PERSONNEL AFFAIRS COMMITTEE
(Following the Finance and Audit Committee)
Friday, August 20, 2010
Jesse N. Stone, Jr. Lecture Hall
Southern University
3050 Martin Luther King Drive
Shreveport, Louisiana

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items
   A. Appointments
      1.) Interim Director of Admissions, SUBR
      2.) Interim Dean of Honors College, SUBR
      3.) Director of the Advisement Center/QEP Coordinator, SUSLA
   B. Creation of the new position of Youth Development Specialist and Director of the Southwest Center for Rural Initiatives, Waiver of Search and Authorization to fill the position, SUAREC
   C. Authorization to SUSLA to resume payment of salary for SU Shreveport Foundation’s Executive Director
   D. Leaves of Absence
      1.) Nutrition Educator, SUAREC
      2.) Associate Professor of Economics and Finance, SUBR
      3.) Associate Professor of Mathematics, SUNO
   E. Waiver of Search and Appointment of System Vice President for Finance & Business and Comptroller, SU System
6. Other Business
7. Adjournment

COMMITTEE MEMBERS
Mr. Richard J. Caiton, Jr. – Chair; Mr. Darren G. Mire, Vice Chair; Mr. Myron K. Lawson; Atty. Patrick D. Magee;
Mr. Randale Scott; Atty. Tony M. Clayton - Ex Officio
August 2, 2010

To: Ronald E. Mason, Jr., President
Southern University System

From: Kofi Lomotey, Chancellor

Re: Approval of interim positions pending Board of Supervisors’ approval

As you know 15 persons employed on the Baton Rouge campus opted to take advantage of the retirement incentive that was offered in July. We now face an urgent need to make interim appointments in two critical areas while searches are undertaken to fill these positions permanently. These positions are (1) dean of the Honors College and (2) director of the Office of Admissions and Recruitment. While we have identified persons in our employ who are capable of serving in these positions in interim capacities, no action could be implemented until after July 30, 2010. Employees who participated in the retirement incentive program were given until that date to finalize their decisions.

The Board of Supervisors’ policy requires its approval for any personnel action involving salaries that exceed $50,000. The waiver we request will allow the above positions to be filled pending Board approval at its August meeting. There are precedents for such approvals being granted by the Board of Supervisors in similar situations. The interim appointments we propose are Nathaniel Harrison, currently an instructor/counselor in University College, to replace Velva Thomas as interim director of Admissions and Recruitment and Ella L. Kelley, currently professor of chemistry, to replace Beverly Wade as dean of the Honors College in an interim capacity. Personnel Action Forms are attached.

Your assistance is appreciated.

cc. Mwalimu J. Shujaa, Executive Vice Chancellor & Provost
Fladus McClinton, Vice Chancellor, Finance & Administration
SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

RECEIVED

Position Number: 2M9805

Campus: SUS  SUBR  X  SULAC  248  SUAREC  SUNO  SUSLA

Employment Category: Academic  X  Non-Academic  Temporal

Tenured  Tenured Track  Other (Specify)

Reason Left: Retired (Effective 7/31/2010)

Salary Paid: $65,000.00 Annually/$5,416.33 Monthly

Profile of Person Recommended


Effective Date: 8/2/2010

Name: Nathaniel Harrison, Jr.

SS# xxx-xx-3110  Sex: M  Race: B

Position Title: Interim Director

Department: Office of Admissions & Recruitment

Check One: X Existing Position

*Visa Type (See Reverse Side):

Expiration Date:

Years Experience: 40

Southern University Experience: 1971

Type/Discipline (BA-Education):

Masters-Counseling & Guidance

B.S.-Accounting

Institution/Location (SU-Baton Rouge):

SU-Baton Rouge

SU-Baton Rouge

Current Employer: SUBR

Personnel Action

Check One: X New Appointment

Transfer  Continuation  Sabbatical  Leave & Absence

Recommended Salary: $71,838.00

Salary Budgeted: $71,838.00

Source of Funds: Office of Admissions and Recruitment

Identify Budget:

210848

Location

Form Code:

Item #

Change of:

From:

Position: Instructor & Counselor (University College)

Status

Salary Adjustment: $71,838.00

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if applicable):

Supervisor: Date

Vice Chancellor: Date

Dean/Publisher: Date

President: Date

Chairman/S. U. Board of Supervisors: Date

Item 5A-1
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: Nathaniel Harrison is being transferred from University College to the Office of Admissions & Recruitment to serve as its interim director. This action is necessary because of the retirement of Velma Thomas which was announced 7/23/2010 and became effective 7/30/2010.
Contingent Upon Availability of Funds

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 A.M.-5:00 P.M.
EMPLOYEE DIRECT SUPERVISOR: Michelle Hill
SUPERVISOR/DEPARTMENT CONTACT NUMBER
NUMBER OF EMPLOYEES SUPERVISED, (if any) 4

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

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

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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 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)

FUND AVAILABLE

OFFICE OF THE COMPTROLLER
SOUTHERN UNIVERSITY SYSTEM

REV 07/24/2007
SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

RECEIVED

JOB CLASS 4047

JOB CODE A

CALID A

CAMPUS: SUS SUBR 20th Aug 2011 SUAREC SUNO SUSLA

EMPLOYMENT CATEGORY: Temporary Undergraduate Student

Previous Employee: Dr. Beverly Wade


Effective Date: 8/9/2010

Position Title: Interim Dean, Honors College

Check One X Existing Position

Check One New Position

Years Experience: 27

Southern University Experience: 27

Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
Ph.D. - Bio-Chemistry Louisiana State University 1983
M.S. - Bio-Chemistry Southern University and A&M College 1974
B.B. - Chemistry Northeastern University 1970

Check One X New Appointment

Recommended Salary: $7,749.78/Month ($92,907.33)

Source of Funds: Honors College

Identify Budget: 10890

Change of: From

Position: Professor

Status: Tenured

Salary Adjustment: $92,907.33 (12m)

List total funds currently paid this employee by:

Source of Funds: College of Education 10846

Amount: $92,907.33

Comments: (Use back of form)

*See Reverse Side

Supervisor: Date

Vice Chancellor: Date

Director/Personnel: Date

President: Date

Chairman/S.U. Board of Supervisors: Date

Dean/Assistant: Date

Chancellor: Date

Vice President/Finance: Date

Business Affairs/Comptroller: Date
This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORIGIN (Please check one):
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- 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: Dr. Ella L. Kelley is being appointed as the interim dean of the Honors College. She will serve while an agency only search is conducted to fill the position permanently.

Contingent Upon Availability of Funds

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 A.M.-5:00 P.M. Monday-Friday

EMPLOYEE DIRECT SUPERVISOR: Dr. Mwalimu Shujaa

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 771-3260

NUMBER OF EMPLOYEES SUPERVISED, (If any):

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

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- Supervisory Criminal/Background Check Form (completed by employee verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/Job Appointment/CS Rule 6.5g Letter of Justification (for classified; if applicable)

OF THE COMP TROLLER
SOUTHERN UNIVERSITY SYSTEM
Funds Available

[Signature]
GRANTS & CONTRACTS SECTION
Rev. 07/24/07
August 5, 2010

Dr. Ronald Mason Jr., President
S U System Office
4th Floor, J. S. Clark Administration Building
Baton Rouge, LA  70813

RE: Appointment of Director of the Advisement Center/QEP Coordinator

Dear Dr. Mason:

This communication is offered requesting your approval to appoint Ms. Sonji Brown to the critical role of Director of the Advisement Center/QEP Coordinator at an annual salary of $46,000.00. The university anticipates filling this position on September 1, 2010.

Ms. Brown’s recommended appointment comes having evolved from a national search in which more than twenty (20) candidates applied for consideration. The proposed appointment enjoys the support from both the Vice Chancellors of Academic and Student Affairs who collaborated in their assessment to ensure an appropriate fit. Moreover, this candidate will bring leadership to SUSLA’s Quality Enhancement Plan (QEP) which brings a deliberate focus on advising as a vehicle for student success. I concur with the confidence conveyed to this candidate by the search committee and indeed university administrators. It is therefore my hope that you find this recommendation is warranted.

Attached, please find vitae and supporting documentation highlighting the qualifications of Ms. Brown. Moreover, a personnel action form is included for your kind consideration and that of the Southern University Board of Supervisors at the August 2010 meeting.

Please do not hesitate to contact me at your earliest convenience if additional information is required.

With regards,

Ray L. Belton, Ph.D.
Chancellor

cc: Dr. Sharon Green, Vice Chancellor for Student Affairs
Dr. Orella Brazile, Vice Chancellor for Academic Affairs
Diane Neal, Director of Human Resources

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

"An Equal Opportunity Employer By Choice. Regardless of Race, Color, Sex, Disability Or Veteran Status"
August 5, 2010

Dr. Ray L. Belton, Chancellor
Southern University at Shreveport
3050 Martin Luther King, Jr. Drive
Shreveport, LA 71107

Dear Dr. Belton:

I would like to request your approval of Ms. Sonji Brown for the Director of the Advisement Center and Quality Enhancement Plan (QEP) Facilitator. This position is critical to SUSLA’s SACS reaffirmation process. The Quality Enhancement Plan (QEP) is the component of the accreditation process that reflects and affirms the commitment of the Commission on Colleges to the enhancement of the quality of higher education and to the proposition that student learning is at the heart of the mission of all institutions of higher learning.

The Director of the Advisement Center will have the responsibility of ensuring that the QEP is embedded within SUSLA’s ongoing integrated institution-wide planning and evaluation process. After completing the search process, I am recommending Ms. Brown; one who I believe is qualified to lead us in a process that will enhance our overall quality and effectiveness by focusing on the issue of Advisement and improving student learning.

Given your favorable response, I further request submission of this personnel action form to the Office of the System President and Board of Supervisors. Please feel free to contact me, if additional information is needed.

Very Truly Yours,

Sharon F. Green, Ed. D.
Vice Chancellor for Student Affairs

Enclosure(s): Recommendation
Personnel Packet
SOUTHERN UNIVERSITY SYSTEM
Personnel Action Form

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

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) _______ Retire Return To Work _______ Permanent Status _______

Previous Employee Reason Left _____ Salary Paid _____
Date Left _____

Profile of Person Recommended
Length of Employment July 1, 2010 _____ To June 30, 2011 _____
Effective Date September 1, 2010 _____

Name Sonji D. Brown _____ SS# xxx-xx-0979 _____ Sex F _____ Race* Blk _____
Position Title: Director, Advisement Center _____ Department: Student Affairs
Check One X New Position _____ *Visa Type (See Reverse Side): USA
Expiration Date:
(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable)

Years Experience 5 _____ Southern University Experience 0 _____
Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
B.S. Accounting LSU-S 1991 _____
M.A. Counseling & Guidance LA-Tech 2006 _____

Current Employer Linwood Public Charter School

Personnel Action
Check One X New Appointment _____ Continuation _____ Sabbatical _____ Leave of Absence _____
Transfer _____ Replacement _____ Other (Specify) _____
Recommended Salary $46,000.00 _____ Salary Budgeted $46,000.00 _____
Source of Funds State
Identify Budget: State Form Code: 210604
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)

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

Supervisor Date 8/5/10
Dean/Unit Head Date 8/5/10
Vice Chancellor Date 8/5/10
Director Personnel Date 8/7/10
President Date 8/7/10

Chairman/S.U. Board of Supervisors Date 8/7/10
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- American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS: Ms. Brow will serve as the Director, Advisement Center with an annual salary of $46,000.00.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 p.m. – 5:00 p.m.
EMPLOYEE DIRECT SUPERVISOR: Dr. Sharon F. Green
SUPERVISOR/DEPARTMENT CONTACT NUMBER: 670-6337
NUMBER OF EMPLOYEES SUPERVISED, (if any)

HR USE ONLY: STATUS (circle one):

- EXEMPT
- NON-EXEMPT

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- Restricted Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

Rev. 07/24/2007
June 16, 2010

Ms. Diane N. Neal
Director of Human Resources
Southern University
3050 Martin Luther King Drive
Shreveport, LA 71107

Dear Ms. Neal:

I am an experienced coordinator and counselor and I would like to inquire about the Director of the Advisement Center position at Southern University. My passion is in education and guiding students to the right path of success. I would be interested in learning more about this position and the Southern University system.

I have a Master's Degree in School Counseling from Louisiana Tech University. In addition, I completed two internships focusing on mental health and school guidance on both the middle school and high school levels. I also advised and coordinated programs for the freshmen and sophomore medical students at LSU Medical School here in Shreveport, Louisiana.

My resume, which is enclosed, contains additional information on my experience and skills. I would appreciate the opportunity to discuss the director position with you and to provide further information on my candidacy. I can be reached via my cell phone, 318-230-3064 or by email at sonjibrwn1@gmail.com.

Thank you for your time and consideration. I look forward to speaking with you about this exciting opportunity.

Sincerely,

Sonji D. Brown
STATE DEPARTMENT OF EDUCATION

CERTIFICATE TYPE
ANCILLARY CERTIFICATE

NUMBER
AN 488508

VALID
4/7/2009 TO 4/7/2012

This Certificate is issued to SONJI D. BROWN

By the Louisiana Department of Education, based upon the following:
B.S., LOUISIANA STATE UNIVERSITY IN SHREVEPORT, 1991
M.A., LOUISIANA TECH UNIVERSITY, 2006

ELIGIBILITY: The holder of this certificate is eligible for the following area(s) and/or terms:
VALID FOR 3 YEARS - 4/7/2009.
GUIDANCE COUNSELOR - 4/7/2009

KEITH GUILCE
President, State Board of
Elementary and Secondary Education

PAUL G. PASTOREK
State Superintendent of Education

Eligibility: This certificate authorizes the employment of the holder to teach only those subjects and/or engage in other services specified on the permit.
June 16, 2010

Ms. Diane N. Neal
Director of Human Resources
Southern University
3050 Martin Luther King Drive
Shreveport, LA 71107

Dear Ms. Neal:

Please accept this letter as a recommendation for employment at Southern University for Sonji Brown. In my role as Assistant Principal of Instruction, I observed Ms. Brown to be a dedicated teacher, always speaking to her students about how important an education is. She has an excellent track record with students. Ms. Brown always has a positive attitude, is self-motivated, and is a dedicated team player. She would be a great asset to your team.

I highly recommend Sonji Brown for the position of Advisement Center Director at Southern University. I know she will do an excellent job! If you have any additional questions or concerns, please contact me at 318-469-2310.

Yours truly,

Gwendolyn Buckingham

Gwendolyn Buckingham, Ed.D.
June 22, 2010

To Whom It May Concern:

Please accept this letter of recommendation on behalf of Sonji Brown, applicant for Director, Advisement Center for Academic Affairs. Sonji is a skilled and crafted young lady that has the personality and educational background to foster successful college students with better career choices. Her level of dedication, loyalty and knowledge will allow her to offer a vision to entering students baffled with what better suits their academic needs. This applicant has several years of experience working for Caddo and Bossier schools, as well as collegiate level advisement of medical students enrolled at Louisiana State University-Shreveport Medical School. She exudes a level of patience with students as she makes attempts to convey information and advisement that can later be measured by the student’s academic accomplishments.

On a personal level, I know her to exhibit a level of commitment that can only be appreciated by your learning institution as she believes in the educational development of the African American community.

It is my recommendation, with a level of certainty, that Sonji Brown will be well suited to fill the position of Director, Advisement Center for Southern University Shreveport Louisiana.

Sincerely,

Toni Thibeaux  
Office of Academic Affairs  
LSUHSC-Shreveport
June 21, 2010

Ms. Diane N. Neal  
Director of Human Resources  
Southern University  
3050 Martin Luther King Drive  
Shreveport, LA 71107

Dear Ms. Neal:

Please accept this letter as a reference for Sonji Brown. While working alongside her on several committees, I have observed Ms. Brown's excellent work ethics. She is hardworking and committed to the success of our students, both in the community and in the schools.

Ms. Brown is a team player. She has a natural thirst for knowledge and instills in her students that knowledge is the key to success. Not only does she encourage and motivate her students, but I have also witnessed her motivating and encouraging fellow committee members and friends as well.

Sonji Brown is a highly qualified candidate that I assure you will be a great asset to Southern University. If you have any further questions or concerns please feel free to contact me at your convenience.

Sincerely,

[Signature]

Mattie Wilson
August 5, 2010

Dr. Ronald Mason, Jr., President
Southern University System
4th Floor J. S. Clark Admin Bldg.
Baton Rouge, LA 70813

Dear Dr. Mason,

By way of this letter, I am requesting your permission to combine the responsibilities of the position of Extension Youth Specialist (Director) and the Director of the Southwest Center for Rural Initiatives (SCRI) headquartered in Opelousas, LA.

I wish to appoint Dr. Wanda H. Burke to the position of Youth Development Specialist and Director of the Southwest Center for Rural Initiatives. She is currently the Youth Development Specialist with the Ag Center. Dr. Burke’s qualifications and professional experiences are delineated on the attached PAF.

The Southwest Center provides a visible and viable presence for the Southern University Agricultural Research and Extension Center (SUAREC) in a ten-parish region of the State. The mission of the Southwest Center is to improve the socioeconomic well-being of citizens in rural communities within the identified region. The Center performs its functions consistent with the SUAREC mission. The most significant and productive component in SCRI is in the area of youth development and it needs to be strengthened in the designated parishes.

Combining the two positions, as requested in this letter, would create a salary savings that would allow for the employment of another youth development agent and generate more productivity within the service area. It will also re-establish permanent leadership for the Southwest Center. Oversight at the Center is currently being provided by the Vice-Chancellor for Finance and Administration on an interim part-time basis.

Your approval of this request is greatly appreciated.

Sincerely,

Leodrey Williams
Chancellor
SOUTHERN UNIVERSITY SYSTEM
Personnel Action Form

JOB CLASS: 4020

CAMPUS: SUS

EMPLOYMENT CATEGORY: 12-MONTH

Previous Employee: Lavonia Malveaux
Date Left: September 30, 2008

Profile of Person Recommended

Name: Wanda Burke, PhD
Position Title: Youth Development Specialist/Director SCRI
Department: SUAREC
SS#: xxx-xx-9370
Sex: F
Race*: B

Effective Date: September 1, 2010
To: June 30, 2011

Check One
X Existing Position

New Position

(Years Experience: 22)

Southern University Experience: 7

Degree(s):
PhD: Agriculture & Extension
M.S.: Secondary Education
B.S.: Home Economics

Institution/Location (SU-Baton Rouge):
Mississippi State University
Aicorn State University
Aicorn State University

Type/Discipline (DA-Education):

Salary Budgeted: $84,365.00

Source of Funds: Southwest Center for Rural Development

Recommended Salary: $70,304.00 (10 mos)

Identify Budget:
06-2-10303 & 2-10203
Page 21
Item #: 6

Change of:

Salary Adjustment

Financial Aid signature (if, applicable):

List total funds currently paid this employee by
Southern University:

Source of Funds Amount
06-2-18363 $70,304
06-2-10203 $14,061

Other (Specify):

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor: Date
Vice Chancellor: Date
Dean/Act Head: Date
Date

President: Date
Chairman/SI. 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: Dr. Burke has had 7 years of experience working in the private sector of retail merchandising. She has 5 years of experience in Teaching, Researching and Extension at the University level and holds the rank of Professor.

EMPLOYEES REGULAR WORK SCHEDULE:

EMPLOYEE DIRECT SUPERVISOR:

SUPERVISOR/DEPARTMENT CONTACT NUMBER:

NUMBER OF EMPLOYEES SUPERVISED, (If any):

HR USE ONLY:

STATUS (circle one):

EXEMPT
NON-EXEMPT

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

<table>
<thead>
<tr>
<th>TYPE</th>
<th>CODE</th>
<th>EXPIRES</th>
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</thead>
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<td></td>
</tr>
<tr>
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<td>RA</td>
<td>N/A</td>
</tr>
<tr>
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<td>HI</td>
<td>N/A</td>
</tr>
<tr>
<td>J-1 Visa (Exchange Visitor Program)</td>
<td>J1</td>
<td>N/A</td>
</tr>
<tr>
<td>F-1 Visa (Student Emp. FT Student at S.U.)</td>
<td>F1</td>
<td>N/A</td>
</tr>
<tr>
<td>OPT (F-1 Visa-INS Prior Approval-&quot;Practical Work Experience&quot;)</td>
<td>F2</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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/Post/Univ 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)
- Exemption 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)
August 5, 2010

Dr. Ronald Mason, Jr., President
Southern University System
4th Floor, J. S. Clark Administration Building
Baton Rouge, Louisiana  70813

RE: Authorization to Resume Payment of SUSLA Executive Director’s Salary

Dear Dr. Mason:

This correspondence comes requesting your endorsement of a personnel action that would authorize Southern University at Shreveport Louisiana (SUSLA) to assume full responsibility for the salary of the Executive Director of the Southern University at Shreveport Foundation (SUSF).

In years past, the payment arrangements for this position reflected one that required the Foundation to reimburse the university an amount equal to fifty (50%) percent of the Director’s salary. However, due to the unexpected administrative, auditing and tax expenses that the Foundation incurred, they have been challenged to fulfill the prescribed arrangement.

Going forward, and in keeping with the value the Foundation has brought to SUSLA, it is the opinion of this Office that this recommendation will stabilize the funding for the Foundation and provide the vehicle to retain what is seen as a successful partnership.

I, therefore, seek your consideration of this action; and if you find favor, that of the Southern University Board of Supervisors at their next scheduled meeting.

Thank you in advance for your kind advisement.

With warm regards,

Ray L. Belton, Ph.D.
Chancellor for SUSLA

RLB/cw

cc: Mr. Benjamin Pugh, Vice Chancellor for Finance and Administration
    Mr. Winzer Andrews, President, SU Shreveport Foundation
Memorandum

TO: Dr. Ray L. Belton
   Chancellor

FROM: Mr. Benjamin Pugh
   Vice Chancellor Finance & Administration

DATE: August 3, 2010

RE: Authorization to Resume Payment of SUSLA Executive Director’s Salary

I am in receipt of the attached correspondence from Mr. Winzer Andrews, President, Southern University at Shreveport Foundation (SUSF), relative to a change in the payment arrangement for the Executive Director.

As you are aware, the University entered into an agreement two years ago to pay one hundred percent (100%) of the SUSF Executive Director’s salary and fringe benefits pending reimbursement of fifty percent (50%) at the end of each fiscal year by the Foundation. Unfortunately, the SUSF, according to the attached correspondence, has been unable to meet that obligation. I am recommending that for the current 2010-11 fiscal year, the University again, assume full responsibility for the Executive Director’s salary in the amount of fifty thousand dollars ($50,000). If you have questions or require additional information, feel free to call. Please be assured that the University will endeavor to collect any outstanding balances owed for prior fiscal years as it relates to our current agreement.

BWP/lhb

Att.
August 4, 2010

Dr. Ray L. Belton, Chancellor
Southern University at Shreveport
3050 MLK, Jr. Drive
Shreveport, LA 71107

RE: Southern University at Shreveport
Executive Director’s Annual Compensation

Dear Dr. Belton:

I am writing to respectfully request your consideration and approval to waive the requirement of the fifty percent (50%) payment to the University for the Executive Director’s annual salary, as previously agreed to be reimbursed by the Southern University at Shreveport Foundation.

The principal rationale for the request is due to unexpected administrative, auditing and tax expenses that the Foundation incurred during the periods of 2009 and 2010, in addition to a short fall in overall fundraising revenues income.

In support of this request, the Foundation has been able to provide financial support to various programs, projects and scholarships that has accrued beneficial to the University.

It is our anticipation that the University and the Foundation continue to maintain our successful partnership and work together to foster growth and opportunities for both the University and its students.

If there are questions, or the need for additional information, please contact me at (318) 670-6681 or email me at fwilliams@susla.edu.

Sincerely,

[Signature]

Winzer R. Andrews
President/SUSF

WRA/co
**Profile of Person Recommended**

- **Name:** Celia Jackson Bridgeforth  
- **SS#:** xx555236  
- **Sex:** F  
- **Race:** B  
- **Department:** Cooperative Extension

**Position Title:** Nutrition Educator  
**Effective Date:** August 27, 2010  
**To:** October 4, 2010

**Length of Employment:** August 27, 2010  
**Reason Left:** Retirement

**Previous Employee:** Celia Jackson Bridgeforth  
**Date Left:** August 27, 2010  
**Salary Paid:** 41,500.00

**Recommended Salary:** 4,788.46  
**Salary Budgeted:** 4,788.46

**Source of Funds:** Families First – Nutrition Education and Wellness System

<table>
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<th>Identify Budget</th>
<th>Location</th>
<th>EBR</th>
<th>Item #</th>
<th>Source of Funds</th>
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<td>06-5-27049</td>
<td>41,500.00</td>
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</table>

**Personnel Action**

- **Check One:** New Appointment
- **Salary Adjustment:**
  - **Leaves of Absence:** Sabbatical

**Check One:** Sabbatical

**Financial Aid signature (if applicable):**

**Comments:** (Use back of form)

**Supervisor:**  
**Date:** 7/13/10

**Vice Chancellor:**  
**Date:** 7/13/10

**Director/Personnel:**  
**Date:** 7/13/10

**President:**  
**Date:** 7/13/10

**Chairman/S.U. Board of Supervisors:**  
**Date:** 7/13/10
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.

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___ 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:

Maternity Leave

EMPLOYEE REGULAR WORK SCHEDULE: 8:00am – 4:30pm

EMPLOYEE DIRECT SUPERVISOR: De'Shion York Friendship

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 771-2342 x318

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, H-1B and J-1 visas, passport, and F-1/J-1. 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):

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<th>TYPE</th>
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<td>Office of the Agricultural Research and Extension</td>
</tr>
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<td>Resident Alien</td>
<td>RA</td>
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<td>Finance &amp; Administration Section</td>
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PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

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___ 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)
REQUEST FOR LEAVE OF ABSENCE FORM
SOUTHERN UNIVERSITY SYSTEM

Campus: Southern University Agricultural Research & Extension

Name of Employee: Celia Bridgeforth

Title: Nutrition Educator Highest Degree: Masters

Birth Date: Month November Day 28 Year 1981 Age 28

NO. OF CONSECUTIVE FISCAL YEARS ACTIVE SERVICE AT THIS INSTITUTION:

Purpose of leave requested (check one):
  a. Professional or Cultural Improvement
  b. Rest and Recuperation Statement from two (2) physicians must be attached
  c. Independent Study or Research
  d. Military
  e. Maternity _

TYPE OF LEAVE REQUESTED (check one):
  a. with pay _
  b. without pay _

LENGTH OF LEAVE REQUESTED: (No. of weeks) 6 (not to exceed 36 weeks)

EFFECTIVE DATE OF LEAVE: August 27, 2010

MANNER IN WHICH THIS LEAVE, IF GRANTED, WILL BE SPENT:
  Recovery from child birth.

******************************************************************************

DO YOU WISH TO RETAIN FRINGE BENEFITS? (If yes, total contribution of premium must be paid to Comptroller's Office in advance)

Teacher Retirement Yes _ No _
Group Insurance Yes _ No _

I hereby agree to comply with the provisions of the Southern University Board of Supervisors' policy on leaves of absence.

7-13-10 DATE Celia Bridgeforth SIGNATURE OF APPLICANT

******************************************************************************

PRIOR LEAVE RECORD FROM THIS INSTITUTION:

Date of Last Leave: 
Purpose of Last Leave: 

TYPE OF LAST LEAVE:
  With pay _ Amount: $ 
  Without Pay
  Length of last leave: 

******************************************************************************

G. L. Franklin
Signature of Chairperson

L. J. Williams
Signature of Campus Chancellor

J. B. Henderson
Signature of College Dean

P. E. Brown
Signature of Chief Academic Officer

J. M. Ferguson
Signature of System President

******************************************************************************

Signature of Appropriate Committee Chairperson Signature of Chairman of the Board

Date __________ Date __________
Profile of Person Recommended

Length of Employment: August 1, 2010 to July 31, 2011

Name: HAMADY DIOP  SS# XXX-XX-7420  Sex: X  Race: X

Position Title: ASSOCIATE PROFESSOR  Department: ECONOMICS AND FINANCE

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

New Position

Years Experience: 14  Southern University Experience: 03

Degree(s):
- Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge):
  - PHD AG, ECONOMICS  LOUISIANA STATE UNIVERSITY  1999
  - MS AG, ECONOMICS  LOUISIANA STATE UNIVERSITY  2001
  - BS  UNIVERSITY OF ABHJIAN  2001

Current Employer: 

Personnel Action

Check One:  _____ New Appointment  _____ Continuation  _____ Sabbatical  _____ Leave Without Pay

Transfer  _____ Replacement  _____ Other (Specify)  _____ Salary Budgeted

Recommended Salary: 0  Salary: 0

Source of Funds: STATE BUDGET

Identify Budget Code: 10840  Page:  Location:  Item #: 

Change of:
From
To

Position
Status
Salary Adjustment

Financial Aid signature (if applicable):

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

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if applicable):

Supervisor:  Date: 7/23/2010

Dean/Chancellor:  Date: 7/12/2010

President/Personnel:  Date: 7/20/10

President:  Date:

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

Bank/Unit Head:  Date: 7/12/2010

Dean/Chair:  Date: 7/12/2010

Vice President/Finances:  Date: 7/12/2010

Business Affairs/Comptroller:  Date:

Office of Personnel

Office of the Chancellor

Salary Fund: $5,000
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.
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- American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

EMPLOYEE DIRECT SUPERVISOR:

SUPERVISOR/DEPARTMENT CONTACT NUMBER:

NUMBER OF EMPLOYEES SUPERVISED, (if any):

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

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

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

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- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

**Cover pages must be signed**

[Signature]

[Date]

[Office of the Comptroller]

[Southern University System]

[Grant Contracts Section]

Rev. 07/24/2007
REQUEST FOR LEAVE OF ABSENCE FORM
SOUTHERN UNIVERSITY SYSTEM

CAMPUS: SUS  SUBR X  SULAC  SUAREC  SUNO  SUSLA

Name of Employee: HAMDY DIOP
SSN: 434-83-7428

Address: 1449 CORA DRIVE, BATTON ROUGE, LA 70815
Phone: 225-927-4841

Title: ASSOCIATE PROFESSOR
OFFICE OF THE CHANCELLOR
Highest Degree: PHD

Birth Date: 11/16/58

NO. OF CONSECUTIVE FISCAL YEARS ACTIVE SERVICE AT THIS INSTITUTION: 3

EFFECTIVE DATE OF LEAVE: 8/21/10  ANTICIPATED RETURN DATE: 07/31/2011

Purpose of leave Requested (click one):
- Professional or Cultural Improvement (Must have prior approval from Chancellor) X
- Rest and Recuperation (Statement from two (2) physicians* must be attached)
- Independent Study or Research Statement
- Military
- Maternity (Statement from one (1) physician* must be attached)*must be attending physician

TYPE OF LEAVE REQUESTED (check one):
- with pay
- without pay X

LENGTH OF LEAVE REQUESTED: (No. of weeks, not to exceed 36 weeks) 36

MANNER IN WHICH THIS LEAVE, IF GRANTED, WILL BE SPENT:

DO YOU WISH TO RETAIN FRINGE BENEFITS? (If yes, total contribution of premium must be paid to Human Resources/Comptroller's Office in Advance)

Teacher Retirement  Yes __  No  X
State Retirement  Yes __  No  X
Group Insurance  Yes __  No  X
Elected Supplemental Benefits  Yes __  No  X

I hereby agree to comply with the provisions of the Southern University Board of Supervisors' policy on leaves of absence.

DATE: 07/22/2010
SIGNATURE OF APPLICANT

**************************************************************

PRIOR LEAVE RECORD FROM THIS INSTITUTION:

Date of Last Leave: NA
Purpose of Last Leave: NA

TYPE OF LAST LEAVE:
- With pay
  Amount: __________
- Without Pay
  Length of last leave: __________

**************************************************************

Signature of Chairperson
Signature of College Dean
Signature of Chief Academic Officer
Signature of System President

DATE: 8.11.10

**************************************************************

Signature of Appropriate Committee Chairperson
Signature of Chairman of the Board
SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

CAMPUS: SUS _____ SUBR _____ SULAC _____ SUAREC _____ SUNO X _____ 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) _____ Retire Return To Work _____ Permanent Status _____

Previous Employee Dr. Panagiotis Heath

Reason Left Medical Leave

Date Left 08/16/2010

Salary Paid $48,882.00

Profile of Person Recommended

Length of Employment 08/16/2010 To 05/10/2011

Effective Date 08/16/2010

Name Dr. Panagiotis Heath

SS# xxx-xx-2500 Sex Female Race* White

Position Title: Associate Professor of Mathematics

Department: Natural Sciences

Check One X Existing Position

*Visa Type (See Reverse Side): US

New Position

Expiration Date: _____

Years Experience 30

Southern University Experience 15

Degree(s): Type/Discipline (BA-Education): PhD - Mathematics Education

Institution/Location (SU-Baton Rouge): UNO

Year: 05/83

BS - Mathematics Our Lady of Holy Cross College

05/80

Current Employer Southern University at New Orleans

Personnel Action

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

_____ Transfer _____ Replacement _____ Other (Specify) _____ Medical Leave

Recommended Salary $48,882.00

Salary Budgeted $48,882.00

Source of Funds State

Identify Budget: General Fund

Form Code: BOR 10

Location 2-10100 Page 6 Item # 236

Change of:

From __________________________ To __________________________

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds Amount

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds Amount

Comments: (Use back of form)

*See Reverse Side

Supervisor __________________________ Date 08/17-10

Dean/Unit Head __________________________ Date 08/17-10

Vice Chancellor __________________________ Date 08/17-10

Chancellor __________________________ Date 08/17-10

Director/Personnel __________________________ Date 08/17-10

Vice President/Finance __________________________ Date

President __________________________ Date 08/17-10

Chairman/S.U. Board Of Supervisor __________________________ Date 08/17-10

BUDGET OFFICER __________________________ Date 08/17-10
REQUEST FOR LEAVE OF ABSENCE FORM
SOUTHERN UNIVERSITY SYSTEM

CAMPUS: SUS _______ SUBR _______ SULAC _______ SUAREC (SUNO) _______ SUSLA _______

Name of Employee: Dr. PANAIOTIS PENNEY HEATH

Address: 4908 GREDORE ST APT 4 LA Phone: 504-723-7021

Title: ASSOCIATE PROFESSOR OF MATHEMATICS

Birth Date: 7-7-48

NO. OF CONSECUTIVE FISCAL YEARS ACTIVE SERVICE AT THIS INSTITUTION: __________

EFFECTIVE DATE OF LEAVE: FALL 2011 ANTICIPATED RETURN DATE: FALL 2011

Purpose of leave Requested (click one):

a. Professional or Cultural Improvement (Must have prior approval from Chancellor)

b. Rest and Recuperation (Statement from two (2) physicians* must be attached)

c. Independent Study or Research Statement

d. Military

e. Maternity (Statement from one (1) physician* must be attached)

*must be attending physician

TYPE OF LEAVE REQUESTED (check one): 

a. with pay [ ]

b. without pay [ ]

LENGTH OF LEAVE REQUESTED: (No. of weeks, not to exceed 36 weeks) 36 WEEKS

MANNER IN WHICH THIS LEAVE, IF GRANTED, WILL BE SPENT:

REST AND RECONCILIATION - CONTROL HIGH BLOOD SUGARS

DO YOU WISH TO RETAIN FRINGE BENEFITS? (If yes, total contribution of premium must be paid to Human Resources/Campstroller's Office in Advance)

[ ] Teacher Retirement
[ ] Yes [ ] No

[ ] State Retirement
[ ] Yes [ ] No

[ ] Group Insurance DNA
[ ] Yes [ ] No

[ ] Elected Supplemental Benefits DNA
[ ] Yes [ ] No

I hereby agree to comply with the provisions of the Southern University Board of Supervisors' policy on leaves of absence.

DATE 7-28-2011 SIGNATURE OF APPLICANT

7-28-2011

PRIOR LEAVE RECORD FROM THIS INSTITUTION:

Date of Last Leave: __________________________

Purpose of Last Leave: __________________________

TYPE OF LAST LEAVE:

With pay [ ] Amount: __________________________

Without Pay [ ]

Length of last leave: __________________________

_________________________ __________________________
Signature of Chairperson Signature of College Dean

Signature of Campus Chancellor __________________________

Signature of System President

DATE __________________________

Signature of Appropriate Committee Chairperson

Signature of Chairman of the Board

DATE __________________________
The Honorable Antonio “Tony” M. Clayton  
CHAIRMAN  
Southern University Board of Supervisors  
4th Floor, J.S. Clark Administration Building  
Baton Rouge, Louisiana 70813  

Dear Honorable Clayton:  

This letter is to request the Board of Supervisor’s approval to waive the search process and appoint a System Vice President for Finance & Business and Comptroller. The position will be filled immediately once approved by the Board of Supervisors.  

Thank you for your assistance and cooperation in the above request.  

Sincerely,  

Ronald Mason, Jr.  
System President  

RM/d