit with the mission and strategic plan for SULC
- Manage the various institutes of SULC
- Manage the initiatives to help SULC students gain experiential learning
- Create and develop programming to help SULC students gain and maintain a competitive edge
- Serves on Chancellor's leadership team
- Contribute to the overall success of the Office of the Chancellor
- Other duties assigned and agreed upon by Chancellor of SULC and vice chancellor of the Office of Innovation and Strategic Partnerships and Initiatives

Marla Dickerson

EDUCATION

Louisiana State University, Department of Education | Baton Rouge, LA Expected August 2023
Ph.D. Student in Higher Education Administration

Southern University Law Center | Baton Rouge, LA May 2007
Juris Doctor Cum Laude
GPA 3.35 • Rank 34/145

Texas A&M University | College Station, TX December 2003
Master of Science in Agricultural Economics Cum Laude
Thesis: Analysis of Farm-to-Retail Price Spread for Whole and Two Percent Milk in Seven Selected Cities

North Carolina A&T State University | Greensboro, NC December 2001
Bachelor of Science in Agricultural Economics Summa Cum Laude

BAR ADMISSIONS

Louisiana October 2007

PROFESSIONAL & TEACHING EXPERIENCE

Southern University Law Center (SULC) | Baton Rouge, LA July 2021 – Present
Associate Vice Chancellor of Innovation Strategic Partnerships and Initiatives

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

Southern University Law Center | Baton Rouge, LA September 2019 – July 2021
Director of Continuing Legal Education, Instructor of Law, and Managing Fellow of Cannabis Compliance - Law and Policy Institute

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

Southern University Law Center | Baton Rouge, LA

December 2012 - December 2019

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

- Served as the instructor for Lawyering Process I, Lawyering Process II, and Law and Medicine (Medical Marijuana)
- Developed and implemented 2016 - 2019 Summer Pre-Law Program and personal wellness events
- Help students identify learning styles, instruct students on academic skills, provide feedback regarding writing samples, and proctor students with testing accommodations
- Develop and implement academic action plans and provide course planning guidance
- Conduct individual and group workshops and tutorial sessions
- Created SULC ADA Policy, coordinated ADA Services, and assessed ADA Accommodations application

Southern University Law Center | Baton Rouge, LA

July 2005 – April 2006

Teaching Assistant

- Assisted professors and conducted review sessions with students

Texas A&M University Agricultural Econ. Department | College Station, TX

January 2002 – May 2003

Teaching Assistant

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

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

February 2011 – January 2019

Managing Partner

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

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

October 2007 – February 2011

Associate

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

Louisiana Department of Justice | Baton Rouge, LA

May 2006 – May 2007

Law Clerk (Criminal Division)

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

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

December 2003 – July 2004

Agricultural Specialist

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

PRESENTATIONS

- "Securing Your Property Rights." (March 2022). Presented online
- "Legal Issues in Cannabis." (December 2020). Presented at 2020 SULC End of Year CLE, Virtual.
- "Cannabis and Hemp." (November 2019). Presented at Annual Bayou Classic CLE, New Orleans, LA.
- "A Discussion on Marginalized Individuals through the Lens of ASPers at HBCU and PWI Law Schools." (September 2019). Presented at AASE Bi-Annual Diversity Conference, Chicago, IL.
- "The Legal and Business Case for Diversity in the Industry: The Prospects for Women, Minorities, Veterans and
Dickerson | 2

Social Justice in Cannabis.” (September 2019). Presented at ABA/TIPS From Regs to Riches: Navigating the Rapidly Emerging Fields of Cannabis and Hemp Law, Chicago, IL.

- “Social Justice Panel and Cannabis Education Panel.” (October 2018). Presented at Diasporic Alliance for Cannabis Opportunities Conference, Philadelphia, Pennsylvania.
- “Bridging the Gap: Determining the Effect of a Summer Law School Bridge Program for Underperforming Students.” (October 2017). Presented at the inaugural Association of Academic Support Educators Diversity Conference, Baltimore, Maryland.
- “Increasing the Effectiveness of Law School Pedagogy by Incorporating Mandatory Sustained Professional Development Seminars.” (May 2016). Presented at the annual conference of the Association of Academic Support Educators, New York, New York.

PROFESSIONAL AFFILIATIONS, ACADEMIC SERVICE, AND COMMUNITY SERVICE

Delta Sigma Theta Sorority, Incorporated	April 2005 – Present
Association of Academic Support Educators (AASE)	August 2016 – Present
<ul style="list-style-type: none"> • Diversity Committee Chair (August 2017 – May 2018) • Vice President of Diversity (August 2018 – May 2020) • Co-Chair for Inaugural Diversity Conference (August 2016 – May 2017) 	
Southern University System	
<ul style="list-style-type: none"> • Grievance Committee Chair (January 2019 – December 2020) • Grievance Committee Member (January 2018 Year – December 2018) • Sexual Awareness Response Team (SART) Member (January 2018 – December 2018) 	
Southern University Law Center	
<ul style="list-style-type: none"> • Quality Enhancement Program Committee • American Bar Association Accreditation Site Visit Logistics • Southern Association of Colleges and Schools Commission on Colleges Virtual and On- Site Visit Logistics • Advisor to the following clubs: Cannabis Law Association Southern System (CLASS), Sports and Entertainment Legal Association (SELA), Veterans Law Organization (VLO), Criminal Law Society, Agricultural Law Society 	
American Bar Association (ABA)	August 2019 – Present
<ul style="list-style-type: none"> • Tort Trial and Insurance Practice (TIPS) Member (August 2019 – Present) • Co-Chair for Standing Committee on Diversity and Inclusion (August 2020 – Present) • Diversity Vice Chair for Cannabis Law and Policy General Committee (August 2019 – Present) • ABA Council for Diversity in the Educational Pipeline Member (August 2019 – Present) 	

GRANTS

City Parish of East Baton Rouge	Summer 2022
<ul style="list-style-type: none"> • Expungement Initiative \$250,000 	
Huey and Angelina Wilson Foundation	Summer 2022
<ul style="list-style-type: none"> • Heirship Initiative \$150,000 	
Zinpro	Summer 2022
<ul style="list-style-type: none"> • Heirship Initiative \$25,000 	
Louisiana Workforce Commission	Spring 2022
<ul style="list-style-type: none"> • Expungement Initiative \$248,000 	
Foundation for Louisiana	Fall 2021
<ul style="list-style-type: none"> • Expungement Initiative \$50,0000 	
The Socially Disadvantaged Farmers and Ranchers Policy Research Center at Alcorn State University	Fall 2020
<ul style="list-style-type: none"> • “Research Grant” \$20,000 	
Council on Legal Education (CLEO)	Summer 2019
<ul style="list-style-type: none"> • “2019 Pre-Law Summer Institute Grant” \$105,000 	

- "2018 Pre-Law Summer Institute Grant" \$100,000

Summer 2018

AWARDS, FELLOWSHIPS, & HONORS

Southern University Law Center

- Southern University Law Center Scholarship
- Moot Court Board, Treasurer
- SBA Elections Committee Member

August 2004 – May 2007

August 2006 – May 2007

August 2005 – May 2006

January 2002 – August 2003

January 2002 – August 2003

Heap Fellowship

Association of Former Students Fellowship

North Carolina A&T State University Dean's List (7 semesters)

Gamma Sigma Delta Agricultural Honor Society

Golden Key National Honor Society

Alpha Lambda Delta Honor Society

USDA/1890s Scholarship

August 1998 – December 2001

December 1998 – December 2001

December 1998 – December 2001

January 1999 – December 2001

August 1998 – December 2001



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

November 30, 2022

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

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

RE: Director for Academic Success

Dear President Shields:

The objectives of the Department of Academic Success are to develop a bridge that would allow Diversity, Equity, and Inclusion (DEI) to be an integral part to the professional training of future lawyers, to provide a deeper understanding of law and legal institutions, and to improve administration justice. To accomplish these objectives, there is a need to create and place an individual in a position to ensure that these objectives are met and implemented. The individual qualified for this position is Attorney Aretha Green who has been a licensed attorney for 25-years and served as the Assistant Dean at Indiana Tech Law School for 4-years. She brings knowledge and experience to SUI.C and to the program. Attorney Green's resume, job description and Position Vacancy Authorization are attached.

Attorney Green will be paid an annual salary of \$103,500 with an effective date of February 1, 2023. I am hereby requesting that this position be waived and presented to the Board of Supervisors on their January 6, 2023, board meeting for approval.

Should you have any questions, please let me know.

Sincerely,

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

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

APPROVED: _____

Dennis J. Shields
President/Chancellor

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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) _____ Referee Return To Work Permanent Status

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

Profile of Person Recommended

Length of Employment 02/01/2023 To _____
 Effective Date 02/01/2023

Name Arelia C. Green XXX-XX-6391 Sex F Race* B
(Last 4 digits only)

Position Title: Director of Academic Success Department: Law Center-Institutional Support

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 PAF, if applicable.)

Years Experience 13 Southern University Experience 0

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
<u>J.D.</u>		<u>Ohio Northern University, Ada Ohio</u>	<u>1992</u>
<u>B.A.</u>		<u>Michigan State University, E. Lansing, MI</u>	<u>1989</u>

Current Employer Indiana Department of Child Services

Personnel Action

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

Recommended Salary \$103,500.00 Salary Budgeted \$103,500.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-32030-61002-34100
 Form Code: BOR10 Page 1 Item # 1

Change of: From _____ To _____

Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
311001-32030-61002-34100	\$103,500.00
Total	\$103,500.00

*See Reverse Side

Graduate School signature (if applicable):

John K. Pierre for Cynthia Reed 12/20/22 *John K. Pierre* 12/20/22
 Supervisor Date
 Vice Chancellor Date
 Director/Personnel Date
 President Date
 Dean/Unit Head Date
 Vice for Fin. and Administration Date
 Chancellor Date
 Vice President/Finance Date
 Business Affairs/Comptroller Date
 Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

White, not of Hispanic origin. A person having origins in any of the original peoples 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: Appointment for Attorney Aretha Green to Director for Academic Success, Effective February 01, 2023.

EMPLOYEE DIRECT SUPERVISOR: Daily
Associate Vice Chancellor, Cynthia Reed

NUMBER OF EMPLOYEES SUPERVISED, (if any) 10

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER
CODE _____ EXEMPT _____
EMPLOYED / VISA AVAILABLE
USC ID # _____
RA _____
H1 _____
J1 _____
F1 _____
F0 _____
12/20/22
Nematollah Ghazvini / P. Smith

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Director for Academic Success AS DESCRIBED BELOW
Academic Support

(Department or Unit)

- Replacement
- Civil Service
- Tenured

- New Position
- Temporary
- Probationary (For Faculty this is same as tenure track)
- Unclassified
- Faculty

- Source of Funds
- State
 - Grant -in-Aid
 - System Revenue
 - Agency Fund State

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Director of Academic Success will develop, implement, and manage comprehensive programming for students; analyze their effectiveness, and make strategic recommendations for future programs. Research and implement the most current best practices for fostering academic success skills, academic success of students, and program goals.

Salary/Range: \$100,000 - \$125,000 Previous Incumbent (if replacement): _____

Approved _____ Disapproved _____
[Signature] Department Head 11/30/22 Date

Approved _____ Disapproved _____
[Signature] Dean/Director/Supervisor of Budget Unit 11/30/22 Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>[Signature]</i>	<u>12/21/22</u>
Signature	Date
Budget Number	<u>311001-32030-34100</u>

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class:	Job Class:
Verified By:	Date:

Approved _____ Disapproved _____
 _____ Vice Chancellor 11/30/22 Date

Approved _____ Disapproved _____
[Signature] Chancellor/Vice President 11/30/22 Date

Approved _____ Disapproved _____
 _____ President _____ Date

An Equal Opportunity Employer

ARETHA C. GREEN

EXPERIENCE:

Indiana Department of Child Services Attorney (November 2019 to Present)

- Advise Department of Child Services staff regarding abuse/neglect investigations and legal topics and areas of the law
- Draft and review contracts and correspondence
- Serve as liaison to the Attorney General on litigation and tort claim matters
- Draft and review legislation and administrative rules
- Conduct legal research and writing
- Provide general legal support for the Office of General Counsel
- Conduct legal trainings for Family Case Managers and Attorneys as requested
- Litigate Children in Need of Services (CHINS) adjudications, Termination of Parental Rights, and Guardianship cases
- Represent the agency in Administrative Appeal hearings
- Organize and manage caseload in preparation for Court Hearings and Trial litigation
- Draft pleadings, motions, proposed orders and discovery
- Delegate to and provide support for legal support staff
- Draft appeals as required
- Participate on committees and teams within the agency as well as in the local community

Indiana Tech Law School, Fort Wayne, IN Assistant Dean for Law Student Affairs (August 2013 to June 2017) and Adjunct Professor of Law

- Managed and supervised Student Affairs and Law Student Organizations
- Externship Director/Professor/Supervisor
- Managed Law Student Affairs budget
- Title IX Investigator (Current ATIXA Certification 2015 to 1/20/2021)
- AQIP Category 2 Accreditation Writing Team for the University
- Strategic Planning Committee member, Diversity Committee Member and Curriculum Committee Member
- Indiana Tech University Charter Member of IT Governance Committee
- Indiana Tech University Charter Member of 403(b) Committee
- Responsible for academic counseling for students, reasonable accommodation counseling, overseeing student organizations, investigation of student complaints, implementation of all student events/activities, and career services counseling
- Investigated and advised regarding all student complaints and student misconduct (both academic and behavioral) from intake to disposition
- Conducted student recruitment
- Served as law school liaison to University housing, resources and community resources
- Conducted employer solicitation for student job placement, student externship placement, and student pro bono opportunities
- Developed, implemented, managed and supervised law school externship program and law student pro bono program
- Developed, implemented, and managed career services
- Participated on enrollment and recruitment planning team
- Participated in academic success program by teaching, conducting workshops, one-on-one tutoring, provide academic support to students identified as being academically at-risk and having low GPA
- Conducted career counseling for all law students and conducts career services workshops such as writing cover letters and resumes, interviewing techniques, and mock interviews

- Taught the following courses: Legal Foundations I (academic legal skills course), Professional Responsibility, and Externship Course

State of Indiana Government Employee

2008-2013

Office of Hearings and Appeals/Office of General Counsel

Indiana Family and Social Services Administration

Administrative Law Judge-Attorney

- Conducted fair and impartial hearings on appeal which fall under the jurisdiction of the Family and Social Services Administration. Hearings are conducted in accord with federal and state laws and regulations regarding the following program areas: Medicaid, Child care home and Child care center licensing, Food Stamp, TANF eligibility, Prior Authorization of Medical Services, Pre-Admission Screening Level of Care for Nursing Home Placement, Medicaid Waiver Services, and Medicaid Level of Care Services
- Drafted concise decisions for all hearings
- Conducted legal research

Indiana Department of Child Services, Fort Wayne, IN

Program Director-Child Welfare Services Coordinator – Regions 3,4,7

- Regional level liaison between the Department of Child Services (Management and Field Staff), contracted Service Providers, the Courts, and the public in order to effectuate and ensure compliance with the Department of Child Services(DCS) Service Standards and policy.
- Assisted in the statewide biennial contracting process for new contracts; conducted contract negotiations; and completed contract modifications
- Developed for three Regions (included a total of 18 separate counties) on a Biennial basis the Biennial Regional Strategic Services Plan (requirement of State Legislation since 2008) which includes the Child Protection Plan, the Service Array Plan, and the Regional Action Plan for each of the three regions.
- Conducted quarterly audits and maintained any corrective action follow up
- Assisted in the development and revision of DCS Service Standards
- Developed and conducted training and ongoing education to field staff and contracted providers regarding service expectations and protocol for statewide initiatives
- Participated in Casey Foundation Permanency Roundtables as the Service Expert on the Team
- Conducted research and developed internal policy and protocol for the Service Coordination and Service Outcomes Team
- Maintained working knowledge of Medicaid Rehabilitation Option Protocols, and State and Federal laws as they pertain to Child Welfare

Indiana Department of Child Services, Fort Wayne, IN

Family Case Manager

- Organize and manage CHINS (Child in Need of Services) abuse/neglect cases by providing planning and services to children and their families using a strength-based approach.
- Prepare and draft Court reports
- Investigate abuse and neglect cases
- Conduct Child and Family Team Meetings and Case Conferences and develop Case Plans
- Work closely with children, families, service providers, caregivers, Guardian Ad Litem, and the Court to reunify families and/or establish permanency for children that have been adjudicated CHINS
- Maintain working knowledge of the Indiana Juvenile Code
- Maintain working knowledge of Federal and State Statutes as they pertain to child welfare

Allstate Insurance Company, Indianapolis, IN
Litigation Services (2003 -2005)

- Researched case law
- Conducted discovery
- Reviewed and analyzed medical documents
- Drafted motions and briefs in preparation for litigation
- Provided client consultation

Christopher C. Myers and Associates, Fort Wayne, IN

Associate in Employment law firm (1999-2001)

- Managed over 100 active litigation files
- Conducted discovery
- Prepared motions and briefs
- Researched and conducted legal analysis in numerous areas of law including: employment discrimination claims (ADA, ADEA, Race, Sexual Harassment Claims), Section 1981 and 1983 claims and, workers compensation claims.
- Counseled and advised clients regarding employment discrimination claims, FMLA, personal injury claims, family law claims, and probate claims
- Trained support staff
- Prepared cases for Trial and Appeal
- Represented clients at hearings, depositions, and mediation

Lincoln National Life Insurance Company, Fort Wayne, IN

Compliance Consultant Regulations/Procedures/Training (1996-1998)

- Trained field office and home office employees on the principles of securities and investments, insurance and anti-trust law.
- Conducted compliance audits
- Developed and managed company compliance policy
- Wrote and developed, as part of a team, the Department's Annual Compliance Training Workshop
- Designed, coordinated, and edited the Department's quarterly newsletter
- Developed and maintained the Department's audit follow-up process
- Supervised support staff
- Researched state law and NASD regulation

Myers & Geiselman, Fort Wayne, IN

Employment law firm (1994-1996)

- Managed over 100 active litigation files
- Conducted discovery
- Prepared motions and briefs
- Researched and conducted legal analysis in numerous areas of law including: all employment discrimination claims (ADA, ADEA, Race, Sexual Harassment Claims), Section 1981 and 1983 claims, workers compensation claims, personal injury claims, domestic relations, and BRISA.
- Counseled and advised clients regarding employment discrimination claims, FMLA, personal injury claims, family law claims, and probate claims
- Trained support staff
- Prepared cases for trial and appeals

Dana Corporation-Spicer Axle Division, Syracuse, Indiana

Human Resources Benefits Administrator (1993-1994)

- Coordinated and maintained all hourly benefits in accord with the labor agreement including death and disability, health care insurance, wage increases, workers compensation, Dana's pension plan, Dana's stock program, service awards, tuition reimbursement, annual audiometric testing program, and FMLA requests

ONU Legal Clinic, Lima, Ohio

Legal Intern (1992)

- Conducted client interviews and counseled clients

- Conducted legal research in the areas of family law, and landlord/tenant law, social security, and probate law
- Prepared motions and complaints

TEACHING EXPERIENCE:

International Business College, Fort Wayne, IN
Paralegal Department Chair/Instructor (2016-2017)

- Responsible for monitoring and managing paralegal department student behavioral and academic conduct
- Updated course outlines and syllabus as needed
- Conducted all paralegal department course lectures including: legal research and writing, contracts, torts, criminal law, business law, legal ethics, commercial law, property, estate planning, real estate law, domestic relations, professionalism, and externship
- Responsible for externship placement of paralegal students

Indiana Tech Law School, Fort Wayne, IN
Adjunct Professor of Law (2013-2017)

- Externship Director/Supervisor and Professor
- Professional Responsibility
- Guest Lecturer for Professionalism Course
- Legal Foundations course and Academic Success/Support (Fall 2013 and Fall 2016)

ITT Technical Institute, Fort Wayne, IN
Adjunct Professor (2009 to 2010)

- Conduct lectures to students in the area of business law, bankruptcy law, and ethics
- Research and compile materials for student instruction
- Plan and develop course assignments, course lectures, course projects, classroom discussions and examinations
- Administer examinations
- Responsible for academic advising

PRESENTATIONS:

- **Indiana University Robert H. McKinney School of Law Video Panel Discussion – Conducting Court Hearings Virtually (October 2020)**
- **Moderator –Zonta Club International Women’s Day Program- Pledge for Parity (March 2016)**
- **Facilitator and Moderator – Panel Discussion Event “Hate Crimes- Tackling the Epidemic” (October 2015)**
- **Panelist for Zonta Club International of Fort Wayne-(March 2015) International Women’s Day Program - “Make it Happen: Celebrate Women’s Achievements Call for Greater Equality”**
- **Time Management Tips Workshop (August 2014)**
- **Internship/Externship Best Practices Workshop (April 2014)**
- **Successfully Writing a Law School Exam- Academic Success Program (February 2014)**
- **Interviewing Techniques (November 2013)**
- **Writing Cover Letters and Resumes Workshop (November 2013)**
- **IRAC Refresher Workshop– Academic Success Program (November 2013)**
- **Preparing for Your Summer Job Workshop (October 2013)**

BAR ADMISSIONS:

Supreme Court of Indiana	1997
United States District Court - Northern District of Indiana	1997
United States District Court – Southern District of Indiana	1997

EDUCATION:

B.A., Psychology, Michigan State University, East Lansing, MI 1989

JUDICIAL CLERKSHIP:

Genesee County Circuit Court, Flint, MI

Judicial Clerk for the Honorable Valdemar L. Washington (1993-1994)

- Conducted legal research and analysis for criminal and civil court cases
- Drafted judicial opinions
- Prepared the "Judges Column" which was published monthly in several local newspapers
- Maintained docket control and courtroom procedures
- Responded to all criminal and civil correspondence addressed to the Court
- Acted as liaison between the Court, attorneys, jurors, the media and the public

ACCOMPLISHMENTS and AFFILIATIONS:

- Fort Wayne Housing Authority Hearings Officer – Pro Bono
- Former President- Alpha Kappa Alpha Sorority, Inc. (served as President of local chapter for four terms and served on various committees at the Regional level)
- Former Executive Board Member of Fort Wayne Chapter NAACP
- Legal Redress Committee Chairperson - Fort Wayne Chapter of NAACP
- Member – Allen County Bar Association- Ethics Committee, Grievance Committee, Law School Liaison Committee
- Former Member Women's Leadership & Philanthropy Committee-Indiana Tech University
- Member – African/African American Historical Society, Fort Wayne, IN
- Developed and wrote Indiana Tech Law School Externship Program
- Developed and wrote Indiana Tech Law School Pro Bono Program
- Developed and drafted Indiana Tech Law School Career Services Manual
- Completed Mediation Training through ICLEF
- Completed Guardian *Ad Litem* Training through ICLEF
- Conducted training and development of employees for employers in both the legal and non-legal arena
- Developed and wrote (with a team) the Lincoln National Life Insurance Compliance
- Developed the Lincoln National Life Insurance Company Newsletter
- Developed policy, procedure and best practice for the Lincoln National Life Insurance Company's audit follow-up process
- Wrote several articles for the "Judges Column" published in local publications in Flint, Michigan
- United Way Volunteer
- Volunteered as tutor for students in grades K-12
- Completed several leadership and management courses
- **University Honors:** Dean's List Michigan State University, Phi Delta Phi-Honor Legal Fraternity, Ohio Northern University

REFERENCES

Available Upon Request

Job Details: Director for Academic Success, Law School

Southern University Law Center strives to create an environment that values and promotes diversity, an inclusive culture, and establishes a deep sense of belonging for each member of our community. The Law School believes that diversity, equity and inclusion are integral to the professional training of future lawyers, to the deeper understanding of law and legal institutions, and to the improved administration of justice.

Purpose:

The Director for Academic Success will promote the academic success of Southern University Law Center students in all cycles of the student experience, from matriculation, throughout law school, and through the bar exam. This newly created position presents an opportunity to conceptualize and build an academic skills program from the ground up. Reporting to the Associate Vice Chancellor for Academic Support, this position will join a collaborative team that partners on the many projects designed to support our student population.

Responsibilities

- Academic support and bar preparation programs: Develop, implement, and manage comprehensive programming for students; analyze their effectiveness, and make strategic recommendations for future programs. Research and implement the most current best practices for fostering academic success skills and bar exam success. Develop data-driven mechanisms for evaluating the academic success of students and program goals. Provide individual academic support and advising to students experiencing academic difficulty. Develop a comprehensive communication strategy for informing students about academic success resources, including implementing an Academic Success Center. Collaborate with individuals and departments across the Law Center who provide services to students experiencing academic difficulty. Act as a subject matter expert within the Law Center on student academic success.
- Student Services: Assist with the law school's academic advising program and counsel students regarding course selection and planning. Serve as a member of the Academic Support, Counseling and Bar Prep team, including providing support for orientation and exam.
- Implement data and prepare reports for the Office of Academic Support.

Required Qualifications

- A J.D. from an ABA-accredited law school and a record of academic and extracurricular success in law school.
- Ability to design, implement, and manage innovative programs.
- Advanced communication skills to communicate information clearly and effectively to internal and external audiences.

- Strong analytical and problem-solving skills.
- Demonstrated ability to work collaboratively with a diverse population of students, faculty, staff, and administrators.
- Ability to ensure and apply compliance with legal, financial, and university policies and external regulations.
- *Relevant education and experience may be substituted as appropriate.*

Preferred Qualifications

- Admission to a state bar.
- A minimum of five years' experience in law practice and/or law teaching with a focus on legal writing and analysis.
- Experience in academic support/skills programs at the law-school level.
- Familiarity with the subjects tested on and the Uniform Bar Exam.

Salary Range

\$103,500 + depending on qualifications

Working Conditions

- Typical office environment
- May need to work evenings and weekends during peak times
- Some amount of hybrid/teleworking may be permitted, pending supervisor approval

Required Materials

- Resume/CV
- 3 work references with their contact information; at least one reference should be from a supervisor
- Letter of interest

Retirement Plan Eligibility:

The retirement plan for this position is Teacher Retirement System of Louisiana (TRS), subject to the position being at least 20 hours per week and at least 135 days in length.

Background Checks:

A criminal history background check will be required for finalist(s) under consideration for this position.

Equal Opportunity Employer:

Southern University Law Center, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The Law Center is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender

expression, disability, religion, or veteran status in employment, educational programs and activities, and admissions.

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: Salary Adjustment for SULC Special Project/ Proctoring, effective, January 01, 2023.

EMPLOYEE DIRECT SUPERVISOR:	<u>Daily</u>
NUMBER OF EMPLOYEES SUPERVISED, (if any)	<u>Chancellor, John Pierre</u>
HR USE ONLY: STATUS (circle one):	<u>225</u>
	<input type="checkbox"/> EXEMPT <input type="checkbox"/> 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 I-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")	FO	

SEATTLE UNIVERSITY LAW CENTER
UNENCUMBERED / FUNDS AVAILABLE
DATE: 12/24/22
FO: 09/PM

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/Inc Positions (Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

CONTINGENT UPON AVAILABILITY OF FUNDS

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

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	7	7
-----------------	---	---	---	---	---	---

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

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

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

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

Profile of Person Recommended

Length of Employment 01/01/2023 To _____
 Effective Date 01/01/2023

Name Mary W. Johnson XXX-XX-1202 Sex F Race B
 (Last 4 digits only)

Position Title: Executive Assistant to the Chancellor Department: Law Center

Check One _____ *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	<u>39</u>	Southern University Experience	<u>7</u>
Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Raton Rouge):	Year:
	<u>BS</u>	<u>Southern University</u>	<u>2002</u>
	<u>MA Public Administration</u>	<u>Southern University</u>	<u>2004</u>
	<u>PhD. Public Policy</u>	<u>Southern University</u>	<u>2018</u>

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$123,400.00 Salary Budgeted \$142,400.00

Source of Funds General Appropriation

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

Change of: _____ From _____ To _____
 Position _____ Executive Ass't to Chancellor/Principal
 Status _____ Salary Adjustment
 Salary Adjustment 113,400 \$113,400.00 (\$10,000.00-\$123,400.00)

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
311001-31120-61002-36000	\$113,400.00
311001-31120-61002-36000	\$ 10,000.00
Total	\$ 123,400.00

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

*See Reverse Side

Graduate School signature (if applicable):

Supervisor: John K. Pierre 12/20/22 Date
 Vice Chancellor: John K. Pierre for Shawn Vance 12/20/22 Date
 Director/Personnel: _____ Date
 President: _____ Date
 Dean/Chl. Head: John K. Pierre 12/20/22 Date
 UIC for Finance & Admn.: John K. Pierre for Terry Hall 12/20/22 Date
 Chancellor: John K. Pierre 12/20/22 Date
 Vice President/Finance Business Affairs/Comptroller: Blanchard McCall _____ 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: COMMENTS: Salary adjustment for Mary Johnson, effective 01/01/2023.

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Chancellor, John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any) 130

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

SOUTHERN UNIVERSITY LAW CENTER
CODE _____ EXPIRES _____
ENCUMBERED / FUNDS AVAILABLE
US ID # _____
RA _____
DATE 12/20/22
JT 2:00/PM
ET _____
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/Pac/Uncl Positions (Civil Service Application for classified employees)
 - Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)
 - Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
 - Exemptions Survey Form (signed by employee and budget head)
 - Proposed Employee Appointment
 - Proposed Employee Clearance
 - Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

CONTINGENT UPON AVAILABILITY OF FUNDS

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

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

Profile of Person Recommended

Length of Employment 01/01/2023 To _____
 Effective Date 01/01/2023

Name Chiquita Kado XXX-XX-4391 Sex F Race* B
(Last 4 digits only)

Position Title: Coordinator of Records Department: Law Center-Institutional Support

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

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

Years Experience 16 Southern University Experience 6

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>M.B.</u>	<u>Prairie View A&M College</u>	<u>2017</u>
	<u>B.S.</u>	<u>Southern University A&M College</u>	<u>2000</u>

Current Employer Southern University Law Center

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) SULC Special Project/Proctoring

Recommended Salary \$66,000.00 Salary Budgeted \$66,000.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-33010-61002-35000
 Form Code: BOR10 Page 1 Item # 1

Change of: From To
 Position Coordinator of Records
 Status SULC Special Project/Proctoring
 Salary Adjustment \$63,000.00 \$63,000.00+\$3,000.00.00 = \$66,000.00

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
311001-33010-61002-35000	\$63,000.00
311001-33010-61002-35000	\$ 3,000.00
Total	\$66,000.00

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

John K. Pierre for Latonya Wright 12/20/22 John K. Pierre 12/20/22
 Supervisor Date N/A for Fin. and Administration Date
John K. Pierre for Shauna Vance 12/20/22 John K. Pierre 12/20/22
 Vice Chancellor Date Chancellor Date
John K. Pierre _____
 Director/Personnel Date Vice President/Finance Date
 President Date Business Affairs/Comptroller Date
 Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Salary Adjustment for SULC Special Project/ Proctoring, effective, January 01, 2023.

EMPLOYEE DIRECT SUPERVISOR: Daily
Chancellor, John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any) 225

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, 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")	FO	

BY: [Signature] DATE: 12/20/22

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9284

BATON ROUGE, LOUISIANA 70813-9284

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

December 15, 2022

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

RE: Joint appointment of Peter Kochenburger between the Southern University Law Center and the Southern University and A&M University College of Business to facilitate the creation of an Insurance and Risk Management Degree Program

Dear President Shields:

On October 19, 2022, the Alliant Insurance Foundation awarded a grant of \$1,330,000 over a 3-year period for the creation of a degree program in insurance and risk management at the Southern University and A&M College of Business. Based upon conversations with Dr. Donald Andrews, Dean of the College of Business and various stakeholders, the Southern University Law Center has agreed to supplement the grant with resources from the Law Center.

The Law Center has been fortunate to secure the services of Peter Kochenburger who has previously served as the Executive Director of the Insurance Law, LLM Programs and Deputy Director of the Insurance Law Center at the University of Connecticut School of Law.

Kochenburger currently serves on the Federal Advisory Committee of Insurance at the Treasury Department, the Insurance Policy Advisory Committees at the Federal Reserve, the New York Department of Financial Services Consumer Protection Task Force, and the Connecticut Insurance Department's Advisory Council on Regulation. Since the Law Center has a dual degree JD/MBA program with the College of Business, and because Law Center alums hold C-Suite positions in the insurance industry, it would be feasible for the Law Center to request that Kochenburger be granted a historic joint appointment by the Southern University System Board of Supervisors. The salary and benefits for Kochenburger would be paid from the Law Center's resources. Currently, Kochenburger is paid \$117,000 by the Law Center as a visiting professor.

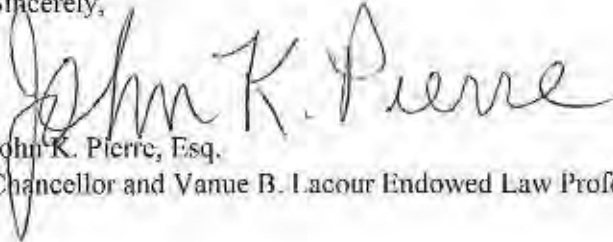
The Law Center proposes to pay Kochenburger \$155,000 effective January 1, 2022, out of its budget to facilitate a 12-month in-kind match to the Alliant contribution. As part of the joint appointment,

Kochenburger would serve as the managing fellow of the Insurance Law and Policy Institute created by the Law Center and approved by the Southern University Board of Supervisors. As a Managing Fellow, Kochenburger would work collaboratively with the College of Business to create a curriculum, seek additional resources, and create professional development symposiums and programs for insurance professionals to generate revenue for the institute. The CV for Peter Kochenburger is attached for your review.

I am hereby requesting that this proposal and request be placed on the Board's agenda for review, discussion and approval at their January 6, 2023, board meeting.

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

Sincerely,



John K. Pierre, Esq.

Chancellor and Vanue B. Lacour Endowed Law Professor

APPROVED: _____

Dennis K. Shields
President/Chancellor

JOB CLASS 3	8	0	4	0
JOB CODE	1			
CAL ID	M			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

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

Profile of Person Recommended

Length of Employment 01/01/2023 To _____
 Effective Date 01/01/2023

Name Peter R. Koehnburger SS# XXX-XX-0214 Sex M Race* W
(Last 4 digits only)

Position Title: Managing Fellow Department: Law Center - Instruction

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

--	--	--

X New Position Expiration Date: _____

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

Years Experience 36 Southern University Experience 0

Degree(s): Type/Discipline (BA-Education): J.D. Institution/Location (SU-Baton Rouge): Harvard Law School Year: 1986
B.A. Yale University 1982

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$ 155,000.00 Salary Budgeted \$ 155,000.00

Source of Funds General Appropriation

Identify Budget: State _____ Location 311001-32020-61002-31000
 Form Code: BOR10 Page 1 Item # 1

Change of: _____
 Position Visiting Professor From _____ To Managing Fellow
 Status _____
 Salary Adjustment \$117,000.00 \$155,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
311001-32020-61002-31000	\$155,000.00

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor: John K. Pierre 12/20/23 Date
 Vice Chancellor: John K. Pierre for Shawn Vance 12/20/23 Date
 Director/Personnel: _____ Date
 President: _____ Date
 Dean/Unit Head: John K. Pierre 12/20/23 Date
 V/C for Finance & Adm.: John K. Pierre 12/20/23 Date
 Chancellor: John K. Pierre 12/20/23 Date
 Vice President/Finance: Shawn Vance Date
 Business Affairs/Comptroller: _____ Date
 Chairman/S.U. Board of Supervisors: _____ Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

White, not of Hispanic origin. A person having origins in any of the original peoples 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: Joint appointment of Peter Kochenburger between the Southern University Law Center and the Southern University and A&M University of Business to facilitate the creation of an Insurance and Risk Management Degree Program.

EMPLOYEE REGULAR WORK SCHEDULE: Daily
EMPLOYEE DIRECT SUPERVISOR: V/C Shawn Vance
NUMBER OF EMPLOYEES SUPERVISED, (if any) 100
HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	12/20/22
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	FO	PM

**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)

CONTINGENT UPON AVAILABILITY OF FUNDS

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Managing Fellow AS DESCRIBED BELOW
Chancellor's Office

(Department or Unit)

- | | | |
|--|--|--|
| <input type="checkbox"/> Replacement | <input checked="" type="checkbox"/> New Position | <input checked="" type="checkbox"/> Unclassified |
| <input type="checkbox"/> Civil Service | <input type="checkbox"/> Temporary | <input type="checkbox"/> Faculty |
| <input type="checkbox"/> Tenured | <input type="checkbox"/> Probationary (For Faculty this is same as tenure track) | |

- Source of Funds
- State
 - Grant -in-Aid
 - System Revenue
 - Agency Fund State

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Managing Fellow for the Insurance Law and Policy Institute will lead the institute in its efforts to attract resources so that the institute can develop boot camps, symposiums, continuing education programs, workshops for insurance professionals, and students. The Managing Fellow when feasible will lead the institute in developing research projects, and policy positions on important industry regulatory and compliance issues, as well as providing advisor services to assist the insurance industry address diversity, equity, and including issues affecting the industry.

Salary/Range: \$150,000 - 160,000

Previous Incumbent (if replacement):

Approved Disapproved

John K. Pierre
 Department Head

12/19/22
 Date

Approved Disapproved

Berry R. Hall
 Dean/Director/Supervisor of Budget Unit

12/19/22
 Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>JMG</u> Signature	<u>12/19/22</u> Date
Budget Number <u>311001-32020-61002-31000</u>	

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Employee Class:		Job Class:	
Verified By:			Date:

Approved Disapproved

John K. Pierre for Shaw
 Vice Chancellor

12/19/22
 Date

Approved Disapproved

John K. Pierre
 Chancellor/Vice President

12/19/22
 Date

Approved Disapproved

President

Date

An Equal Opportunity Employer



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

Faculty Joint Appointment for JD/MBA Dual Degree Program between Southern University College of Business Business Job Description

The joint faculty appointment between the Southern University Law Center and the Southern University College of Business is being created to facilitate the appointment of an individual who possesses an earned Juris Doctor Degree from an ABA accredited law school that has ten or more years of experience in the insurance industry. The joint faculty appointee must also have ten or more years of academic experience teaching insurance law and have research interest and publications in insurance law, regulation, and/or compliance.

The incumbent will teach insurance law, regulation and/or compliance courses offered by the Southern University Law Center for academic and non-academic credit and/or the Southern University College of Business. The incumbent will work collaboratively to help develop a curriculum for an insurance/risk management degree program, certificates, and other insurance industry specializations at the Southern University College of Business and develop and teach continuing education courses in insurance, as well as boot camps, workshops, and symposiums.

The joint appointment incumbent will also serve as a Managing Fellow for the Insurance Law and Policy Institute at the Southern University Law Center.



SOUTHERN UNIVERSITY LAW CENTER

281 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70818-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

Insurance Law and Policy Institute Managing Fellow Job Description

The position of Managing Fellow for the Insurance Law and Policy Institute requires the incumbent to have a Juris Doctor Degree from an ABA accredited law school. In addition, the Managing Fellow should have 10-years or more experience in the insurance industry.

The Managing Fellow will lead the institute in its efforts to attract resources to the institute so that the institute can develop boot camps, symposiums, continuing education programs, and workshops for insurance professionals, and students. The Managing Fellow, when feasible will lead the institute in developing research projects and policy positions on important industry regulatory and compliance issues, as well as providing advisory services to help the insurance industry address diversity, equity, and inclusion issues affecting the industry.

The Managing Fellow will work collaboratively with the Office of Innovation and Strategic Partnerships and Initiatives, the Dean of the College of Business at Southern University, to form public/private partnerships to further the development of insurance and risk management degree programs, specializations, and certificates in insurance and risk management within the constituent institutions of the Southern University System.

PETER R. KOCHENBURGER

CAREER PROFILE

Serve as Executive Director of the Insurance Law LL.M. Program and Deputy Director of the Insurance Law Center at the University of Connecticut School of Law; responsibilities include directing the daily operations of the Insurance Law Center and LL.M. program, teaching insurance related courses, expanding the insurance law program within the U.S. and internationally, and advising international and graduate students. Previous legal work in the private and public sectors with extensive experience in defense and plaintiffs' litigation, administrative/regulatory law, and public affairs work in insurance, financial services, and consumer protection. Work as the actual or de facto project leader in drafting regulations, comprehensive academic studies, obtaining approval for new academic degree programs, developing training programs for domestic and foreign government agencies, and coordinating and leading consumer advocacy to the NAIC, Federal Insurance Office, and other insurance-related bodies.

Currently serving on the Federal Advisory Committee on Insurance at the Treasury Department, the Insurance Policy Advisory Committee at the Federal Reserve, the New York Department of Financial Services' Consumer Protection Task Force, and the Connecticut Insurance Department's Advisory Council on Regulation. Appointed as a funded consumer representative to the National Association of Insurance Commissioners since 2010 and a consumer stakeholder at the International Association of Insurance Supervisors since 2013. Drafted many insurance-related policy and briefing papers for the Attorney General of Iowa, C-suite executives at Travelers, and deans at the UConn School of Law, and provided my own written testimony to legislative and regulatory bodies such as the NAIC, the International Association of Insurance Supervisors, the National Council of Insurance Legislators, and at numerous academic conferences.

Elected to the American Law Institute in 2013. Expert witness and consultant to government agencies, nonprofit organizations, policyholders, and insurers; testified before Congressional subcommittee on international regulatory efforts and consumer protection, participated in various meetings at Treasury and the Federal Insurance Office, and advocate frequently before the National Association of Insurance Commissioners. Speaker at various academic symposiums, the Connecticut and New York City Bar Associations, and continuing legal education programs for government lawyers, various trade and professional associations, and consumer groups. Participated and helped organize insurance law programs in China, Holland, Italy, Serbia, Taiwan, and the United Kingdom.

Admitted to Connecticut and Massachusetts Bars

EDUCATION

Juris Doctorate, *graduated cum laude* • HARVARD LAW SCHOOL, Cambridge, MA, 1986
Bachelor of Arts in History, *graduated cum laude* • YALE UNIVERSITY, New Haven, CT,
McClintock Award for senior essay in American History

PROFESSIONAL EXPERIENCE

UNIVERSITY OF CONNECTICUT SCHOOL OF LAW, Hartford, CT 4/2004 to present
Executive Director of the Insurance Law LL.M. Program
Deputy Director of the Insurance Law Center
Associate Clinical Professor of Law
Director of Graduate Programs (3/2004 – 8/2015)

Teach and develop insurance law courses and manage the daily operation, budget, and expansion of the Insurance Law Center, which offers the premier LL.M. in Insurance Law in the United States and is the major center in the country for the study of insurance, law, and risk. Work with law firms, insurance companies, regulators, academic institutions, and consumer groups to enhance the Insurance Center's mission and programs.

Organize and participate in numerous insurance-related seminars, including NAIC meetings, bar conferences, continuing education programs at various professional associations, and academic symposiums. Serve as consultant to media, government agencies, policyholders, insurers, and the media, and selected as a funded Consumer Representative at the National Association of Insurance Commissioners since 2010. Developed and taught Liability Insurance as the School's first online course. As Director of Graduate Programs from 2004 -2015, recruited, advised, and taught international lawyers for the Law School's LL.M. program in United States Legal Studies. Coordinate efforts to expand the program, including developing relationships with various foundations and foreign law schools.

Selected Accomplishments:

- Oversee day-to-day management of the Insurance Law Center, including coordinating a curriculum of over 18 insurance law related courses a year, advising LL.M. and J.D. students, program expansion and public relations, website design, finances, budgeting, and staffing. Create new relationships with state insurance departments and externship opportunities for our students at various insurance companies and law firms. Work with insurance regulators in developing countries to send their attorneys to the School's LL.M. program.
- Organized symposiums on international insurance regulation, the ALI's Restatement of Law Liability Insurance, healthcare finance reform, insurance and climate change, and several joint forums with Renmin Law School in Beijing on insurance for environmental risks, cyber insurance, and insurance and climate change. Frequent speaker at academic, bar associations and other professional conferences in the U.S; internationally have lectured or been a panelist at the Renmin Law School, the University of International Business and Economics in Beijing, Xiamen University, the Fudan-Pacific Institute of Finance in Shanghai, the Catholic University of Milan, the Taiwan Insurance Law Association, and the International Association of Insurance Law meetings in Serbia and the UK.
- Have taught Principles of Insurance, Liability Insurance, Comparative Insurance Regulation, Consumer Protection Law and Workers' Compensation Law, and co-taught a class in Reinsurance Law.
- Oversaw creation of the Law School's S.J.D. (Doctor of Science of Law) degree program; development of proposal through approval by the University Board of Trustees, licensing and accreditation from the State Board of Regents, and ABA Acquiescence (2010-2012).

- Developed and teach the first academic course taught at a U.S. law school on comparative insurance regulation, focusing on the European Union, U.S., and Chinese insurance regulation, with faculty and students from all three regions.
- Created Law School's first online course and one of the first online law school classes in the country that combines legal education with the most current research on student centered learning and assessment and achievement. Course emphasized numerous written exercises and detailed discussion of case law in twelve different liability insurance areas. Helped design and teach similar courses in Reinsurance and Surety.
- Directed successful effort to rebuild LL.M. program for foreign lawyers by revamping educational program, marketing, and student services. Developed School's relationships with various government grant programs such as the Muskie Program and USAID, as well as the Saudi Arabian Cultural Mission, resulting in additional international lawyers attending the Law School on government scholarships. Served as Director of Graduate Programs from 2004 - 2015.
- University service includes teaching the required freshmen honors course to pre-law students, participating as the Law School's representative on the University President's Committee on Corporate Social Responsibility from 2006-2009, the Provost's 2009 Task Force on Online Education, and the 2010 International Executive Committee.

TRAVELERS PROPERTY CASUALTY, Hartford, CT	1993 to 3/2004
<i>Counsel – Travelers Property Casualty</i>	1995 to 3/2004
<i>Counsel & Legislative Director for Government Affairs – Travelers/Citigroup</i>	1998 to 2002
<i>Associate Counsel – Travelers</i>	1993 to 1995

Provided analysis, strategic direction, and guidance in legal, political, and regulatory issues. Managed a diverse range of complex litigation activities nationwide related to company's entire product line (including workers' compensation and liability insurance) – more than 50% of cases with \$1+ million exposure. Directed and mentored junior attorney. Hired and supervised outside counsel, including motions, discovery, briefing and settlements. Represented company in settlement conferences, negotiations, and trials. Previously directed legislative and regulatory affairs in 23 states, working closely with state officials, lobbyists, and trade associations. Drafted proposed legislation, testified at public hearings, and participated in regulatory proceedings. Implemented corporate business plans by retaining and directing local attorneys and lobbyists.

Selected Accomplishments:

- **Selected to take charge of and manage coverage and bad faith docket for Travelers' subsidiary (Minnesota-based Northland insurance specializing in surplus lines/specialty/trucking).** Established and maintained excellent working relationships with newly acquired subsidiary. Triaged cases and coordinated transition/integration of litigation within the Travelers' system of a company that had operated independently for 50 years. Won several summary judgment cases related to trucking issues as well as in a coverage/bad faith claim with exposure in excess of \$25 million, through redirecting our litigation strategy and retaining new outside counsel. Obtained \$8,000,000 verdict against another carrier in an excess verdict/bad faith matter while serving as an outside legal consultant to Travelers.
- **Directed significant litigation, including major antitrust and class action suits.** Coordinated amicus support/strategy and won landmark case before the Kentucky Supreme Court involving workers' compensation

- **Led Travelers' legal and political efforts in Nevada** as it opened its workers' compensation system to private competition.
- **Significant contributor to development of legal and political strategy regarding OSHA's proposed Ergonomics Standard** – which would have severely disrupted workers' compensation systems nationwide, according to industry opinion.
- **Spearheaded government affairs and litigation activities in Alabama**, then considered the most hazardous state in the country for corporate defendants. Quickly resolved multimillion-dollar exposure cases with favorable settlements. Formulated and executed company's political strategy for 2000 Alabama Judicial races. At the Alabama Supreme Court, overturned \$4 million trial court judgment against Travelers.
- **Managed all major bad faith cases involving workers' compensation.** Developed favorable case law nationwide and established federal circuit court precedent for removal of such cases to federal court. Won numerous cases on summary judgment.
- **Administered all advertising injury coverage cases.** Developed and expanded case law in the federal circuit courts denying coverage for trademark infringement under commercial general liability insurance policies.
- **Other results:** Recognized as an internal expert on political and legal developments related to California workers' compensation and tort reform issues. Led efforts to defeat Florida legislation requiring insurers to cover certain environmental hazards in excess of industry standards. Passed legislation in Arizona expanding use of workers' compensation deductible policies among large employers.

IOWA DEPARTMENT OF JUSTICE, Consumer Protection Division, Des Moines, IA
1988 to 1993

Assistant Attorney General & Deputy Administrator of the Iowa Consumer Credit Code

Enforced a comprehensive regulatory system protecting consumers in credit transactions. Investigated and prosecuted cases involving consumer fraud, financial investment schemes, consumer credit and credit insurance. Conducted rule making on consumer issues and counseled governmental agencies and private parties on consumer credit law. Advised on federal and state legislative consumer credit proposals. Collaborated with state and federal agencies such as the FTC, FRB, other state attorneys' general offices and the state banking division.

Selected Accomplishments:

- **In a case of nationwide significance, successfully represented State of Iowa in litigation with Citibank,** resulting in company's agreement to abide by Iowa consumer lending laws.
- **Directed amicus litigation for 27 states against consumer lending institutions,** involving the exportation of credit card terms in violation of state law. Authored amicus brief to U.S. Supreme Court on behalf of the states.
- **Participated in and led multi-state enforcement activities** such as litigation against mortgage lenders for violations of mortgage escrow requirements.
- **Drafted and promulgated consumer protection regulations governing credit insurance** and other regulations permitting the Department of Justice to collect hundreds of thousands of dollars in fees each year from consumer creditors. Organized initial notification and collection efforts.

HARVARD LAW SCHOOL, Cambridge, MA

1986 to 1988

Special Assistant to the Dean (1986-1988) / Associate Director of Student Services (1987-1988)

Authored paper on legal demographics used in first year law classes. Researched and wrote on the Iran/Contra affair, Congressional ethics, and international terrorism. Reviewed academic and professional opportunities for law students on Dean's behalf. As Associate Director of Student Services, administered numerous student service activities and coordinated programs expanding public interest law opportunities.

- **Teaching Fellow at Harvard Graduate School of Education in 1987**, As Teaching Assistant, taught sessions on legal analysis for college administrators in a graduate course in higher education and the law.

ADDITIONAL PROFESSIONAL ACTIVITIES & LEADERSHIP

National Association of Insurance Commissioners

- Selected as a NAIC funded Consumer Representative each year since 2010. Represent and advocate for consumer interests before the NAIC, with a focus on state insurance regulation and the Federal Insurance Office, regulation of personal lines policies, the use of Big Data in underwriting and claims handling, international regulatory cooperation, and consumer protection. Successfully lobbied for consumer participation program at the International Association of Insurance Supervisors and led effort to establish initial NAIC funding for this program. Invited speaker at the 2013 NAIC Commissioners Conference and have conducted training sessions for state insurance department regulators and insurance supervisors from other countries.

Other Advisory Bodies

- Federal Reserve Board: Insurance Policy Advisory Committee, appointed to three-year term starting January 2022.
- U.S. Department of Treasury: Federal Advisory Committee on Insurance (Federal Insurance Office), appointed February 2020 for three-year term.
- New York Department of Financial Services' Consumer Protection Task Force, new entity - appointed December 2019.
- Connecticut Insurance Department's Advisory Council on Regulation, new entity - appointed November 2019.

International Association of Insurance Supervisors

- Led efforts to create first consumer participation movement in the organization, serve as a consumer stakeholder, 2013 to present. Moderated debates on Solvency II (2012 IAIS annual meeting and 2015 NAIC International Insurance Forum), served on multiple panels at 2017 Global Seminar, and held numerous meetings with IAIS leadership on consumer participation.

Expert Witness and Consultant

- Serve as expert witness and advise law firms, policyholders, state agencies, and insurance companies on insurance regulatory, coverage, and bad faith issues. Work with media throughout the country on various insurance-related news articles and quoted in the New York Times, Bloomberg News, CNBC, AP, International Business Times, Money Magazine, The Guardian, Reuters, Boston Herald, The New Yorker, National Underwriter, AM Best, SNL Financial, Insurance Business Magazine, Insurance Business Journal, The Trace, NPR, Hearst

News, New York Law Journal, Scientific America, Sacramento Bee, Hartford Courant, Des Moines Register, Bankrate, and other papers and media.

Examples:

- Expert witness for New York Department of Financial Services and Attorney General's Office in litigation with the National Rifle Association, Spring 2019.
- Expert witness for Pennsylvania State University in insurance coverage litigation arising out of the Sandusky sexual abuse claims, 2015-2016.
- Retained by the Federal Trade Commission to work with Professor Patricia McCoy to develop and implement a new training program on consumer credit issues for the Division of Financial Practices, 2008.
- Co-authored 10-state survey of liability issues associated with the Safe Routes to School Program, sponsored by the Public Health Law and Policy association, 2011-2012.

The American Law Institute

- Elected in October 2013. Served in the Member Consultative Group for the Restatement of the Law of Liability Insurance project. Currently in the Member Consultative Groups for the Consumer Contracts and Data Economy projects.

American Bar Association

- Associate Editor, Tort Trial & Insurance Practice Law Journal, 2009 to present.

Connecticut Bar Association

- Executive Committee, Insurance Law Section, 2011 to present.

Municipal Government

- **Councilor, Mansfield Town Council.** Elected in fall 2009, 2011, 2013, 2015, 2017 and 2019 to serve on the 9-member governing body for the Town of Mansfield, Connecticut. Responsible for \$55 million budget. Currently chair Finance Subcommittee.
- **Commissioner, Mansfield Planning & Zoning Commission/Inland Wetland Agency.** Elected in 1999 as a member of town planning and zoning agency. Review and regulate proposed commercial, university and residential development. Served until fall 2009, when elected to the Town Council.

Patrons Group

- Elected in May 2007 as a Director of Patrons Group, a property-casualty insurer located in Connecticut. Also served on Corporate Governance Committee. Helped lead successful affiliation with State Auto in fall 2007 and served on Patrons Advisory Council until its dissolution at the end of 2013.

U.S. State Department - Muskie Program

- Served as evaluator for applications to the Muskie Program, a federally funded scholarship program that brings students from former Soviet Republics to the U.S. to earn a graduate degree. In January 2009 traveled to Moscow on Program's behalf to interview applicants and similar trip in February 2006 to Kiev, Ukraine.

Adjunct Professor, University of Connecticut School of Law, spring 2002 and 2003

- Taught workers' compensation course to J.D. and LL.M. students.

Lecturer in Law, Drake University Law School, fall 1990

- Taught consumer protection law to second- and third-year law students; subjects included FTC enforcement, state consumer fraud statutes and Truth-in-Lending.

President of the American Conference of Uniform Consumer Credit Code States, 1991 to 1992

- Association of state officials who enforce and administer the Consumer Credit Code.

Twitter: @PKochenburger

**Peter Kochenburger
Publications**

Books

- THE "DEMATERIALIZED" INSURANCE: DISTANCE SELLING AND CYBER RISKS FROM AN INTERNATIONAL PERSPECTIVE (Peter Kochenburger, Pierpaolo Marano & Ioannis Rokas eds., 2016)

Law Review Articles and Book Chapters

- Aviva Abramovsky & Peter Kochenburger, *Transparency and the Insurance Contract in the United States*, in 2 TRANSPARENCY IN INSURANCE LAW AND REGULATION 683 (Pierpaolo Marano & Kyriaki Noussia eds., 2020)
- Aviva Abramovsky & Peter Kochenburger, *Insurance Online: Regulation and Consumer Protection in a Cyber World*, in THE "DEMATERIALIZED" INSURANCE 117 (Peter Kochenburger, Pierpaolo Marano & Ioannis Rokas eds., 2016)
- Peter Kochenburger, *Liability Insurance and Gun Violence*, 46 CONN. L. REV. 1265 (2014)
http://opencommons.uconn.edu/law_papers/226
- Peter Kochenburger & Joseph MacDougald, *Insurance and Climate Change*, 47 J. MARSHALL L. REV. 101 (2013)
http://opencommons.uconn.edu/law_papers/475
- Peter Kochenburger & Patrick Salve, *An Introduction to Insurance Regulation*, in RESEARCH HANDBOOK ON INTERNATIONAL INSURANCE LAW AND REGULATION 221 (Julian Burling & Kevin Lazarus eds., 2012) (updated edition will come out in late 2022).
- Peter Kochenburger, *The Language Matters: Regulation of Insurance Policy Terms and Conditions*, in CHALLENGES IN HARMONIZATION OF THE SERBIAN INSURANCE LAW WITH THE EUROPEAN (EU) INSURANCE LAW (Association for Insurance Law of Serbia, April 2012).
- Amy Bach & Peter Kochenburger, *Insurance Consumer Protection Efforts by Government Regulators: Evolving under Scrutiny*, 13 N.Y. ST. B.A. GOV'T L. & POL'Y J. 16 (2011)
- Peter Kochenburger, Richean Zhiyan Li & Pierpaolo Marano, *Conflict of Interest of Insurance Brokers*, 2010 EUR. INSUR. L. REV. 21 (2010)

Articles

- Peter Kochenburger, *The Insurance Industry's Growing Potential Role in Gun Safety*, Law360 (May 14, 2022).
- Peter Kochenburger & Jeffrey Stempel, *How Sonic Boom Risk Informs 'Physical Loss' For COVID Era*, Law360 (April 5, 2022).
- Peter Kochenburger, Opinion, *Arbitration? No thanks*, Insurance Business America Magazine, July 9, 2018, at 9.
- Peter Kochenburger, Opinion, *The Dangers of Big Data*, Insurance Business America, Insurance Business America Magazine, March 2017, at 21.
- Peter Kochenburger, Opinion, *Gun Liability Insurance, Too Important Not to Try*, Insurance Business America, July 23, 2015, at 21.
- Peter Kochenburger, *Flood Insurance Reform and Modernization*, INSURANCE REGULATION COMMITTEE, A.B.A. SEC. TORT TRIAL & INS. PRAC. (Winter 2013).
- Peter Kochenburger, *Federal Insurance Office*, INSURANCE REGULATION COMMITTEE, A.B.A. SEC. TORT TRIAL & INS. PRAC. (Summer 2011).
- Peter Kochenburger, *Tone Deaf When Filed – The 2009 Optional Federal Charter Bill*, INSURANCE REGULATION COMMITTEE, A.B.A. SEC. TORT TRIAL & INS. PRAC. (Summer 2009).
- Peter Kochenburger, *Connecticut Supreme Court Rules on Bad Faith Jurisdiction, DeOliveira v. Liberty Mutual*, 870 A.2d 1066 (Conn. 2005), WORKERS COMPENSATION AND EMPLOYERS' LIABILITY LAW COMMITTEE, A.B.A. SEC. TORT TRIAL & INS. PRAC. (Winter 2005).

Peter Kochenburger
Selected Presentations: 2012 – March 2022

- Unfair Discrimination - How will new legislation in Colorado influence the industry approach to potential bias in insurance? Casualty Actuarial Society Rate Making, Product, and Modeling seminar, (March 16, 2022, virtual), speaker.
- "Cyber Insurance – Risks v. Reality," ABA Insurance Coverage Litigation Committee mid-year program, Phoenix, AZ (February 24, 2022), panelist.
- "The National Association of Insurance Commissioners' Insurance Data Security Model Law," ABA Insurance Regulation Committee webinar (January 24, 2022, recorded in September 2021), panelist.
- Presentation to the Michigan Department of Insurance and Financial Services on Diversity, Equity, and Inclusion (November 22, 2021, virtual), co-presenter.
- "Big Data, Predictive Analytics, and the Insurance Promise: the uses of AI in the Claims Adjustment and Fraud Detection Processes," (October 6, 2021) Third International Insurance Congress, Comillas Pontifical University, Madrid (virtual), speaker.
- "Claim Optimization and the Insurance Promise," presentation at the summer 2021 National Association of Insurance Commissioners national meeting, Market Regulation and Consumer Affairs Committee, Columbus, Ohio (August 16, 2021).
- "Use of Zip Code, Education, and Occupation as Rating Factors ... in Insurance Underwriting," National Council of Insurance Legislators' interim meeting (June 18, 2021, virtual), panelist.
- "Innovation – Forecasting the Future of AI and Big Data," National Association of Insurance Commissioners' International Insurance Forum, (May 25, 2021, virtual) panelist.
- "Insurer's use of Criminal History Information," presentation at the National Council of Insurance Legislators' spring meeting (April 15, 2021, virtual).
- "The Role of Law and Government in Cyber Insurance Markets," conference jointly sponsored by the Insurance Law Center and University of Minnesota Law School (March 12, 2021, virtual), moderator, host co-chair.
- AM Best TV webinar on COVID-19 Litigation (December 15, 2020), panelist.
- "Insurers' Use of Criminal History Information," presentation at the fall 2020 National Association of Insurance Commissioners national meeting (December 3, 2020, virtual).
- "Federalization of Insurance? The Federal Insurance Office," ABA Insurance Regulation Committee webinar (November 18, 2020), panelist.
- American College of Coverage Counsel, COVID-19 Liability Issues webinar (November 12, 2020, virtual), moderator and co-organizer.
- "Constitutional Issues: Power of Receivership Courts," International Association of Insurance Receivers, Webinar (October 13, 2020, virtual), panelist.
- "All In on AI? A New Study Decoding the Mysteries of AI in Insurance Fraud," Coalition Against Insurance Fraud Webinar (September 30, 2020, virtual), panelist.
- "Navigating Opportunities and Risks Presented by Artificial Intelligence," Connecticut Legal Conference, CBA Webinar (September 15, 2020, virtual), panelist (and organizer) for session on regulatory issues related to AI.
- "Act of God Exclusions and Coverage for COVID-19 Business Interruption Claims," The Chartered Institute of Arbitrators (July 15, 2020, virtual), advocate for insurer in mock oral argument before a panel of former insurance commissioners.
- "AI and InsurTech: Savvy Solutions or Bots Behaving Badly?" ABA Insurance Coverage Litigation Committee Seminar, Tucson, AZ (March 5, 2020), panelist/moderator.

- "Future of Insurance Regulation," at Casualty Actuaries of New England fall meeting, Worcester, MA (October 11, 2019), one of two panelists.
- "Insurance Regulation in the United States," Hartford, CT (September 16-17, 2019), Organized and led extensive two-day training session for insurance regulators from the China Banking and Insurance Regulatory Commission, taught introductory session. This is the second training session we have held for the Commission.
- The Center for Insurance Policy and Research, "Demystify the use of Artificial Intelligence in Insurance," (August 5, 2019) (NAIC's summer 2019 meeting in NYC), panelist.
- AM Best TV show (and webinar) on drones, aerial data-gathering, and insurance (July 16, 2019), panelist.
- Connecticut Bar Association's annual Legal Conference, Hartford CT (June 10, 2019), discussed pet insurance on animal law panel.
- International Association of Insurance Supervisors Market Conduct Working Group, Amsterdam (May 27, 2019), invited presenter on insurer use of personal consumer information. Only academic participating.
- "The ALI's Restatement of Law, Liability Insurance – Was the World Turned Upside Down?" Hartford, CT (April 5, 2019), Conference Chair and moderator, sponsored by the Insurance Law Center/UConn Law School, the Connecticut Bar Association's Insurance Law Center, and Rutgers Law School Center for Risk and Responsibility.
- "Putting Humans in the AV Driver's Seat, Autonomous Vehicles – People, Policy & Law," Storrs CT (April 1, 2019), organized and moderated panel on autonomous vehicles and insurers for this multi-disciplinary conference organized by UConn's Transportation Technology & Society Research Group (member).
- "The Protection Gap in Property Insurance," Rutgers Center for Risk and Responsibility, Camden NJ (March 29, 2019), presentation on intentional act exclusions.
- "The Regulatory Response to InsurTech," Boston, MA (March 26, 2019) Casualty Actuarial Society seminar, organized and participated in regulatory discussion.
- AM Best TV, Gun Violence and Insurance: panelist and separately interviewed on this topic (filmed August 2018 and released in October and December 2018), <http://www.ambest.com/video/video.aspx?s=1&rc=kochenburger119>.
- "From Intentional Harm to Negligent Conduct," presentation on the expansion of intentional act exclusions in liability insurance, National Association of Insurance Commissioners fall national meeting, San Francisco, CA (November 17, 2018)
- "Big Data, Insurance & Consumer Protection," The First Asia-Pacific Permanent Forum on Insurance Law, hosted by Xiamen University, China (November 10, 2018), UConn Law School is the founding U.S. member of this Forum.
- "Introduction to Insurance Regulation in the United States," National Chengchi University, Taiwan (November 6, 2018).
- Fifth Annual China-U.S. Insurance Law Conference co-sponsored with Renmin Law School, Suzhou, China (November 3, 2018), presentation on Cyber Insurance and Cybersecurity.
- Keynote speaker, "Liability Insurance and Gun Violence," Property & Liability Research Bureau Eastern Regional Adjusters Conference, Hartford CT (October 30, 2018).
- "Liability Insurance and Gun Violence," UK Institute and Faculty of Actuaries, Birmingham, UK (October 24, 2018 – via teleconference); Casualty Actuaries of New England, Springfield, MA (October 15, 2018).
- "The Regulatory Response to InsurTech," joint seminar held by Casualty Actuarial Society and Canadian Institute of Actuaries. Toronto (October 16, 2018), organized and participated in regulatory panel.

- "Data Breaches Don't Discriminate – Cyber Insurance," American Association of Law Libraries Annual Meeting, Baltimore, MD (July 16, 2018), panelist.
- "Insurance Regulation in the United States," Hartford, CT (July 9-10, 2018), Organized and led extensive two-day training session for insurance regulators from the China Banking and Insurance Regulatory Commission, taught introductory session.
- National Association of Insurance Commissioners Global Forum, Washington DC (May 14, 2018), panelist on "The Role of Insurance & Reinsurance in Disaster Risk Management."
- Fourth Annual Telematics and Connected Vehicles Insurance Conference, Chicago IL (April 25, 2018). Panelist speaking on data ownership, privacy, and regulatory concerns.
- "Big Data Changes Everything, Why Insurance Lawyers Need to Catch up Fast," Connecticut Bar Association Annual Insurance Litigation Seminar, Hartford CT (April 13, 2018), Conference Co-Chair and moderator.
- "Enterprise Risk Management – From Risk to Strategy," conference sponsored by UConn School of Business and Hartford CFA Society (March 20, 2018), moderated and helped organize Technology, Regulatory and Investment Risks panel.
- American Bar Association Litigation Committee, 2018 Annual Insurance Coverage Seminar, Tucson, AZ (March 2, 2018), led roundtable discussion on the use of Big Data in insurance claims and underwriting.
- National Conference of Insurance Legislators 2017 Annual Meeting, Phoenix, AZ (November 16-17, 2017), invited panelist on (1) the ALI's draft Restatement of the Law of Liability Insurance (with Restatement Reporter Tom Baker), (2) life insurance, big data, and consumer protection, (3) international insurance issues.
- Defense Research Institute's Northeast Regional Claims Conference, Hartford CT (November 2, 2017), presented on insurance bad faith, the ALI draft Restatement of the Law of Liability Insurance (with co-panelist Kathleen J. Maus, Butler Weihmuller Katz Craig, LLP).
- "Retirement Security, Pensions and Insurance," Fourth Annual China-U.S. Insurance Law Conference with Renmin Law School, Hartford CT (October 13, 2017), Conference Co-Chair, moderator.
- "Looking Under the Hood and Into the World - Big Data and Insurance," Property Casualty Insurers Association's General Counsel Seminar, Philadelphia, PA (September 18, 2017), with co-panelists Dr. Cathy O'Neil and Robert Helfand.
- International Association of Insurance Supervisors Global Seminar, Windsor, U.K. (June 29-30, 2017). Participated in two panels: (1) "Digitalisation in the Insurance Sector, Benefits and Risks to Consumers." (2) "Executive Committee Dialogue: ComFrame and the Insurance Capital Standard" (only U.S. academic speaking at this meeting).
- "Actuarial Perspectives in the Era of Social Consciousness, Can Liability Insurance Reduce Gun Violence?" Casualty Actuarial Society's Spring Meeting, Toronto Canada (May 24, 2017).
- "Key Issues Facing Workers Comp – Point/Counterpoint," National Council on Compensation Insurance (NCCI), Orlando Florida (May 17, 2017). Debated workers compensation issues with Robert Hartwig at a plenary session of the NCCI's Annual Issues Symposium.
- "Insurance in the Age of Trump," Insurance Law Center/UConn Law School (April 13, 2017). Conference Co-Chair, panelist and moderator.
- Insurance Business Magazine, Flood Risk 2017, Orlando Florida (March 23, 2017). Panelist on claim handling session.
- Connecticut Bar Association Annual Insurance Law Symposium, Bad Faith Litigation, University of Connecticut School of Law (February 23, 2017), Conference Co-Chair, panelist and moderator.

- "The U.S. and China: Environmental Change, Liability, and Insurance," Third Annual China-U.S. Insurance Law Conference, Renmin Law School, Beijing, China (October 30, 2016). Invited to present a talk on insurance and climate change.
- "Transparency in Insurance Regulation: Global Perspectives," National Taiwan University College of Law, Taipei Taiwan (September 23, 2016). Presented "Limitations of Transparency: Big Data, Dispute Resolution and Regulatory Enforcement," moderated panel on Transparency in Insurance Regulation in Asia.
- National Association of Insurance Commissioners (NAIC) International Insurance Forum, Washington D.C. (May 20, 2016). Invited speaker on Cybersecurity and Cyber Insurance panel (only consumer representative invited to serve on a panel).
- Resilience and the Big Picture: Governing and Financing Innovations for Long Island Sound and Beyond (April 22, 2016). Center for Energy and Environmental Law, University of Connecticut School of Law. Organized and moderated panel "Achieving Resilience Through Insurance and Finance."
- Connecticut Risk Management Conference, "The New Reality of Global Risk," University of Connecticut School of Business, Stamford (April 7, 2016). Organized and moderated panel on "Legal and Compliance Issues Across the World."
- Public Hearing, NAIC Big Data Working Group, New Orleans (April 3, 2016). Invited to speak on the consumer perspectives panel.
- Connecticut Bar Association, "Getting to Less: Symposium on Strategies for Reducing Discovery in Insurance Coverage Litigation," University of Connecticut School of Law (February 26, 2016). Conference Co-Chair and moderated panel on current efforts to reduce discovery costs.
- Connecticut Bar Association, "Storm Law: Helping clients Prepare for and Respond to Natural Catastrophes," New Britain, CT (January 8, 2016), panelist on consumer protection and claim handling.
- "The Changing Insurance Regulation of the European Union," Catholic University of Milan, Milan Italy (November 26, 2015), invited to moderate panel on "The Regulatory Framework."
- Defense Research Institute Insurance Law and Claims Conference, Hartford CT (October 28, 2015). Presented on "The Unfair Claims Settlement Practices Act: Potential Limitations on Advocacy and Negotiation" (with Tom Farrish, Day Pitney, LLP).
- "Important Issues and New Perspectives of Insurance Law," The Inaugural Conference of the Taiwan Insurance Law Association, Taipei, Taiwan (October 22, 2015). Invited to speak on Big Data, insurance, and consumer protection (only U.S. speaker at the conference).
- "The U.S. and China, New Insurance Products and New Regulatory Challenges" Second Annual China-U.S. Insurance Law Conference, University of Connecticut School of Law (October 9, 2015). Organized and spoke on panel regarding Big Data and insurance.
- Public Hearing Testimony on Use of Consumer Data to Settle Automobile Insurance Claims, NAIC, Chicago (August 17, 2015). Invited speaker.
- NAIC International Insurance Forum, Washington D.C. (May 21, 2015). Invited panelist on "Global Insurance Standards – From Vision to Reality."
- Association of Insurance Compliance Professionals Continuing Education Program, Providence, Rhode Island (May 8, 2015). Invited to speak on Cyber Risk and Cyber Insurance (with Theodore Augustinos, Locke Lord LLP).
- Connecticut Risk Management Conference, "The Many Faces of Enterprise Risk Management," University of Connecticut School of Business, Stamford CT (March 20, 2015). Organized and moderated panel on "Cyber Risk, Insurance and Corporate Governance."

- Connecticut Bar Association Symposium, "Insurance Claims Handling: Rights, Wrongs and Remedies," University of Connecticut School of Law (February 6, 2015). Conference Co-Chair, moderated discussion on Market Conduct Exams with senior staff from the Connecticut Insurance Department.
- "The Relationship between Insurance and Legal Regulation: Normative, Theoretical and Empirical Perspectives," UC Irvine School of Law, Irvine, CA (September 19, 2014). Panel Commentator.
- "International Symposium on Improvement of Liability Insurance System," First Annual China-U.S. Insurance Law Conference, Renmin Law School, Beijing China (May 10, 2014). Spoke on "Environmental Liability Insurance: Opportunities and Risks."
- Association of Insurance Compliance Professionals Continuing Education Program, Hartford, CT (May 16, 2014). Invited to speak on Liability Insurance and Gun Violence.
- "Big Data and Insurance," University of Connecticut School of Law (April 3, 2014). Moderated panel on Big Data, Risk Classifications and Adverse Selection.
- "Legal Education for International Lawyers," presentation in Riyadh, Saudi Arabia for Saudi law students and lawyers interested in studying in the United States (March 4, 2014).
- Connecticut Bar Association Symposium, "Insurance Coverage 101," University of Connecticut School of Law (January 23, 2014). Conference Co-Chair, moderated panel on Third-Party Liability Insurance.
- University of Chicago Junior Faculty Workshop, Chicago IL (November 25, 2013). Presented early version of *Liability Insurance and Gun Violence*.
- "The Second Amendment and Gun Control," Connecticut Law Review's Fall 2013 Symposium (November 15, 2013). Invited to speak on liability insurance and gun violence.
- "The Law and Economics of Insurance," University of Connecticut School of Law (October 4, 2013). Moderated panel on insurance regulation.
- "Adaptation of the Built Environment to Achieve Resilience to Climate Change," 13th Kratovil Conference on Real Estate Law & practice, John Marshall Law School, Chicago Illinois (September 26, 2013). Invited to present "*Insurance and Climate Change: Spreading, Regulating and Avoiding the Risks.*" Paper co-authored with Joseph MacDougald later published in the John Marshall Law Review.
- University of International Business and Economics, Beijing China (June 2, 2013). Invited to speak at a Chinese Supreme Court training session for judges on "Personal Automobile Insurance and Consumer Protection in the U.S." (with Yan Hong).
- NAIC International Insurance Forum, Washington D.C. (May 10, 2013). Moderated third debate on Solvency II between Therese Vaughan (former NAIC CEO) and Karel Van Hulle (former Head of Unit, Insurance and Pensions at the European Commission).
- "Current Issues in Insurance Regulation: 2013," New York City Bar Association (April 19, 2013). Invited to speak on "Insurance and Climate Change after Superstorm Sandy."
- NAIC Regulatory Leadership Forum, Kansas City, Missouri (March 13, 2013). Invited to speak on consumer issues with state insurance regulators.
- Connecticut Bar Association, "Liability Insurance and Litigation," University of Connecticut School of Law (March 7, 2013). Conference Co-Chair and spoke on "Finding and Avoiding Coverage: the International Act Exclusion."
- "Fragmented Risk," Rutgers School of Law (March 1, 2013). Commentator on Catastrophes and Fragmented Risk panel.
- NAIC Commissioners Conference, Virgin Islands (February 3, 2013). Invited to present consumer representative views and activities at the NAIC's annual closed conference for commissioners.

- International Association of Insurance Regulators Annual Conference, Washington D.C. (October 9, 2012). Moderated second debate on Solvency II between Therese Vaughan (NAIC CEO) and Karel Van Hulle (Head of Unit, Insurance and Pensions at the European Commission).
- "Climate Change Risks & Liability: The Future of Insurance & Litigation," University of Connecticut School of Law (October 5, 2012) (co-sponsored with the Center for Energy and Environmental Law). Co-Chair of the Conference, moderated panel "Domestic and International Responses."
- "Testing times, Uncertain Outcomes: How are Insurers and Reinsurers Expected to Measure Up?" International Insurance Law Association, London, U.K. (September 14, 2012). Invited speaker on two panels: (1) emerging legal issues in insurance, (2) a U.S. perspective on climate change and insurance.
- Center for Insurance Policy Research (NAIC) Summit on Flood Insurance, Atlanta (August 14, 2012), Invited panelist, presented on "Consumer Perspectives: Flood Insurance Reform" (with Sonja Larkin-Thome).
- Public Hearing Testimony on Private Lender-Placed Insurance, National Association of Insurance Commissioners, Atlanta (August 9, 2012). Invited speaker.
- Congressional testimony "U.S. Insurance Sector: International Competitiveness and Jobs," before the Subcommittee on Insurance, Housing and Community Opportunity, Washington D.C. (May 17, 2012). Invited to speak on the Federal Insurance Office, and consumer protection and international cooperation.
- Thirteenth Annual Conference of the Association for Insurance Law of Serbia, Palic, Serbia (April 21, 2012). Invited to present "*The Language Matters: Regulation of Insurance Policy Terms and Conditions.*"
- Connecticut Bar Association, training session for attorneys, New Britain, CT (January 18, 2012). Presentations on claims handling and the National Flood Insurance Program.



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 8294

BATON ROUGE, LOUISIANA 70813-8294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

December 15, 2022

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

RE: Appointment of Andrienne Shields and Angela Mason as Instructors at the Southern University Law Center

Dear President Shields:


Andrienne Shields and Angela Mason are fulltime Law Librarians at the Southern University Law Center (SULC). They both have earned Juris Doctor (JD) degrees and Master of Library and Information Science (MLIS) degrees, and both teach legal research and other courses.

Based on my review, I discovered that they are classified as staff members only. To properly reflect their roles and status for the 2022-2023 academic year they should be classified as instructional faculty, which would be in line with other fulltime professional librarians in the Southern University System. Classifying them as fulltime instructors as well as fulltime professional librarian staff members would be beneficial to the Law Center for purposes of ABA Standard 403 and SACSCOC Standards.

Therefore, it is my recommendation that both Miss Shields and Mason are given the title of Instructor/Professional Librarian retroactive to August 1, 2022, consistent with bylaws of the Southern University System Board of Supervisors and Best Practices in Higher Education. I request that this recommendation be presented for review and approval to the Southern University Board of Supervisors at its January 6, 2023, board meeting. There will not be a need for salary adjustments related to this action at the present time.

The resumes are attached for review. If you have any questions, please feel free to contact me.

Sincerely,



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

APPROVED: _____

Dennis K. Shields
President/Chancellor

JOB CLASS				
JOB CODE	M			
CAL ID	11			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

<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"/> Refree Return To Work	<input type="checkbox"/> Permanent Status

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

Profile of Person Recommended

Length of Employment 08/01/2022 To _____
 Effective Date 08/01/2022

Name Angela Mason XXX-XX- _____ Sex F Race* B
(Last 4 digits only)

Position Title: Instructor/Professional Librarian Department: Law Center - Instructional Support

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):
 Expiration Date: _____

Years Experience 22 Southern University Experience 10
 Degree(s): Type/Discipline (B.A.-Education): Institution/Location (SU-Baton Rouge): Year:
M.S. Louisiana State University 2013
JD Southern University Law Center 2007
B.A. Louisiana State University 2004

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$ 0. Salary Budgeted \$ 0.

Source of Funds General Appropriation

Identify Budget: State _____ Location 311001-32020-61002-31000
 Form Code: BOR10 Page 1 Item # 1

Change of: From To
 Position Assistant Director For Public Instructor/Professional Librarian
Assistant Director
 Status _____
 Salary Adjustment \$91,728.00 \$ 0-

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

Comments: (Use back of form)

Source of Funds	Amount
311001-32020-61002-31000	\$91,728.00
	\$91,728.00

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

Supervisor John K. Pierre for Phelicia Boyden 12/20/22 V/C for Finance & Admin. John K. Pierre for Tracy Full 12/20/22
 Vice Chancellor John K. Pierre for Steven Vance 12/20/22 Chancellor John K. Pierre 12/20/22
 Director/Personnel _____ Date _____ Vice President/Finance Alexander McQueen _____ Date _____
 Business Affairs/Comptroller _____
 President _____ 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 Appointment of Angela Mason as instructors at the Southern University Law Center, effective August 01, 2022. There will not be a need for salary adjustment related to this action at the present time

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Phobe Poydras

NUMBER OF EMPLOYEES SUPERVISED, (if any) 15

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	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	12/31/22
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	EO	Dec/PM

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

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Fulltime Instructor AS DESCRIBED BELOW
Academic Affairs

(Department or Unit)

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

The fulltime instructor will teach classes as needed/required.

Salary/Range: \$90,000 – 95,000 Previous Incumbent (if replacement): _____

Approved Disapproved John K. Pierce 12/20/22
 Department Head Date

Approved Disapproved Curry B. Hall 12/20/22
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>D.B./P.M.</u>	
Signature	Date
Budget Number	<u>311001-32020-6100-34100</u>

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Employee Class:		Job Class:	
Verified By:		Date:	

Approved Disapproved John K. Pierce for Shawn Vance 12/20/22
 Vice Chancellor Date

Approved Disapproved John K. Pierce 12/20/22
 Chancellor/Vice President Date

Approved Disapproved _____
 President Date

An Equal Opportunity Employer

ANGELA P. MASON

amason@sulc.edu

EDUCATION:

Southern University A& M College Doctor of Philosophy, Candidate	Baton Rouge, LA	May 2024
Louisiana State University Master of Library and Information Science	Baton Rouge, LA	August 2013
Southern University Law Center Juris Doctor Cum Laude Graduate Moot Court Board Member 2006 - 2007 Academic Tuition Scholarship Award Recipient 2004-2007	Baton Rouge, LA	May 2007
Louisiana State University Bachelor of Arts, History Minor - Sociology Spring 2004 Dean's List	Baton Rouge, LA	May 2004

PROFESSIONAL EXPERIENCE:

<i>Assistant Director for Public Services</i>		2015 - Present
Southern University Law Center Oliver B. Spellman Law Library	Baton Rouge, LA	
<ul style="list-style-type: none">• Manage, supervise and plan for public service activities, including patron access, reference and collection maintenance.• Provide in-depth research and reference service to assist faculty with scholarship and teaching needs.• Provide faculty support as a liaison.• Participate in collection development.• Provide instruction in the use of library electronic databases.• Prepare bibliographies and research pathfinders.• Participate in reference desk rotation.• Facilitate interlibrary borrowing and loaning requests.• Coordinate federal and state government documents.		
<i>Adjunct Professor - Course Taught: Legal Writing and Analysis, Torts</i>		
Southern University Law Center Summer Pre Law Program	Baton Rouge, LA	
<ul style="list-style-type: none">• Instruct incoming first year law students in foundation elements of legal writing and analysis		
<i>Adjunct Professor - Courses Taught: Legal Research, Advanced Legal Writing, Lawyering Fundamentals, Torts I & Torts II</i>		2015 - Present
Southern University Law Center	Baton Rouge, LA	
<ul style="list-style-type: none">• Present and deliver course materials in line with required curriculum.• Facilitate classroom discussion• Prepare and grade assignments and examinations to evaluate student progress.• Provide student feedback.		

Academic Counselor and Instructor of Law 2012 - 2015
Southern University Law Center Baton Rouge, LA

- Instructed law students in development of effective study strategies, time management skills and exam techniques.
- Conducted individual and small group student workshops, tutorials and exam writing seminars.
- Provided assessment of law student exam writing skills.
- Proctored law student special accommodations exams
- Collected, prepare and analyze data on the Office of Academic Support Programs and Academic Counseling.

Private Practice Attorney 2007 - 2012
Private Practice Baton Rouge, LA

- Conducted legal research, drafted legal pleadings and memoranda, court appearances, client meetings
- Curator ad hoc appointments.
- PAI Attorney - Capital Area Legal Services Corporation

Legal Research/Writing Instructor 2010 Spring Semester
Baton Rouge Paralegal College Baton Rouge, LA

- Instructed paralegal students in use of legal research tools including identifying and utilizing primary and secondary sources of law.
- Instructed paralegal students in the skills necessary for organization and preparation of trial notebooks.

Teaching Assistant 2006 - 2007
Southern University Law Center Baton Rouge, LA

- Assisted law students in the improvement of analytical skills, brief writing and time management.
- Assisted law students in the development of exam writing skills.
- Assisted law professors.

Law Clerk 2006 - 2007
Law Office of Robert H. Marve, III Baton Rouge, LA

- Conducted legal research
- Drafted legal pleadings and memoranda

Library Page 2000 - 2002
East Baton Rouge Parish Library – Bluebonnet Branch Baton Rouge, LA

- Conducted shelf reading
- Shelved and filed books and other library materials
- Checked out library materials
- Assisted with patron inquiries
- Assisted professional and clerical staff

PROFESSIONAL MEMBERSHIPS:

Louisiana State Bar Association, Admitted; October 2007

American Association of Law Libraries

American Association of Law Libraries Black Law Librarians Special Interest Section – Member at Large

Southeastern Chapter American Association of Law Libraries



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

December 16, 2022

Mr. Dennis J. Shields
President/Chancellor
Southern University System and Baton Rouge Campus
J.S. Clark Administration Building
4th Floor
Baton Rouge, Louisiana 70813

RE: Promotion of Attorney Terri Mayes to Director of Office of Innovation and Strategic Partnerships and Initiatives

Dear President Shields:

Attorney Mayes served in the capacity of Strategic Coordinator for the Office of Innovation and Strategic Partnerships and Initiatives. Attorney Mayes has overseen the growth of the Expungement Initiative and managed SULC students as Strategic Partnership Fellows to help guide them through experiential learning.

I would like to appoint Attorney Mayes to the position of Director of the Office of Innovation and Strategic Partnerships and Initiatives. Attorney Mayes will have additional duties that will include managing contract attorneys who provide work for the Office of Innovation and Strategic Partnerships and Initiatives.

I respectfully request that a search be waived and that she be appointed Director of the Office of Innovation and Strategic Partnerships and Initiatives. In addition, I request that her base salary be increased to \$78,000 to account for the additional duties as Director effective March 1, 2023.

I would appreciate it if you presented my request to the Southern University Board of Supervisors at its January 6, 2023, board meeting. If you have any questions, please feel free to contact me.

Yours Sincerely,

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

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor

APPROVED: _____

Dennis J. Shields, President/Chancellor

JOB CLASS				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	8	5	3
-----------------	---	---	---	---	---	---

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

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

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

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

Profile of Person Recommended

Length of Employment 03/01/2023 To _____
 Effective Date 03/01/2023

Name Terri Mayes SS# xxx-xx-4718 Sex* F Race* B
(Last 4 digits only)

Position Title: Director of Office of Innovation and Strategic Partnerships and Initiatives Department: Law Center Instructional

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 PAE, if applicable.)

Years Experience _____ Southern University Experience _____
 Degree(s): Type/Discipline (BA-Education): J.D. Institution/Location (SU-Baton Rouge): Southern University Law Center Year: 2016
B.S. Middle Tennessee State University 2011

Current Employer: Southern University Law Center

Personnel Action

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

Recommended Salary \$78,000.00 Salary Budgeted \$78,000.00

Source of Funds 311001-31710-61002-33000 (\$62,947.50) and 311001-31620-61002-36000 (\$15,052.50)

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

Change of: From _____ To _____
 Position Strategic Partnership Coordinator Director of Office of Innovation and Strategic Partnerships and Initiatives

Status _____
 Salary Adjustment \$62,947.50 \$62,947.50+\$15,052.00=\$78,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
311001-31710-61002-33000	\$62,947.50
311001-31620-61002-36000	\$15,052.00
	\$78,000.00

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Maria Dukewen Date 12/20/22 Supervisor
Phyllis Pierre for Sharon Vaux Date 12/20/22 Vice Chancellor
 _____ Date _____ Director/Personnel
 _____ Date _____ President
Phyllis Pierre for Jerry Hall Date 12/20/22 V/C for Finance and Admin.
Phyllis Pierre Date 12/20/22 Chancellor
Sharon Vaux Date _____ Vice President/Finance
 _____ Date _____ Business Affairs/Comptroller
 _____ Date _____ Chairman/S.U. Board
 _____ Date _____ of Supervisors

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Terri Mayes has been promoted to Director of Office of Innovation and strategic Partnerships and Initiatives, effective March 01, 2023.

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Assoc., V/C Marla Dickerson

NUMBER OF EMPLOYEES SUPERVISED, (if any) 15

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, I1-B and J-1 visas, passport, and I-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

CODE _____
 SOUTHERN UNIVERSITY EXPIRES _____
 NUMBERED / FUNDS AVAILABLE _____
 RA _____
 DOB: 12/30/22
 H1 _____
 OPT _____
 F1 _____
 BY: PAF

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 Campus Police with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Director AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Office of Innovation and Strategic Partnerships and Initiatives
 (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 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).

The director of The Office of Innovation and Strategic Partnerships and Initiatives expands and supports the Development of the Office of Innovation and Strategic Partnerships and Initiatives' long-term growth plan. Evaluate effectiveness of pipeline programs; manage budgets and resources to maintain long-term productivity; Collaborate with potential partners to expand opportunities for students and alumni; manage strategic partnership fellows

Salary/Range: \$78,000.00 Previous Incumbent (if replacement): _____

Approved Disapproved Marla Durkerson 12/18/22
 Department Head Date

Approved Disapproved Gerry K. Hall 12/19/22
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>DMcGeorge</u>	<u>12/19/22</u>
Signature	Date
Budget Number	<u>311001-31620-61002-36000</u>

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class:	Job Class:
Verified By:	Date:

Approved Disapproved John K. Pierre for Shawn Vance 12/19/22
 Vice Chancellor Date

Approved Disapproved John K. Pierre 12/19/22
 Chancellor/Vice President Date

Approved Disapproved _____
 President Date

An Equal Opportunity Employer

SOUTHERN UNIVERSITY

L A W C E N T E R

Office of Innovation and Strategic Partnerships and Initiatives

Director of Strategic Partnership and Initiatives

The Director of Strategic Partnership and Initiative expands and supports the development of the Office of Innovation and Strategic Partnerships and Initiatives' long-term growth plan. Analyze and recommend emerging industry trends, expansion opportunity, and profitable sources. The director will report to the Vice Chancellor of the Office of Innovation and Strategic Partnership and Initiatives to cultivate partnerships with varies organizations.

Responsibilities

- Evaluate effectiveness of pipeline programs
- Manage budgets and resources to maintain long-term productivity
- Develop reports for the various partnerships and initiatives
- Collaborate with potential partners to expand opportunities for students and alumni.
- Develop bootcamps and workshops to provide experiential learning.
- Oversee the completion of projects and ensure deadlines are met.
- Provide leadership and oversight for all strategic initiatives.
- Performing miscellaneous job-related duties as assigned.
- Manage Strategic Partnership Fellows

Terri Mayes



LICENSURE

- State Bar of Louisiana- *October 2016*

EDUCATION

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

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

EXPERIENCE

SOUTHERN UNIVERSITY LAW CENTER
STRATEGIC PARTNERSHIP COORDINATOR

JANUARY 2022-PRESENT

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

EAST BATON ROUGE PUBLIC DEFENDER OFFICE

JULY 2019-DECEMBER 2021

SUB SUPERVISOR/ FELONY ASSISTANT PUBLIC DEFENDER

JUNE 2020-DECEMBER 2021

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

MID-LEVEL ASSISTANT PUBLIC DEFENDER

JULY 2019-JUNE 2020

- Represented clients charged with misdemeanor and felony offenses
- Researched legal issues and rules of law to best protect clients' interests
- Advocated zealously for my clients' rights under the constitution
- Investigate clients' cases, including gathering evidence and conducting witness interviews.

Dickerson, LeBlanc & Woods, LLC

2016-June 2019

Associate Attorney

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

VOLUNTEER WORK

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

AWARDS/CERTIFICATES

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

JOB CLASS3	2	1	6	7
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	5	6
-----------------	---	---	---	---	---	---

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

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

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

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

Profile of Person Recommended

Length of Employment 01/01/2023 To ___
 Effective Date 01/01/2023

Name Paula Matthews xxx-xx-7174 Sex F Race* B
(Last 4 digits only)

Position Title: Business Affairs Manager & Title IX Confidential Advisor Department: Law Center

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 PAE, if applicable.)

Years Experience 42 Southern University Experience 14

Degree(s): B.S. Type/Discipline (BA-Education): Southern University New Orleans, LA Institution/Location (SU-Baton Rouge): 1980 Year: 1980

Current Employer Southern University Law Center

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) SULC Special Project/Proctoring

Recommended Salary \$92,000.00 Salary Budgeted \$92,000.00

Source of Funds General Appropriation/Grant

Identify Budget: State/Grant Location 311001-36110-61002-36000
 Form Code: BOR10 Page 1 Item # 1

Change of: From To
 Position: Business Affairs Manager & Title IX Conf.
 Status: SULC Special Project/Proctoring
 Salary Adjustment \$88,452.00 \$88,452.00 + \$3,508.00 = \$92,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
311001-36110-61002-36000	\$88,452.00
	\$ 3,508.00
	\$92,000.00

*See Reverse Side

Graduate School signature (if, applicable):

Demetria George
John K. Pierre for Jeremy Hall 12/20/22
John K. Pierre for Shava Vance 12/20/22
 Supervisor Date
 Vice Chancellor Date
 Director/Personnel Date
 President Date
John K. Pierre 12/20/22
John K. Pierre for Jeremy Hall 12/20/22
John K. Pierre 12/20/22
 Dean/Unit Head Date
 N/C for Finance & Admin Date
 Chancellor Date
 Vice President/Finance Date
 Business Affairs/Comptroller Date
 Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Salary Adjustment for SULC Special Project/ Proctoring, effective, January 01, 2023

EMPLOYEE REGULAR WORK SCHEDULE:

Daily

EMPLOYEE DIRECT SUPERVISOR:

Chancellor, John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any)

225

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and E-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

Resident Alien

H-1 Visa (Distinguished Merit & Ability)

I-1 Visa (Exchange Visitor Program)

F-1 Visa (Student Emp. FT Student at S.U.)

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

SOUTHERN UNIVERSITY LAW CENTER

EMPLOYMENT / FUNDS AVAILABLE

H1

J1

I-1

F1

OPT

12/28/22
D.J.P.M.

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

December 15, 2022

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

RE: Appointment of Sherman C. Pittman as a Fellow for the Insurance Law and Policy Institute

Dear President Shields:

On October 19, 2022, the Alliant Insurance Foundation awarded a grant of \$1,330,000 over a 3-year period for the creation of a degree program in insurance at the Southern University College of Business. After extensive discussions with Dr. Donald Andrews, Dean of the College of Business, the Law Center proposes to appoint Mr. Sherman Pittman as a Fellow in the Insurance Law and Policy Institute of the Law Center at a salary of \$78,000 commencing January 1, 2023, for a 1-year period ending December 31, 2023, and renewal annually will be contingent on agreement between the Law Center and the College of Business.

As a Fellow, Mr. Pittman would work collaboratively with Dr. Andrews, other College of Business faculty, and Professor Peter Kochenburger to develop curriculum offerings in insurance and symposiums, boot camps, and other continuing education programs.

The salary payment and benefits for Mr. Pittman are an in-kind match from the Law Center to the College of Business to facilitate the development of the insurance degree program. This program would benefit the JD/MBA dual degree program. A resume for Mr. Pittman is attached for your review and the Southern University Board of Supervisors at their January 6, 2023, board meeting.

I respectfully recommend that the Board of Supervisors approve this request based on Mr. Pittman's extensive experience in the insurance industry and the contribution he would make in

the development of an insurance degree program and program activities for the institute. His resume is attached for your review.

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

Sincerely,



John K. Pierre, Esq.

Chancellor and Vann B. Lacour Endowed Law Professor

APPROVED: _____

Dennis J. Shields

President/Chancellor

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	7	M			
-----------------	---	---	--	--	--

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

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

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

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

Profile of Person Recommended

Length of Employment 01/01/2023 To 12/31/2023
 Effective Date 01/01/2023

Name Sherman C. Pittman XXX-XX-8808 Sex M Race* B
(Last 4 digits only)

Position Title: Fellow Department: Law Center-Institutional Support

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 PAF, if applicable.)

Years Experience 20 Southern University Experience 0
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
MPA Barney School of Business, West Hartford, Ct 1976
B.A. Dillard University, New Orleans, LA 1968

Current Employer Southern University College of Business

Personnel Action

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

Recommended Salary \$78,000.00 Salary Budgeted \$78,000.00

Source of Funds General Appropriation

Identify Budget: State _____ Location 311001-32020-61002-34100
 Form Code: BOR10 Page 1 Item # 1

Change of: _____ From _____ To _____

Position _____
 Status _____
 Salary Adjustment _____ \$ _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
311001-32020-61002-34100	\$78,000.00
Total	\$78,000.00

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

Shawn Vance 12/20/22 Date
 Supervisor
Shawn Vance for Sherman Pittman 12/20/22 Date
 Vice Chancellor
Shawn Vance 12/20/22 Date
 Director/Personnel
Shawn Vance 12/20/22 Date
 President
Shawn Vance 12/20/22 Date
 Vice President/Finance
Shawn Vance 12/20/22 Date
 Business Affairs/Comptroller
Shawn Vance 12/20/22 Date
 Chairman/S.U. Board of Supervisors

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Appointment of Sherman C. Pittman as a Fellow for the Insurance Law and Policy Institute, January 01, 2023 thru December 31, 2023

EMPLOYEE DIRECT SUPERVISOR: Daily
Chancellor, John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any) 225

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE:

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

SOUTHERN UNIVERSITY LAW CENTER
ENCUMBERED / FUNDS AVAILABLE
DATE: US 12/20/22
BY: RA / P.M.
J1
F1
F0

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

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Fellow AS DESCRIBED BELOW
Chancellor's Office

(Department or Unit)

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

The Fellow will work collaboratively with the Chancellor of the Southern University Law Center, and Managing Fellow of the Insurance Law, and Policy Institute to develop boot camps, symposium, continuing education programs, and workshops for insurance professionals and students.

Salary/Range: \$70,000-\$80,000

Previous Incumbent (if replacement):

Approved Disapproved John K. Pierre 12/19/22
 Department Head Date

Approved Disapproved Amy L. Hall 12/19/22
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>JM George</u>	<u>12/20/22</u>
Signature	Date
Budget Number <u>311001 - 32020 - 61002 - 34100</u>	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class:	Job Class:
Verified By:	Date:

Approved Disapproved John K. Pierre for Shawn Vance 12/19/22
 Vice Chancellor Date

Approved Disapproved John K. Pierre 12/19/22
 Chancellor/Vice President Date

Approved Disapproved _____
 President Date

An Equal Opportunity Employer



SOUTHERN UNIVERSITY LAW CENTER

281 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

Insurance Law and Policy Institute Fellow Job Description

The position of Fellow for Insurance Law and Policy Institute requires the Fellow to have an advanced degree from a regionally accredited higher education institution. In addition, the fellow should have seven-years or more experience in the insurance industry.

The Fellow will work collaboratively with the Chancellor of the Southern University Law Center, the Managing Fellow of the Insurance Law, and Policy Institute to develop boot camps, symposium, continuing education programs, and workshops for insurance professionals and students. The Fellow will work collaboratively with the Dean of the Southern University College of Business to develop a curriculum for an insurance and risk management undergraduate degree program at the Southern University College of Business. The Fellow will work collaboratively with the Chancellor of the Law Center, the Managing Fellow of Insurance Law and Policy Institute, the Dean of the College of Business, and the Associate Dean of the MBA program at the College of Business to develop an Insurance and Risk Management concentration in the dual degree JD/MBA program, as well as certificate programs in insurance for insurance professionals and students.

Sherman C. Pittman

Adjunct Professor
College of Business
Finance Department
Southern University and A & M College

Education Background:

Master of Public Administration, MPA ,December, 1976, Barney School of Business 200
Bloomfield Ave., West Hartford, Ct. 06117 (AACSB Accredited).

Bachelor of Arts, Political Science (B.A.) May, 1968, Dillard University, New Orleans, Louisiana.

Academic Experience:

January, 2000 to present, Adjunct Professor, Finance Department, College of Business,
Southern University, Baton Rouge, La.
(Accounting, Finance and Economics Department)

August 2001 to June, 2005, Assistant Principal, Marian Central Catholic Middle School New
Orleans, La.

August 2000 to June 2001, Director of Institutional Development, Marian Central Middle
School, New Orleans, La.

Publication:

February 13, 2013, Personal Finance a Mandatory Course for High School and College
Academy of Economics and Finance, 50th Annual Meeting.

Work Experience:

September, 2007 to April, 2010 Loan Officer, Liberty Bank and Trust, Baton Rouge, La.

August, 2001 to June, 2002, President, Liberty Bank Insurance Agency, New Orleans, La

June, 1987 to August, 1995, Managing Partner (Fulton, Johnson, Newman and Pittman Insurance Agency, New Orleans, Louisiana).

Managed all lines of insurance products and services, Lead underwriter on large accounts, i.e. New Orleans Convention Center, New Orleans International Airport, New Orleans Public School buildings, New Orleans, Louisiana.

June, 1977 to June, 1987, Operations Manager for the Louisiana Region, CIGNA Insurance Company, New Orleans, La.

Managed the following areas:

1. Accounting Department
2. Data Management Operation
3. Rating and Policy Issuance
4. Managed small accounts underwriting Unit
5. Managed Budget for the Region
6. Real-estate Coordinate
7. Managed Typing Pool
8. Managed all Administrative Functions for the Region (125) employees
9. Recruited Professional and Administrative Staff for the Region
10. Developed Training plans for all professional and Administrative staff
11. Manage Claims Processing Unit (Louisiana and Mississippi)

March, 1973 to February, 1977, Commercial Line Underwriter (Marine and Property and Casualty), the Travelers Insurance Company-Hartford, Ct.

1. Review commercial business applications for insurance that generate premiums in excess of \$100,000 in premiums
2. Analyze Business financial data to determine their credit worthiness
3. Provide Reinsurance when applicable

May, 1971 to February, 1973, Supervisor/Analyst, Pan American Life Insurance Company, Part B Medicare.

1. Managed 16 employees
2. Create Cost Reports for all Medicare Payments
3. Analyze Reimbursements to Medicare Providers
4. Provided training regarding Medicare Reimbursement and Compliance
5. Reviewed all provider invoices for services rendered to Medicare patients

May, 1968 to May, 1971, Sears Roebuck and Company, supervisor, retail sells

Business Ownership:

Better Accounting and Finance Consulting LLC(Partner in Accounting Firm): February 23, 2021 to present

Secure Advisor LLC-Vice President /Owner, August 2011 - Present

I provided Risk Management services, Insurance and Financial Planning programs to a wide range of clients both in the private and public sectors. Negotiate favorable insurance coverages and competitive insurance rates for all customers. I worked closely with selected brokers and insurers to obtain the broadest protection available. Oversee the underwriting of all Life, Health, and Accident Insurance programs, and Property and Casualty Insurance Programs in my agency.

Gulf States Insurance Association-Chairman, April 2011 – Present

An association of five independent insurance agencies that combined their company's resources to pursue Public and large Private insurance risks.

The Gemini Group LLC – President /Risk Mgmt. and Insurance Consultant, August 1997 – present, Baton Rouge, La

Key focus was on three areas:

1. Asses and draft insurance requirements for all clients
2. Determine the feasibility and structure Owner Control Insurance Programs and wrap up projects.
3. Negotiate favorable insurance coverage and premiums for all lines of insurance.
4. Certified by the state of Louisiana to provide pre-licensing training (Life, Health, and accident and Property and Casualty) to take licensing exams. Also certified to conduct Continuing education classes for licensed professional insurance agents to qualify for renewal of their license.
5. Cypress Mortgage Finance Co., September 2007 to October, 2010, Baton Rouge, La.
6. Edge Lake Academy, 1987 to 2004, Before and After School Tutoring, 1st - 8th Grade
7. American World Travel Agency, President/Owner, Full Service Travel Agency and Motor Coach Transportation and Convention Services.

Business and Organizational Leadership Experience:

Bayou Kitchen: Nonprofit organization: Provides education I culinary arts and life skills training, November, 2021 to present.

- Chairman, North Baton Chamber of Commerce, March, 2017 to present.
- President of Marian Central Catholic Middle School Board, N.O., La 1996 – 2005.
- Member of Archdiocesan School Board, New Orleans, La. 1991- 1996.
- President of Archdiocesan School Board, New Orleans, La. 1994 – 1996.
- Member of St. Leo the Great School Board, New Orleans, 1986 – 1996
President of St. Leo the Great Board 1989 – 1996, N.O., La. Under my leadership as Board President, St. Leo the Great School was awarded the "Blue Ribbon" by the United States Department of Education in 1990. St Leo was one of only two African American Schools in the nation to win that honor in 1990.

- President: New Orleans Information Visitors Center
- President: Desire Housing Redevelopment Corporation, New Orleans, La., 1989 – 1993
- President of Pontchartrain Kiwanis International, New Orleans, La. 1990 – 1991
(member: 1998 – 2005)
- President: Milestone Charter Elementary School, New Orleans, La. August , 2005 to 2008

Scholarship

Four Year scholarship to attend Dillard University, New Orleans, 1964 – 1968

Training

Annual Staff Development in Management and leadership, CIGNA Insurance Company 1977 – 1987 (various locations throughout the United States)

Memberships/Associations

- Baton Rouge Chamber of Commerce, 2016 to present
- Professional Insurance Agency Association, 2016 to present
- National African American Insurance Association, 2014 to present
- North Baton Rouge Chamber of Commerce, Chairman, 2017 to present
- Alpha Phi Alpha Fraternity, BETA PHI, 1965, Dillard University, New Orleans, La.

Achievements:

Developed Risk Management and Insurance Curriculum

Concentration, Finance Department, Southern University and A & M College, Baton Rouge, La

1. Fundamentals of Risk and Insurance Finance. 435, 3 credit hours
2. Life Insurance and Professional Financial Planning, Finance 445,
3 Credit hours
3. Employee Benefits and Retirement Planning, Finance 446, 3 Credit
hours
4. Property and Liability Insurance, Finance 447, 3 Credit hours

Organized Five “Careers In Insurance & Finance” Workshops,

Southern University and A & M College, Baton Rouge, La.

- Careers In Insurance & Finance, March 5, 2013
- Careers In Insurance & Finance, October 10, 2012
- Careers In Insurance & Finance, March 22, 2012
- Careers In Insurance & Finance, November 11, 2011
- Careers In Insurance & Finance Seminar, April 12, 2011

Organized One Symposium

November 13, 2013, Risk Management and Insurance In A Developing Economy
“Nigerian Perspective”, Southern University and A & M College, Baton Rouge, La.

Recognition and Honors

Certificate of Appreciation, Archdiocesan School Board of New Orleans
Certificate of Appreciation, New Orleans City Council
Certificate of Appreciation, Mardi Committee, New Orleans,
Certificate of Appreciation, New Orleans Visitors Center
Certificate of Appreciation, New Orleans Multicultural Tourism Network
Certificate of Appreciation, St. Leo The Great School, New Orleans
Certificate of Appreciation, Pontchartrain Kiwanis Club, New Orleans
Certificate of Appreciation, College of Business, Baton Rouge, La.

Student Advisory Activities and Supervisory Responsibilities

Coordinate and provide support for students taking Series Seven Exam: August 2021 to present

Finance Club: August, 2017 to present

Student Ambassador Program (Society For Financial Education and Professional Development): 2018 to present

Staff Development Activities

National Bureau of Economic Research Inc., May 11, 2012 - May12, 2012, Cambridge, MA.
University Research Conference, Insurance Markets and Catastrophe Risks,
Kenneth Froot, Howard Kuneuthe and Erwann-Kejan, Organized, MIT

Fourth Annual Financial Literacy Leadership Conference, Octobe3, 2011 - October
4, 2011
Financial Literacy in Practice

University of Liberia, December 4, 2010 - December 11, 2010
Building Leadership Skills of Young Professionals through the Development
Entrepreneurial and Business Management Skills, two-way exchange.

Military Duty

Senior Company Clerk, April 1969 to May, 1971, Fort Benning, Georgia and Fort
Hood, Texas



SOUTHERN UNIVERSITY LAW CENTER

281 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

December 16, 2022

Mr. Dennis J. Shields
President/Chancellor
Southern University System and Baton Rouge Campus
J.S. Clark Administration Building
4th Floor
Baton Rouge, Louisiana 70813

RE: Additional Duties for Professor Alycia Grace O'Bear to serve as Director of Heirship Institute

Dear President Shields:

Professor O'Bear has served in the capacity as Assistant Clinical Professor for the Disaster Relief Clinic since 2019. In addition, Professor O'Bear has served in the capacity of coordinator for the Office of Innovation and Strategic Partnerships and Initiatives. Professor O'Bear has overseen several projects and has been instrumental in helping to serve the broader community.


Professor O'Bear has provided support for several initiatives such as expungement, heirship, and disaster relief through the Office of Innovation and Strategic Partnerships and Initiatives. Professor O'Bear has also teaches Louisiana family law, Successions and Donations, Common Law Family Law, and Civil Law Property.

I would like to appoint Professor O'Bear to the position of Director of Heirship Institute. Professor O'Bear will help to manage the projects and initiatives of the Institute.

I respectfully request that a search be waived and that she be appointed Director of the Heirship Institute. In addition, I request that her base salary be increased to \$99,000 to account for the additional duties as Director of the Heirship Institute effective March 1, 2023.

I would appreciate it if you presented my request to the Southern University Board of Supervisors at its January 6, 2023, board meeting. A copy of Professor O'bear's resume is attached. If you have any questions, please feel free to contact me.

Yours Sincerely,



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

APPROVED: _____
Dennis J. Shields, President/Chancellor

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

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	F	9	9	6	4
-----------------	---	---	---	---	---	---

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

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

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

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

Profile of Person Recommended

Length of Employment 03/01/2023 To _____
 Effective Date 03/01/2023

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

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

Check One Existing Position *Visa Type (See Reverse Side):
 _____ New Position Expiration Date: _____
(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 23 Southern University Experience 5
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
J.D. Southern University Law Center 1977
B.A. Tulane University, New Orleans LA 1993

Current Employer: Southern University Law Center

Personnel Action

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

Recommended Salary \$99,000.00 Salary Budgeted \$99,000.00

Source of Funds 320184-31240-61003-34100 (\$81,790.00) and 311001-31620-61002-36000 (\$17,210.00)

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

Change of: _____ From _____ To _____

Position _____
 Status _____
 Salary Adjustment \$81,790.00 \$81,790.00 + \$17,210.00 = \$99,000.00

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
320184-31240-61003-34100	\$81,790.00
311001-31620-61002-36000	\$17,210.00
	\$99,000.00

*See Reverse Side

Graduate School signature (if applicable):

Maria Dubois John K. Pierre 12/20/23
 Supervisor Vice President/Finance Date
John K. Pierre for Shawn Vance 12/20/23 Chancellor 12/20/23
 Vice Chancellor Date Date
 _____ _____ _____
 Director/Personnel Date Vice President/Finance Date
 _____ _____ Business Affairs/Comptroller
 President Date _____
 _____ _____ Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

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

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

EMPLOYEE DIRECT SUPERVISOR: Assoc. V/C Marla Dickerson

NUMBER OF EMPLOYEES SUPERVISED, (if any) 15

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H-1B 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	12/20/22
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	EO	DW/P.M.

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 Campus Police with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

CONTINGENT UPON AVAILABILITY OF FUNDS

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Director of Heirship Institute AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Office of Innovation and Strategic Partnerships and Initiatives
 (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 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).

The director of the Heirship Institute will manage the day-to-day activities of the Heirship Institute. Develop a Strategic plan of action for community outreach through programming and events. Serve as the managing attorney For all legal matters for matters assigned to the Heirship Institute. Attend professional development Conferences and symposiums to maintain an understanding of the best practices for heirship

Salary/Range: \$99,000.00 Previous Incumbent (if replacement): _____

Approved Disapproved Marla Outkousis 12/18/22
 Department Head Date

Approved Disapproved Gerry K. Hall 12/19/22
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>DMGwong</u>	<u>12/19/22</u>
Signature	Date
Budget Number	<u>211001-31620-61002-36000</u>

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class:	Job Class:
Verified By:	Date:

Approved Disapproved John K. Pierre for Shawn Vance 12/19/22
 Vice Chancellor Date

Approved Disapproved John K. Pierre 12/19/22
 Chancellor/Vice President Date

Approved Disapproved _____
 President Date

An Equal Opportunity Employer

SOUTHERN UNIVERSITY

L A W C E N T E R

Office of Innovation and Strategic Partnerships and Initiatives

DIRECTOR – THE HEIRSHIP INSTITUTE

Job Description

The director of the SULC Heirship Institute will manage the day-to-day activities of the Heirship Institute and report to the Vice Chancellor of the Office of Innovation and Strategic Partnerships and Initiatives.

Responsibilities

- Develop a strategic plan of action for the Heirship Institute.
- Develop and implement community outreach programming and event.
- Oversee Strategic Partnership Fellows assigned to the institute to help work through legal matters
- Develop a process for client intake, consultation, and review of legal matters assigned through the Heirship Institute
- Serve as the managing attorney for all legal matters pertaining to legal matters assigned through the Heirship Institute
- Attend professional development conferences and symposiums
- Other duties as assigned.

CURRICULUM VITAE
ALYCIA GRACE-O'BEAR

ALYCIA GRACE-O'BEAR, ATTORNEY



PROFESSIONAL COMPETENCIES:

- Practice Specialties include Administrative Law, Civil Law, Criminal Law, Employment Law, Education Law, Family Law, and Government and Public Policy.
- *Louisiana State-Certified Mediator* – Civil, Commercial and Employment.
- Skilled/Experienced in Louisiana Succession Law and Matrimonial Regimes.
- *Skilled Criminal Trial Attorney* - Served as a Louisiana State Criminal Prosecutor.
- *Skilled/Experienced Mass Tort Litigator*
Successfully represented over 150 litigants in a mass tort action, multi-million-dollar recovery
- Skilled/Experienced in Commercial Law, Labor and Worker's Compensation claims/adjudications, and Social Security Administration adjudications.
- *Contract Law* - contract negotiations, contract drafting, contract management services, non-disclosure agreements and standard/non-standard business agreements.
- *Town Attorney*, Town of Lutchet (2005-2006) – Lutchet, Louisiana
Louisiana City and Municipal Government Management Experience
- *Legal Consultant* - Grants and Federal Funding, Town of White Castle (2004-2008)
Secured over \$1 million in federal funding (USDA) for Town of White Castle.

CERTIFICATIONS AND LICENSES:

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

SELECT HONORS AND ACTIVITIES:

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

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

SELECT SPEAKING ENGAGEMENTS:

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

SELECT LEGISLATION:

Involved with drafting, consulting and/or committee testimony:

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

PROFESSIONAL EXPERIENCE

SOUTHERN UNIVERSITY LAW CENTER

2019 – PRESENT

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

ASSISTANT PROFESSOR, CLINICAL EDUCATION

ADJUNCT PROFESSOR

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

LEBLANC, ROBERTSON, CHISHOLM & ASSOCIATES, LLC

2018 - PRESENT

5555 HILTON AVENUE, SUITE 605
BATON ROUGE, LOUISIANA 70808

IN-HOUSE COUNSEL

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

LOUISIANA DIVISION OF ADMINISTRATIVE LAW

2018

1020 FLORIDA STREET BATON ROUGE, LOUISIANA 70802
Service Dates: December 2006 - October 2018

DEPUTY GENERAL COUNSEL

(March 2011- October 2018)

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

ADMINISTRATIVE LAW JUDGE

(December 2006 - March 2011)

- Conducted over 4,000 quasi-judicial public, adversarial, evidentiary hearings throughout the state involving various and complex legal issues;

- Ruled on the admissibility of evidence and procedural matters;
- Issued formal written opinions containing findings of fact, conclusions of law, the rationale for the decision and the judgment.

HONORABLE RICHARD J. WARD, JR., DISTRICT ATTORNEY'S OFFICE 2006

18TH JUDICIAL DISTRICT COURT
 58050 MERIAM STREET PLAQUEMINE, LOUISIANA 70764
Service Dates: December 2000 - December 2006

ASSISTANT DISTRICT ATTORNEY

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

HONORABLE SHARAH HARRIS, JUDGE 1999

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

JUDICIAL ADMINISTRATOR/LAW CLERK

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

ALYCIA GRACE-O'BEAR, ATTORNEY 1999 - PRESENT

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

- Manages a boutique law practice specializing in several practice areas, including administrative law and procedure, civil litigation, criminal law, employment law,

education law, family law (matrimonial regimes), succession law, tort law, and government and public policy.

- Handles legal matters from inception to final deposition, which includes pre-trial and status matters, discovery, depositions, hearings, motions, trial, and appellate level litigation.
- Practices and maintains good-standing in all Louisiana state courts and federal courts over the past twenty years.

EDUCATION

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

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

CERTIFICATIONS AND LICENSES

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

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

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

Profile of Person Recommended

Length of Employment 01/01/2023 To _____
 Effective Date 01/01/2023

Name Tiffany Rainey XXX-XX-8611 Sex F Race² B
 (Last 4 digits only)

Position Title: Executive Asst/Project Coordinator Department: Law Center-Institutional Support

Check One Existing Position *Visa Type (See Reverse Side):
 New Position Expiration Date: _____
 (Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 19 Southern University Experience 4
 Degree(s): Type/Discipline (BA-Education): B.S. Institution/Location (SU-Baton Rouge): Southern University A&M College Year: 2015

Current Employer: Southern University Law Center

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) SULC Special Project/Proctoring

Recommended Salary: \$63,000.00 Salary Budgeted \$63,000.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-31240-61002-34100
 Form Code: BOR10 Page 1 Item # 1

Change of: From To
 Position _____ Executive Asst/Project Coordinator
 Status _____ SULC Special Project/Proctoring
 Salary Adjustment \$58,094.00 \$58,094+\$3,905.00.00 - \$63,000.00

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
311001-31240-61002-34100	\$58,094.00
311001-31240-61002-34100	\$ 3,905.00
Total	\$63,000.00

*See Reverse Side

Graduate School signature (if applicable):

John K. Pierce for Virginia Estach 12/20/22 Supervisor Date
John K. Pierce for Trava Vance 12/20/22 Vice Chancellor Date
John K. Pierce for Virginia Estach 12/20/22 Director/Personnel Date
John K. Pierce for Virginia Estach 12/20/22 Dean/Unit Head Date
John K. Pierce for Virginia Estach 12/20/22 VC for Fin and Administration Date
John K. Pierce for Virginia Estach 12/20/22 Chancellor Date
John K. Pierce for Virginia Estach 12/20/22 Vice President/Finance Date
John K. Pierce for Virginia Estach 12/20/22 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 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: Salary Adjustment for SULC Special Project/ Proctoring, effective, January 01, 2023.

EMPLOYEE DIRECT SUPERVISOR: _____ Daily
 Chancellor, John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____ 225

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

SOUTHERN UNIVERSITY LAW CENTER
 CODE _____ EXPIRES _____
 ENCUMBERED / FUNDS AVAILABLE

US(C) () _____
 RA _____
 TIME 12/20/22
 JL JB/P.M.
 FI _____
 F0 _____

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

JOB CLASS				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	9	6
-----------------	---	---	---	---	---	---

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

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

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

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

Profile of Person Recommended

Length of Employment 08/01/2022 To _____
 Effective Date 08/01/2022

Name Adrienne Shields XXX-XX-0792 Sex F Race* B
(Last 4 digits only)

Position Title: Instructor/Professional Librarian Department: Law Center - Instructional Support

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 PAT, if applicable.)

Years Experience 21 Southern University Experience 16
 Expiration Date: _____

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>B.A.</u>	<u>Southern University A&M College</u>	<u>1994</u>
	<u>JD</u>	<u>Southern University Law Center</u>	<u>2002</u>

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$.0. Salary Budgeted \$.0.

Source of Funds General Appropriation

Identify Budget: State _____ Location 311001-32020-61002-31000
 Form Code: BOR10 Page 1 Item # 1

Change of:
 Position Assoc., Librarian of Ref & Faculty From Assoc., Librarian of Ref & Faculty To Instructor/Professional Librarian
 Status _____
 Salary Adjustment \$104,832.00 S-0- _____

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

Source of Funds	Amount
311001-32050-61002-34500	\$104,832.00
	\$104,832.00

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

John K. Pierce for the Vice President 12/20/23 Date
 Supervisor
John K. Pierce for Shawn Vance 12/20/23 Date
 Vice Chancellor
Shawn Vance 12/20/23 Date
 Director/Personnel
John K. Pierce for the Vice President 12/20/23 Date
 V.C. for Finance & Adm.
Shawn Vance 12/20/23 Date
 Chancellor
Shawn Vance 12/20/23 Date
 Vice President/Finance
 Business Affairs/Comptroller
 President
 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 Appointment of Adrienne Shield as instructors at the Southern University Law Center, effective August 01, 2022. There will not be a need for salary adjustment related to this action at the present time

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Phobe Poydras

NUMBER OF EMPLOYEES SUPERVISED, (if any) 15

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

CODE _____ EXPIRES _____
SOUTHERN UNIVERSITY LAW CENTER
US UNRETTED / FUNDS AVAILABLE
RA _____
HI _____
J1C 12/20/22
F1 Ph
PH _____

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

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Fulltime Instructor AS DESCRIBED BELOW
Academic Affairs

(Department or Unit)

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

The fulltime instructor will teach classes as needed/required.

Salary/Range: \$100,000 – 110,000 Previous/Incumbent (if replacement): _____

Approved _____ Disapproved _____ John K. Pierre 12/20/22
 Department Head Date

Approved _____ Disapproved _____ Cory L. Hall 12/20/22
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>DM George</u>	<u>12/20/22</u>
Signature	Date
Budget Number <u>311001-32020-61002-34100</u>	

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Employee Class:		Job Class:	
Verified By:		Date:	

Approved _____ Disapproved _____ John K. Pierre for Shawn Vance 12/20/22
 Vice Chancellor Date

Approved _____ Disapproved _____ John K. Pierre 12/20/22
 Chancellor/Vice President Date

____ Approved _____ Disapproved _____ _____
 President Date

An Equal Opportunity Employer

CAREER PROFILE

Experienced law reference librarian and legal research professional with a proven track record in fostering and nurturing long-term goals. Ability to develop and implement feasible timelines and budgets, along with the ability to effectively write and edit copy toward an ongoing career progression. Seeking a legal researching position to apply strong analytical and technical skills to the growth of a top tier firm.

AREAS OF STRENGTH AND EXPERTISE

- Legal Research
- Conducting Trainings
- Proofreading
- Grant Writing
- Microsoft Office
- Public Speaking
- Statistics
- Legal Writing
- Strategic Planning & Analysis
- Copy Editing
- LexisNexis
- HeinOnline
- Problem Solving
- Records Management
- Contracts
- Project Management
- Relationship Building
- Westlaw
- Fastcase
- Analyzing data

PROFESSIONAL EXPERIENCE

Oliver B. Spellman Law Library, Southern University Law Center 2017 to Present
Associate Director of Library Services

2015 to 2017

Oliver B. Spellman Law Library, Southern University Law Center
Interim Director of Library Services

Responsible for the day-to-day operations of the law library. Interview and hire staff. Monitor budgets and approve purchases. Attend administrative meetings. Conduct meetings with library staff. Compile library statistics for reports. Conduct and plan trainings.

Oliver B. Spellman Law Library, Southern University Law Center 2003 to 2015
Law Reference Librarian

Assist attorneys, paralegals, and other patrons with legal research. Develop instructional legal research guides and training for law school graduate students. Create and design library's newsletter and other promotional materials. Write and copy edit for the law library's website page. Served on the Legal Education Subcommittee for the American Bar Association site visit.

- Responsible for interviewing, hiring, supervising, training, and evaluating team of research assistants.
- Present services to students, faculty and staff, arranging accurate data basis for research while maintaining collection through updates, collection development, and weeding of obsolete materials.
- Speak with prospective students at various law center events.

Southern University Law Center 2003 to Present
Adjunct Professor of Law

Teach legal research to first-year law students and law and technology classes to second and third-year law students. Organize, prepare and revise course materials as needed in order to teach class. Design curriculum, administer and grade quizzes and exams. Maintain student confidentiality with regards to grades and other matters.

- Establish relationship with students and provide them with counseling.
- Engaged with students to best teach an ambitious course.

Gail McKay, Attorney at Law 2001
Law Clerk

Provided assistance with legal research and oversight for all phases of courtroom proceedings. Prepared bench memos, drafted orders and opinions, proofread the judge's orders and opinions, verified citations, and communicate with counsel regarding case management and procedural requirements.

- Drafted memoranda of law, analyzed client files, and trial preparation.
- Attended trials and depositions.
- Reviewed legal documentations.

EDUCATION AND TRAINING

Juris Doctor, Southern University Law Center, Baton Rouge, LA

Master of Library and information Science, Louisiana State University, Baton Rouge, LA

Bachelor of Arts, magna cum laude, Journalism, Southern University and A&M College, Baton Rouge, LA

Certificate of Records and Information Management, Louisiana State University, Baton Rouge, LA

Human Resources Management Certificate, Louisiana State University, Baton Rouge, LA

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

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

Profile of Person Recommended

Length of Employment January 01, 2023 To _____
 Effective Date January 01, 2023

Name Dorothy Straughter-Parker xxx-xx-7835 Sex F Race* B
(Last 4 digits only)

Position Title: Health Wellness and Disability Director Department: Law Center - Academic/Finance

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

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

Years Experience 32 Southern University Experience 23

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>M.S.</u>	<u>LSU Shreveport</u>	<u>2017</u>
	<u>B.S.</u>	<u>University of Phoenix</u>	<u>2015</u>

Current Employer Southern University Law Center

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) SULC Special Project/Proctoring

Recommended Salary \$88,000.00 Salary Budgeted \$88,000.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-36110-61002-36000
 Form Code: BOR10 Page 1 Item # 1

Change of: _____ From _____ To _____
 Position Health Wellness and Disability Director
 Status SULC Special Project/Proctoring
 Salary Adjustment \$81,900.00 \$81,900.00 + \$6,100.00 = \$88,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
311001-33010-61002-36000	\$81,900.00
311001-33010-61002-36000	\$ 6,100.00
	\$88,000.00

*See Reverse Side

Graduate School signature (if, applicable):

John K. Pierre 12/20/22 Supervisor Date
John K. Pierre for Shawna Vance 12/20/22 Vice Chancellor Date
John K. Pierre 12/20/22 Director/Personnel Date
John K. Pierre 12/20/22 President Date
John K. Pierre 12/20/22 Vice President/Finance Date
John K. Pierre 12/20/22 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: Salary Adjustment for SULC Special Project/Proctoring, effective January 01, 2023.

EMPLOYEE REGULAR WORK SCHEDULE: Daily
EMPLOYEE DIRECT SUPERVISOR: Chancellor, John Pierre
NUMBER OF EMPLOYEES SUPERVISED, (if any) 225
HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, III-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	12/29/22
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	FO	09/11/22

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

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS



SOUTHERN UNIVERSITY LAW CENTER

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

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

December 16, 2022

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

RE: Appointment of Toni Weaver-Meyer as an Assistant Vice-Chancellor for
the Office of Innovation and Strategic Partnerships and Initiatives

Dear President Shields:

The Southern University Law Center created an Office of Innovation and Strategic Partnerships and Initiatives in April 2021 that was approved by the Southern University Board of Supervisors. Since its inception, the office has generated over \$2,100,000 in supplemental resources and revenue for the Law Center. Since there is an increased interest by corporations, federal, state, and local government agencies in creating public/private partnerships, public cooperative endeavor agreements, and other collaborations, there is a need to add another senior leader to that office. This addition will enhance the capacity of that office and increase resources and revenue for the Law Center. I have identified an individual who would be an asset to the Law Center in this respect.


Dr. Toni Weaver-Meyer who is currently an Assistant Vice-Chancellor at the Baton Rouge Community College (BRCC) represents BRCC to internal and external stakeholders, industry partners, and communities of interest. Dr. Meyer secures financial resources to deliver workforce programs, economic recovery and development initiatives, and federal and state grant initiatives. She has also cultivated partnerships with business and industry, government, and labor and non-profit organizations, as well as developed non-academic credit training programs to meet specific needs of employers.

I respectfully request that a search be waived, and that Dr. Toni Weaver-Meyer be appointed as the Assistant Vice-Chancellor for Strategic Partnerships and Initiatives. She would work under the supervision of Attorney Marla Dickerson and myself. She would also collaborative when feasible and practicable with other SU System entities to leverage opportunities and create synergistic

opportunities. The proposed salary for Dr. Weaver-Meyer is \$108,000 and would commence March 1, 2023, if the appointment is approved by the Southern University Board of Supervisors at its January 6, 2023, board meeting.

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

Sincerely,



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

APPROVED: _____

Dennis J. Shields
President/Chancellor

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

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

Profile of Person Recommended

Length of Employment 03/01/2023 To _____
 Effective Date 03/01/2023

Name Toni Weaver-Meyer XXX-XX-9427 Sex F Race* B
(Last 4 digits only)

Position Title: Assistant V/C for the Office of Innovation and Strategic Partnerships and Initiatives Department: Law Center-Institutional Support

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 PAR, if applicable.) Expiration Date: _____

Years Experience 20 Southern University Experience 0
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
PhD, Higher Education Leadership University of Louisiana at Lafayette 2017
M.S. University of Southern Mississippi 2009
B.S. University of Louisiana at Lafayette 1985

Current Employer Southern University College of Business

Personnel Action

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

Recommended Salary \$108,000.00 Salary Budgeted \$108,000.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-31620-61002-36000
 Form Code: BOR10 Page 1 Item # 1

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

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
311001-31620-61002-36000	\$108,000.00
Total	\$108,000.00

*See Reverse Side

Graduate School signature (if, applicable):

Marka Dukuson 12/20/23
 Supervisor Date
John K. Pierce 12/20/23
 Vice Chancellor Date

Director/Personnel _____ Date _____

John K. Pierce 12/20/23
 Dean/Chancellor Date
John K. Pierce for Jerry Hall 12/20/23
 Vice for Fin. and Administration Date
John K. Pierce 12/20/23
 Chancellor Date
Brandon McQuinn
 Vice President/Finance Date
 Business Affairs/Comptroller _____ Date _____

President

Date

Chairman/S.U. Board of Supervisors

Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino

Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Appointment of Toni Weaver-Meyer as an Assistant Vice-Chancellor for the Office of Innovation and Strategic Partnerships and Initiatives, March 01, 2023.

Daily

EMPLOYEE DIRECT SUPERVISOR:

Chancellor, John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any)

225

HR USE ONLY: STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

CODE

EXPIRES

United States Citizen/Certificate of Naturalization

Resident Alien

H-1 Visa (Distinguished Merit & Ability)

J-1 Visa (Exchange Visitor Program)

F-1 Visa (Student Emp. F1 Student at S.U.)

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

SOUTHERN UNIVERSITY LAW CENTER

US

RA

III

DATE 12/20/22

F1

FOR BY: DS / P.A.

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 Campus Police with Criminal/Background Check form)
Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
Exemptions Survey Form (signed by employee and budget head)
Proposed Employee Appointment
Proposed Employee Clearance
Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

CONTINGENT UPON AVAILABILITY OF FUNDS

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Assistant Vice Chancellor AS DESCRIBED BELOW
BE AUTHORIZED AS A VACANCY FOR Office of Innovation and Strategic Partnerships and Initiatives
(Department or Unit)

- Replacement, Civil Service, Tenured, New Position, Temporary, Probationary, Unclassified, Faculty, Source of Funds: State, Grant-in-Aid, System Revenue, Agency Fund State

VACANCY DESCRIPTION AND JUSTIFICATION

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

The assistant vice chancellor of Innovation and Strategic Partnerships and Initiatives will identify trends in legal Education and the legal profession to help develop programming to ensure SULC students are career ready. Meet with community organizations to develop partnerships; meet with community organizations to identify legal Training needs; plans manages and executes assigned projects and meets program/grant related deadlines; other Duties as assigned

Salary/Range: \$108,000.00 Previous Incumbent (if replacement):
Approved Disapproved [Signature] Date 12/19/22
Approved Disapproved [Signature] Date 12/19/22

FINANCE/BUDGET OFFICE ONLY Funds Available Yes No [Signature] Date Budget Number 311001-31620-61002-36000

HUMAN RESOURCES OFFICE ONLY Existing/Approved Position Yes No Employee Class: Job Class: Verified By: Date:

Approved Disapproved [Signature] Date 12/19/22
Approved Disapproved [Signature] Date 12/19/22
Approved Disapproved [Signature] Date

An Equal Opportunity Employer

SOUTHERN UNIVERSITY

L A W C E N T E R

Office of Innovation and Strategic Partnerships and Initiatives

Assistant Vice Chancellor of Innovation and Strategic Partnerships and Initiatives

The Assistant Vice Chancellor of Innovation and Strategic Partnerships and Initiatives will identify trends in legal education and the legal profession to help develop programming to ensure SULC students are career ready. The assistant vice chancellor will also work to develop workforce initiatives to engage SULC with the community. The assistant vice chancellor will report directly to the Vice Chancellor of Innovation and Strategic Partnerships and Initiatives.

Responsibilities

- Meet with community organizations to develop partnerships
- Meet with community organizations, corporations, and governmental organizations to identify training needs, including quantitative and qualitative training needs
- Plans, manages, and executes assigned projects and meets program/grant related deadlines
- Provide measurement, evaluation, and data analysis associated with programs and special projects
- Assist with managing and ensuring timely submission of grants, reports, and other document related to projects, ensuring that the reports are comprehensive and accurate
- Identify public/private opportunities that create workforce benefits
- Identify grants/contracts that could be pursued to increase resources and revenue to SULC
- Identify opportunities for developing non-academic credential and certificate programs
- Other duties as assigned

TONI WEAVER-MYER, Ed.D

CAREER PROFILE

Proven leadership providing direction and management that successfully address workforce solutions, economic development, as well as new and forward-looking program development to meet business and industry needs.

- Key impacts in operations management; fiscal and budgetary administration; Grant writing and & management, strategic planning, development and execution of training programs; project management; problem identification and resolution.
- Succeeded in securing grant funding of approximately \$21.6 million coupled with garnering another \$5 million in revenue contracts.
- Earned consistent ratings of "Excellent" on Company Satisfaction Report to LA Department of Labor.
- Articulate and persuasive with outstanding interpersonal skills to establish rapport, build and maximize productive relationships, and communicate strategically across diverse internal constituencies and external business/industry/community stakeholders.
- Inclusive, role model leader accomplished in training, coaching, mentoring and directing high performing teams to achieve optimal results in a high expectations environment.

Additional areas of competency:

- Workforce Trends/Legislation | Long-range Training Projection | Federal and State Grant implementation
 - Job/Training Assessment & Analysis | Microsoft Office Suite | Disaster Recovery Flood Recovery Program
-

EDUCATION

Doctor of Education, Higher Education Leadership | University of Louisiana at Lafayette

Master of Science, Workforce Training & Development | University of Southern Mississippi

Bachelor of Science, Marketing | University of Louisiana at Lafayette

PROFESSIONAL EXPERIENCE

Baton Rouge Community College | Baton Rouge, LA

~ 17 years of progressive responsibility and achievement ~

Assistant Vice Chancellor |Baton Rouge Community College (June 2021- Present)

Principal administrative officer of the Workforce Solutions Division at Baton Rouge Community College. Represent the College to internal and external stakeholders, industry partners, and communities of interest. Secure a financial base sufficient to allow the delivery workforce programs, economic recovery and grant implementation Guiding the Division's mission to deliver technical assistance to community, students and grantees. Provided oversight of performance solutions for business and industry partners and State Agencies. Lead the division in filling the equity gaps within the region and community by empowering community members to become contributors and change agents.

- Provided leadership, direction and operational oversight for the Workforce Training Division, Corporate partnerships, and industry sectors including professional, skilled craft and healthcare.
- Revised and implemented division policies and procedures including standardizing workforce Standard Operating Procedures.
- Expanded partnerships, revised program offerings, and implemented industry round tables and initiatives to evaluate, plan for, and implement continuous program improvements.
- Expanded the workforce healthcare team and substantially expanded healthcare workforce program offerings to include: Pharmacy Technician, Medical Billing, and Coding, Phlebotomy Technician, Medical

Assistant, Certified Electronic Health Records Specialist, Certified Nurse Aide, Medication Attendant Certification, and Mental Health Technician.

- Developed industry partnerships and created customized training programs to meet specific employment needs. Customized programming designed for skilled craft, transportation, professional development, and healthcare industries.
- Guided team to surpass college's success metrics by applying for \$1.9M in grant funding in addition to open enrollment and customized training programs. The estimated Fall 2022 gross revenue is \$4.1M, and more than 750 industry-based credentials were achieved in FY 21-22
- Led the expansion of workforce programs to encompass rural campuses.

Executive Director | Corporate Workforce | Economic Development (September 2013 – May 2021)

Research, create, develop, and implement customized programs and services to meet training and development needs of business and industry in Baton Rouge and surrounding areas, as well as cultivate partnerships with business and industry, government, labor and non-profit organizations in the region.

- Oversight of high-skill and high-demand non-credit training and development programs for six-parish area.
- Plans, implement and executes strategic vision of the Workforce division on programmatic and Operational initiatives.
- Secure and manage economic development Revenue Generating Contracts that enhance financial viability. Acted as budget manager for \$21.6 million Economic Development Division grant budgets.
- Conducts training needs analysis for business and industry; design, manage, and evaluate appropriate training and non-training workplace solutions that meet the highest quality and standards of the business/industry.
- Write Division's Strategic Plan, and proactively lead to ensure successful implementation.
- Train, coach, mentor, and evaluate Workforce Solutions Staff on project operations and accountability of State and Federal guidelines. Inclusive of 8 team members and 40 instructors.

Director | Corporate Workforce Solutions | Corporate Training (October 2010 – September 2013)

- Streamlined operations for Division, and revised all Standard Operating Procedures
- Identifies and pursues new sources of revenue through new initiatives, contract training, and grants.
- Develops and implements quality control systems for the effective delivery of non-credit instruction throughout the College and at corporate locations
- Recruits and manages a significant pool of non-credit adjunct training/education/consulting professionals (diversified in talent) and coordinates delivery of their services to fulfill the customer need.
- Utilizes regional data analysis to create viable programs for emerging demand industries
- Participates in the program feasibility and development process and conducts annual economic analysis for all existing programs
- Designed and marketed department's training programs; negotiated contracts for vendors, instructors, equipment, purchasing, and grant line items.

Program Manager | Corporate Training (February 2005 – October 2010)

- Coordinated training for 1,100+ employees, and managed \$2.5 million Incumbent Worker Training budget, including audit review and reporting for single company.
- Developed and conducted training plans and workshops for business and industry, grantees, contractors and sub-recipients relative to funded projects. Marketed/promoted customized education and training programs.
- Prepared monthly budget reports, course evaluations, and training justifications. Facilitate procedures for proper administration of grant funds.
- Acted as Liaison between Louisiana Department of Labor and grant-funded business and industry.

- Served on search committees for college employees, recruited and interviewed instructors, and certified trainers for Professional Development Academy.
- Successfully delivered 108 classes, and trained approximately 632 people in a single year.

***Training Coordinator | State of Louisiana Office of Group Benefits | Baton Rouge, LA
(2002 – 2005)***

- Designed and implemented training programs and courses for 400+ employees, as well as facilitated training for multiple state agencies.
- Delivered basic and intermediate-level courses to audiences of varying positions including general staff, executives and supervisors.
- Developed training materials, behavioral objectives, curricula, and assessments for all courses.
- Anticipated long-range training needs of the agency, developed surveys to assess and analyze business-training needs, researched subject matter for training topics, and prepared visual aids for course materials.
- Validated employee training with pre- and post-test comparisons, prepared training reports, evaluated transfer of training, and maintained procedures to ensure effectiveness of training programs.

Previous employment encompassed successful entrepreneurial endeavor, as well as high school and middle school teaching experience with specialties in English, Speech, Debate, Science, and Social Studies.

PROFESSIONAL DEVELOPMENT & CERTIFICATIONS

- Certified Workforce Developer (CWD) Louisiana Economic Development (LED) and Louisiana Community & Technical College System (LCTCS)
- University of Southern Mississippi Training and Development Certificate Program
- Chancellor's Leadership Development Institute
- Louisiana Teaching Certification
- Trainer/Instructor Certification through Achieve Global
- Planning Performance Trainer, LA Secretary of State
- Bob Pike, "Train the Trainer" Program

PAST COMMUNITY & CIVIC INVOLVEMENT

- Board of Directors, West Baton Rouge Chamber (WBR)
- Board of Directors, Urban Restoration Enhancement Corporation (UREC)
- *Committee Membership:* Southern Association of Colleges and Schools (SACS), Reaffirmation Committee, Co-Chair | College Safety Committee | Quality Resource Team | Student Orientation Committee.

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	8	5
-----------------	---	---	---	---	---	---

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

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

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

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

Profile of Person Recommended

Length of Employment 01/01/2023 To _____
 Effective Date 01/01/2023

Name Latonya Wright XXX-XX-9560 Sex F Race* B
(Last 4 digits only)

Position Title: Interim Director of Records and Registration Department: Law Center - Institutional Support

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

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

Years Experience 16 Years Southern University Experience 12 Years
 Degree(s): Type/Discipline (BA-Education): B.S. Institution/Location (SU-Baton Rouge): Southern University, Baton Rouge Year: 2000

Current Employer Southern University - Law Center

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) SULC Special Project/Proctoring

Recommended Salary \$95,000.00 Salary Budgeted \$ 95,000.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-33010-61002-35000
 Form Code: BOR10 Page: 1 Item #: 1

Change of: From To
 Position Interim Director of Records and Registration
 Status SULC Special Project/Proctoring
 Salary Adjustment \$91,400.00 \$91,400.00+\$3,600.00=\$95,000.00

Financial Aid signature (if applicable):

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

Comments: (Use back of form)

Source of Funds	Amount
311001-33010-61002-35000	\$91,400.00
311001-33010-61002-35000	\$ 3,600.00
	\$95,000.00

*See Reverse Side

Graduate School signature (if applicable):

Supervisor: John K. Pierre for Shawa Vance Date: 12/20/22
 Vice Chancellor: John K. Pierre for Shawa Vance Date: 12/20/22
 Director/Personnel: _____ Date: _____
 President: _____ Date: _____
 Dean/Undergrad: John K. Pierre Date: 12/20/22
 V/C for Finance & Bus. Admin.: John K. Pierre for Jerry Hall Date: 12/20/22
 Chancellor: John K. Pierre Date: 12/20/22
 Vice President/Finance Business Affairs/Comptroller: Brandon McC... 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: Salary Adjustment for SULC Special Project/ Proctoring, effective, January 01, 2023

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Chancellor, John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any) 225

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	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	12/30/22
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	03/PM

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following Personnel Committee)

Southern University System Board Room
J. S. Clark Administration Building 2nd Floor
Baton Rouge, LA 70813

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Special Presentation
 - A. Above and Beyond Award
6. Action Items
 - A. Approval of Minutes of the November 24, 2022, SUS Board of Supervisors Meeting
 - B. Request Approval of the Internal Audit Charter (SUS)
 - C. Request Approval of the Audit Plan (SUS)
 - D. Request Approval of the Internal Audit Quality Assurance and Improvement Plan (SUS)
 - E. Request Approval of the EAB Contract (SUS)
SUBR currently contracts with EAB for to assist in its marketing and enrollment efforts. This contract expands services to the other campuses.
 - F. Honorary Degrees for Human Juke Box Students (BOS)
7. Resolutions
8. Informational Items:
 - A. Presidential Report
 - B. Chancellor's Reports

9. Other Business

10. Adjournment

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

MINUTES

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

The invocation was provided by Rev. Dr. Reginald Nichols Pastor of Olive Branch Baptist Church. The Pledge of Allegiance was led by Vice Chair Dr. Rani Whitfield.

AGENDA ITEM 4: Roll Call

Roll Call by President Dennis J. Shields

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

Absent: Ms. Christy Reeves

AGENDA ITEM 5: ELECTION OF BOARD OFFICERS FOR 2023

A. Chairman – Nominations for Chairman was opened. Chairman Edwin Shorty nominated Mr. Myron Lawson. There were no additional nominations. The nominations were closed by Atty Domoine Rutledge. And a motion was made by Ms. Arlanda Williams and second by Dr. Rani Whitfield for Mr. Myron Lawson as Chairman.

Motion Approved.

B. Vice Chairman - Nominations for Vice Chairman was opened. Ms Arlanda Williams nominated Dr. Rani Whitfield. There were no additional nominations. The nominations were closed by Rev. Samuel Tolbert. And a motion was made by Ms. Arlanda Williams and second by Mrs. Ann Smith for Dr. Rani Whitfield as Vice Chairman.

Motion Approved.

Chairman Atty Edwin Shorty congratulated both Mr. Lawson and Dr. Whitfield. They both gave brief comments and thanked everyone for their support, and they are looking forward to the new year.

AGENDA ITEM 6: ADOPTION OF THE AGENDA

Chairman Shorty announced that Action Item 11C will be deleted. Upon the motion by Atty Domoine Rutledge and second by Mr. Raymond Fondel. The agenda was recommended for adoption with the deletion of action item 11C.

Motion Approved.

AGENDA ITEM 7: PUBLIC COMMENTS

None

AGENDA ITEM 8: GREETINGS FROM DR. RICK GALLOT, PRESIDENT OF GRAMBLING STATE UNIVERSITY

Dr. Gallot thanked President Shields and the Board of Supervisors for the invite. He mentioned he was accompanied by members of his leadership team. He asked them to stand to be recognized. President Shields and Chairman Shorty thanked Dr. Gallot for attending the meeting. President Shields gave a few comments.

AGENDA ITEM 9: ABOVE AND BEYOND

Dr. James Ammons introduced Dr. Gregory Ford who presented the above and beyond award to Ms. Erika Witt. She is the curator at the Museum of Art at SUNO. Ms. Witt thanked SUNO and the Board of Supervisors for the award.

AGENDA ITEM 10: SPECIAL PRESENTATIONS

- A. SHE-CAN (McBride Sisters) Check Presentation to the Southern University Agricultural Research and Extension Center and the College of Agricultural, Family and Consumer Sciences (SUAREC)

Dr. McMeans introduced Dr. Renita Marshall who introduced the SU Alum Agnes who is CEO for McBride Sisters. She introduced Robyn who is one of the sisters who attended the meeting. She gave brief background about the McBride Sisters and all the support to the black owned women businesses. McBride Sisters is the largest black wine company. She mentioned how they plan to continue to support SU Ag and presented a check in the amount of \$50k.

- B. Legacy House Media, LLC and Matador Spirits Check Presentation (SUAREC)

Dr. Katara Williams introduced Mr. James Williams, CEO. He gave background about the company. This is the 1st sugar cane Vodka. He plan to support SU Ag and presented a check in the amount of \$250k.

C. Special Presentation (SUNO)

Dr. James Ammons introduced Dr. Kim Rugon, Vice-Chancellor, Institutional Advancement. She introduced all individuals who presented each donation.

- a. William K Kellogg Foundation
Presented a check in the amount of \$400k – College of Education
- b. The Institute of Mental Hygiene
Presented a check in the amount of \$300k
- c. The SUNO Foundation and the SUNO Alumni Association
Presented a check in the amount of \$93,340 – for students' scholarships
- d. Anonymous Giver
Presented a check in the amount of \$100k

Chairman Shorty recognized Dr. Rugon for all she does at SUNO. He mentioned The BASH which was a stellar event. Job Well Done Dr. Rugon.

D. Special Presentation by United Health Group (SUBR)

Dr. Sandra Brown introduced Rep Dustin Miller and CEO Carl Laureate who presented a check in the amount of \$500k

E. Special Presentation by the School of Nursing and Ochsner (SUBR)

Dr. Sandra Brown introduced Representatives who presented a check in the amount of \$2 million.

Chairman Shorty recognized Dr, Courtney Phillips from Louisiana Department of Health. She gave brief greetings and thanked the SU Board of Supervisors and the SU System for their support.

F. Special Presentation for Reverend Lionel Johnson

Atty Domoine Rutledge recognized the Johnson Family and presented award to Reverend Lionel Johnson's family. Reverend Lionel Johnson was a Chairman His son and daughter were in attendance to receive the award on behalf of their mother. They both thanked the SU Board of Supervisors for all the support to their family during the death of their father.

AGENDA ITEM 11: ACTION ITEMS

Motion was made by Atty Domoine Rutledge and second by Dr. Rani Whitfield that Action Items (11A-11B, 11D – 11J) be approved in global.

Motion was approved.

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

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

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

Name	Position/Campus	Salary	Funding Source
1. Laina Jolivett	Program Manager for the Center for Prevention and Advocacy <i>New Position</i>	\$60,000.00	DOJ Grant

2. Niara Woods	Director of Communication and Public Relations and Interim Sports Information Director (SID) <i>New Appointment</i>	\$ 65,000.00 \$ 5,000.00	State
----------------	--	-----------------------------	-------

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

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

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

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

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

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

Motion was made by Atty Domoine Rutledge and second by Dr. Rani Whitfield that Action Items (11L- and 11M) be approved in global.

Motion was approved.

- L. Request Approval of Petition for Prior Service Credit by Associate Professor Katherine Macfarlane (SULC)

Associate Professor Katherine Macfarlane respectfully has requested that the Southern University Board of Supervisors consider her petition to the Board to exercise its discretion in granting her 4-years of probationary credit for prior service at other higher education institutions. Ms. Macfarlane has served as a faculty member for 5-years at the University of Idaho College of Law, 2-years at the Louisiana State University Paul Hebert Law Center, and 1-year at the Chapman University Fowler School of Law.

- M. Request Approval of Memorandum of Understanding between SUBR School of Nursing and Ochsner – SUSON Capacity and Workforce (SUBR)

AGENDA ITEM 12: RESOLUTIONS

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

- Dr. Lewis Blair, Jr.
- Mr. Edward Ossie Magee, Sr.
- Dr. Clyde Ellis Smith
- Ms. Julie Tregre Cherry
- Attorney Sarah Renea Harris
- Mrs. Gaynell Thomas Johnson

Upon Motion from Atty Domoine Rutledge to approve the read resolutions and Mrs. Ann Smith second the motion.

Motion approved

AGENDA ITEM 13: INFORMATIONAL ITEM(S)

Chancellor John Pierre gave brief summary on items 13A and !3B.

- A. Update on Cooperative Endeavor Agreement (CEA) by and between the Louisiana Minority Business Development Agency (MBDA) Business Center, the Folger Coffee Company, Gulf Partners, LLC, and Southern University Law Center (SULC)
- B. Update on the Semester in Shreveport 2023 Spring Semester Activities at the Southern University Law Center Off Campus Instructional Site (SULC) (OCIS)

Mr. Kenneth Dawson provided report on each of the projects listed under Action Item 13C – Facilities Planning Updates.

C. Facilities Planning Updates

1. *Harding/Scenic Crosswalk*
2. *E-Court submission*
3. *Additional funding for Demo projects*
4. *Drainage issue Harding and Swan*
5. *Architectural Selection Committee*

D. Interim Financial Report

Mr. McClinton reported all campuses are within their budget. The detail of the interim financial report by campus is in the board packet. There were no questions.

E. President's Report

President Shields gave a brief report. He thanked Chairman Shorty for his leadership and congratulated the new leadership. He mentioned he attended the BASH at SUNO and gave accolades to Dr. Rugon and her team. He mentioned he is very excited about the weekend since this is his first Bayou Classic.

F. Chancellor's Reports

All chancellor's gave brief report. (Detail report is in the board packet)

Dr. Ammons presented brief report on behalf of SUNO.
Dr. Appeaning presented brief report on behalf of SUSLA.
Dr. McMeans presented brief report on behalf of SUAREC.
Chancellor Pierre presented brief report on behalf of SULC.
Dr. Sahoo presented brief report on behalf of SUBR

Each chancellor thanked Chairman Shorty for his leadership and congratulated the new chairman and vice chairman.

AGENDA ITEM 14: OTHER BUSINESS

Chairman Shorty acknowledged AD Roman Bank.

Chairman Shorty acknowledged elected officials, other dignitaries and alums who were in attendance for the meeting. He thanked everyone who come to meetings regularly.

Chairman Shorty recognized the NBA Representative – Brandon Gasoway. He made a short presentation in reference to the All-Star Game and Weekend (i.e. game, hotels, game tickets, etc.)q a lqq

AGENDA ITEM 15: ADJOURNMENT

Motion was made by Atty Domoine Rutledge to adjourn the meeting.



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

December 20, 2022

Dennis Shields
President-Chancellor
Southern University System

RE: Internal Audit Items for Consideration for the January 2023 Board of Supervisors Meeting

Dear President-Chancellor Shields,

The purpose of this memo is request the following items be placed on the January 2023 Board of Supervisors Meeting agenda.

1. The Internal Audit Charter
2. The Audit Plan
3. The Internal Audit Quality Assurance and Improvement Plan

We are required to receive the President's and Board approval annually for these items. I will reach out to you to discuss this packet in greater details.

Sincerely,

A handwritten signature in blue ink that reads 'Brian Adams'.

Brian Adams



Office of Internal Audit

INTERNAL AUDIT CHARTER

INTRODUCTION

The Southern University System Internal Audit (IA) function is an objective assurance and consulting activity, independently managed within the Southern University System. It is guided by a value-driven philosophy to improve the Southern University System operations and help management accomplish its objectives. It brings a systematic disciplined approach to evaluating and improving the effectiveness of risk management, control, and governance processes.

There are three components of IA's mission:

- To audit the governance around risk management and system of internal controls,
- To audit the system of internal controls itself, and
- To audit the risk management of operations.

Internal Audit is centrally managed by the Southern University System Internal Audit Executive Director (Executive Director for the System).

ROLE

Management of each of the System's component institutions has the responsibility to ensure that assets are properly safeguarded, internal controls are established and sufficient to ensure compliance with applicable laws and regulations, and procedures are sufficient to detect errors and fraud in a timely manner. Campus management is also responsible for providing input into the annual risk assessment and audit plan and for establishing and enforcing a policy to ensure effective and timely resolutions of all audit findings.

Internal Audit's role is to measure and evaluate the effectiveness of internal controls within accounting, financial, and operating systems of the Southern University System. Internal Audit provides independent analyses, appraisals, recommendations, and pertinent comments on the business activities of the institution.

ORGANIZATION

The Southern University System Internal Audit Executive Director will continue to directly report administratively to the System President and the Vice-President of Finance and Business Affairs and functionally to the Chair of the Audit Committee. Campus internal audit directors will report to the System Executive Director with informational disclosure to the campus chancellors, unless directed by the System Executive Director, System President, and/or the Audit Committee Chair. Hiring, promotion, and other related personnel decisions regarding campus audit directors and staff shall be made jointly with the System President, Audit Committee Chair, and System Audit Executive Director after appropriate consultation with the affected campus chancellor.



Office of Internal Audit

INTERNAL AUDIT CHARTER

PROFESSIONAL STANDARDS

Professionalism and commitment to excellence are facilitated by operating within a framework of professional practice. The internal audit activity will govern itself by adherence to the Institute of Internal Auditor's (IIA) Mandatory Guidance, which includes the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, the International Standards for the Professional Practice of Internal Audit, and the Definition of Internal Auditing. The IIA's Mandatory Guidance constitutes the fundamental requirements for the professional practice of internal auditing and the principles against which to evaluate the effectiveness of the internal audit activity's performance.

In addition, Government Auditing Standards promulgated by the Comptroller General of the United States will be followed when required by law, regulation, agreement, contract, or policy. Also, Internal Audit staff members have a responsibility to act in the best interest of those they serve and should refrain from entering into any activity that may create a conflict of interest and should disclose any potential conflicts of interest to the System Executive Director. They have an obligation of self-discipline above and beyond the requirements of laws and regulations. They should demonstrate qualities to include integrity, objectivity, confidentiality, and competency consistent with the Institute of Internal Auditors' Code of Ethics.

AUTHORITY

The Southern University System Internal Audit office is authorized full and unrestricted access to all areas and information sources (i.e. records, property, and personnel, etc.) within the entire Southern University System. Documents and information given to the Internal Audit staff during an engagement are handled in the same prudent manner as by those employees normally accountable for them. The confidential and privileged character of the documents and information is not affected solely by disclosure to the Audit Staff.

Acting in the capacity of an Internal Auditor, audit staff should not perform any operational duties for the Southern University System or its component institutions, initiate or approve accounting transactions external to Internal Audit, or direct the activities of any Southern University employee not employed by Internal Audit, except to the extent such employees have been appropriately assigned to auditing teams or otherwise assist the internal auditors.

RESPONSIBILITIES

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

- Develop a flexible audit plan using an appropriate risk-based methodology, including any risks or control concerns identified by management, and submit that plan to the President and Audit Committee for review and approval, as well as periodic updates.

Office of Internal Audit

INTERNAL AUDIT CHARTER

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

IRREGULARITIES, ILLEGAL ACTS, AND OTHER NONCOMPLIANCE

The responsibilities of IA for these areas are clearly defined in the professional standards, previously mentioned in this document. IA has the responsibility for assisting in the deterrence of fraud by examining and evaluating the adequacy and the effectiveness of control, commensurate with the extent of the potential exposure/risk in the various systems of operations. In carrying out this responsibility, we will determine whether the Southern University System and its component institutions achieve and/or accomplish the following:

- Organizational environment fosters control consciousness.
- Realistic organizational goals and objectives are set.
- Written policies (code of conduct) exist that describe prohibited activities and the action required whenever violations are discovered.

Office of Internal Audit

INTERNAL AUDIT CHARTER

- Appropriate authorization policies for transactions are established and maintained.
- Policies, practices, procedures, reports, and other mechanisms are developed to monitor activities and safeguard assets, particularly in high risk areas.
- Communication channels provide management with adequate and reliable information.
- Recommendations are made for the establishment or enhancement of cost-effective controls to help deter fraud.

If our investigations should reveal dishonest or fraudulent activities, reports will be issued to the System President and the appropriate campus chancellor. In addition, through coordination with Southern University System Legal Counsel (internal and external), the appropriate law enforcement and/or regulatory agencies will be notified for their independent investigation and final determination. The University is required to immediately notify the Louisiana Legislative Auditor of any occurrence of suspected and/or known fraudulent activity.

All employees of IA will be expected to adhere to the professional standards. This will provide reasonable assurance of detecting irregularities, illegal acts, or other noncompliance, which are material to the financial statements of the Southern University System.

MANAGEMENT REQUEST

IA is expected to be a constructive service, engaging in activities which will be of measurable benefit to the Southern System. Consequently, sufficient flexibility is to be maintained to be responsive to management requests for services that are consistent with the objectives and priorities of IA.

PLANNING

An internal audit plan based on a facilitated risk assessment process shall be systematically developed annually for the System as a whole. The risk assessment shall consider risks within and across all components of the System. Each campus audit director is responsible for soliciting input from appropriate members of management at the respective campus for this purpose. The data will be used to develop a risk-based audit plan for each campus. Each campus plan will be reviewed and approved by the System Executive Director and incorporated into the System plan. The System plan will be submitted to the President and Executive Officers for review and additional input. The System plan will then be submitted to the Audit Committee for review and approval and reported to the Board of Supervisors. The objective is to continually assess all high-risk areas of the Southern University System and to evaluate critical business processes throughout the System as resources permit. When special projects are requested by campus management, the campus internal audit director shall notify the System Executive Director who will consult with the affected campus chancellor in establishing the scope, objectives, and methodology to be employed related to the proposed special project.



Office of Internal Audit

INTERNAL AUDIT CHARTER

When demands for services exceed available resources that would significantly impact the approved work plan, each director will establish project priorities subject to the approval of the System Executive Director, or if the changes to the plan are substantial, the approval of the System President and Audit Committee.

REPORTING

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

RELATIONSHIPS WITH EXTERNAL AUDITORS AND CONSULTANTS

Internal Audit works cooperatively with external auditors and consultants to avoid duplication of efforts to ensure optimum audit coverage is obtained.

CONTINUING PROFESSIONAL DEVELOPMENT

Audit work will be conducted by a staff of recognized professional auditors who possess a high level of technical knowledge of, or experience in, internal auditing techniques. Professional development activities will be planned and carried out by both Internal Audit offices and the auditor. In addition to on-the-job guidance, each director will provide for training through courses offered by internal and external sources, in appropriate circumstances. Also, auditors with professional certifications should obtain sufficient continuing professional education to satisfy requirements related to the professional certification(s) held. Those auditors not presently holding appropriate certifications are encouraged to pursue an educational program that supports efforts to obtain professional certification(s).

STAFFING

The administrative office of the Internal Audit Services will be located on the 4th floor of the J. S. Clark Administration building on the Baton Rouge campus. The exception being the New Orleans and Shreveport campuses, where the primary auditor will continue to be domiciled. Based on specific audit engagement, auditors may be assigned to the various campuses within the System that may not be their primary domiciled.

QUALITY ASSURANCE AND IMPROVEMENT PROGRAM



Office of Internal Audit
INTERNAL AUDIT CHARTER

Internal Audit will maintain a quality assurance and improvement program that covers all aspects of the internal audit activity. The program will include an evaluation of the internal audit activity's conformance with the Definition of Internal Auditing and the Standards and an evaluation of whether Internal Audit applies the Code of Ethics. The program also assesses the efficiency and effectiveness of the internal audit activity and identifies opportunities for improvement. The System Executive Director will communicate to management and the Board on the internal audit activity's quality and improvement plan.

Approved this _____ day _____, _____

Dennis Shields
President-Chancellor

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

SOUTHERN UNIVERSITY SYSTEM AUDIT PLAN AUDITS IN PROCESS AND PLANNED AUDITS

AUDITS IN PROCESS		
CAMPUS	AUDIT	PLANNED HOURS
SUSLA	1. Review of Purchasing	350
SUSLA	2. Covid-19 Gift Card Incentive Program	200
SUSLA	3. Commercial Driver's License Program Review	350
SUBR	4. Travel Compliance	350
SUBR	5. Banner Access	350
SUBR	6. Attendance Show/No Show Review	350
SUNO	7. LOSFA (State Financial Aid) Compliance Review	350
SUAREC	8. Travel Compliance	
AUDITS PLANNED		
SUSLA	1. LOSFA (State Financial Aid) Compliance Review	350
SUSLA	2. Review of Financial Aid Policies and Procedures	350
SUSLA	3. CARES ACT – Covid-19 HBCU Funding	350
SUSLA	4. Travel Audit Follow-up	75
SUSLA	5. Purchasing Card Audit Follow-up	75
SUSLA	6. Dual Enrollment Process Review	350
SULC	7. CARES ACT – Covid 19 HBCU Funding	350
SULC	8. Travel Audit Follow-up	150
SUNO	9. Cares ACT – Covid 19 HBCU Funding	350
SUNO	10. Payroll	350
SUBR	11. Review of TOPS	350
SUBR	12. Review of Accounts Payable	350
SUBR	13. Review of Travel Card/CBA Program	350

Approved:

Dennis Shields
 President-Chancellor

Ms. Christy Reeves
 Chairman – Internal Audit Committee

Date: _____

Date: _____



QUALITY ASSURANCE AND IMPROVEMENT PROGRAM (QAIP) – January 2023

The Southern University System Office of Internal Audit's Quality Assurance and Improvement Program is designed to provide reasonable assurance to the stakeholders of the Internal Audit Department and assures that the Department:

1. Performs its work in accordance with its Charter, which is consistent with The Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing (Standards), Definition of Internal Auditing, and the Code of Ethics;
2. Operates in an effective and efficient manner; and
3. Is perceived by stakeholders as adding value and improving Internal Audit's operations.

The Office of Internal Audit continues to implement changes and monitor its performance to create an atmosphere of continuous improvement. Shown below are a few of the modifications that have been implemented into our processes.

1. We continue to move to full implementation of our automated workpapers. We initial thought we could use the survey tool in AutoAudit to send out surveys. We are now moving to Survey Monkey to send out the surveys. Survey Monkey is a much easier and friendlier tool.
2. We conduct weekly staff meeting and if there are any changes that are needed in our process they are discussed with the team. In addition, the auditors discuss their current audit project and solicit input from other team members when necessary.
3. The Audit Manual is reviewed annually for possible modifications. The updated version of our manual will be released in March 2023.
4. We annually discuss our audit plans with senior management and solicit feedback and input.
5. We will initiate the self assessment process in order to prepare for the external review. This self assessment will be a dry run in order to help us prepare for the actual self assessment. We will initiate the process before the end of the fiscal year.

Approved:

Dennis Shields
President-Chancellor

Date: _____

Ms. Christy Reeves
Chairman – Internal Audit Committee

Date: _____