AGENDA

1. Call to Order

2. Roll Call

3. Adoption of the Agenda

4. Public Comments

5. Action Items
   A. Request to waive search and appoint Chief Budget Officer, SUBR
   B. Appointments
      1.) Adjunct Assistant Professor of Management, SUBR
      2.) Assistant Professor of Graduate Nursing, SUBR
      3.) Assistant Professor of Nursing, SUBR
      4.) Associate Executive Director, Trio Outreach Adult Services, SUSLA
   C. Reorganization of TRIO/Community Outreach Programs, SUSLA
      1.) Assistant Executive Director for TRIO Upward Bound Programs
      2.) Associate Executive Director for Upward Bound Cohort Tracking
      3.) Associate Executive Director for Middle Schools/Director of Talent Search
   D. Leaves of Absence
      1.) Interim Director, Internal Audit, SUBR
      2.) Middle School Math/Science Teacher, SU LAB
   E. Revised Personnel Actions Policy, SU Systemwide

6. Other Business

7. Adjournment

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
MEMORANDUM

TO: Dr. Kofi Lomotey
    Chancellor

FROM: Flandus McClinton, Jr.
      Vice Chancellor for Finance and Administration

DATE: August 27, 2010

RE: Chief Budget Officer

Authorization was provided at the July 23, 2010 meeting of the Southern University Board of Supervisors to consolidate the Budget Management Office with the University Budget Office. Authorization was also given to establish a new position entitled Chief Budget Officer at a salary of $70,000. This consolidation will result in a net savings of approximately $50,000.

The current Budget Management Supervisor in the Comptroller’s Office worked very closely with the previous Budget Officer. She is very knowledgeable of the duties and responsibilities of that office and has approximately 11 years of experience in the budget development and management areas. Since the responsibilities of the Chief Budget Officer encompass the duties and responsibilities of the previous Budget Director and the current Budget Management Supervisor, we are requesting permission to fill this position without a search and, as previously stated, with a $50,000 net savings.

/kkw

Approved: Kofi Lomotey, Chancellor
JOB CLASS  |  SOUTHERN UNIVERSITY SYSTEM  | Personnel Action Form
JOB CODE  |  Position Number: 2M9764
CAL ID  | 

**Campus:** SULAC  
**Employment Category:** X 9-MONTH  
**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:** James L. Cannon  
**Reason Left:** Retired  
**Date Left:** March 31, 2010  
**Salary Paid:** $63,093.00

---

**Profile of Person Recommended**

**Length of Employment:** September 1, 2010  
**Effective Date:** September 1, 2010  
**Name:** Pamela D. Jones  
**SS#:** xxx-xx-0047  
**Sex:** F  
**Race:** B  
**Position Title:** Chief Budget Officer  
**Department:** Budget Office  
**Check One:** X Existing Position  
**Visa Type:** (See Reverse Side): U

---

**Years Experience:** 20  
**Southern University Experience:** 20  
**Degree(s):** Type/Discipline (BA-Education): B.S. - Accounting  
**Institution/Location (SU-Baton Rouge):** Southern University Baton Rouge  
**Year:** 2010

---

**Current Employer:** Southern University at Baton Rouge  
**Personnel Action**

**Check One:** X New Appointment  
**Existing Position**  
**Continuation**  
**Sabbatical**  
**Leave of Absence**  
**Transfer**  
**Replacement**  
**Other (Specify)**  
**Recommended Salary:** $70,000  
**Salary Budgeted:** $70,000

**Source of Funds:** State

**Identify Budget:** 2-19730  
**Form Code:**  
**Location:**  
**Budget Office:**

**Change of:**

**From:** Budget Management Supervisor  
**To:** Chief Budget Officer  
**Salary Adjustment:** $49,441.00  
**$70,000.00**

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

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

**Source of Funds**  
**Amount**  
**State**  
**$70,000.00**

---

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

---

**Supervisor:**  
**Date:** 8/27/11  
**Dean/Unit Head:**  
**Date:** 8/27/11

---

**Vice Chancellor:**  
**Date:** 8/27/11

---

**Director/Personal:**  
**Date:** 8/30/10

---

**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  

X 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.

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 origin, 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: Authorization was provided at the July 23, 2010 Board Meeting for Southern University Baton Administration to consolidate its existing Budget Management Office with the University Budget Office to create a new position entitled Chief Budget Officer. The responsibilities of Ms. Pamela Jones has been consolidated with the responsibilities of the Budget Director. The net savings to the University is approximately $50,000.00.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM to 5:00 PM Monday-Friday

EMPLOYEE DIRECT SUPERVISOR:

Flandus McClinton, Jr.

SUPERVISOR/DEPARTMENT CONTACT NUMBER (225) 771-5021

NUMBER OF EMPLOYEES SUPERVISED, (if any) 3

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):

<table>
<thead>
<tr>
<th>TYPE</th>
<th>CODE</th>
<th>EXPIRES</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States Citizen/Certificate of Naturalization</td>
<td>US</td>
<td></td>
</tr>
<tr>
<td>Resident Alien</td>
<td>RA</td>
<td></td>
</tr>
<tr>
<td>H-1 Visa (Distinguished Merit &amp; Ability)</td>
<td>H1</td>
<td></td>
</tr>
<tr>
<td>J-1 Visa (Exchange Visitor Program)</td>
<td>J1</td>
<td></td>
</tr>
<tr>
<td>F-1 Visa (Student Emp. FT Student at S.U.)</td>
<td>F1</td>
<td></td>
</tr>
<tr>
<td>OPT (F-1 Visa-INS Prior Approval—&quot;Practical Work Experience&quot;)</td>
<td>F0</td>
<td></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/Fac/Uncr Position (Civil Service Application for classified employees)

_____ Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)

_____ Supervisory Criminal/Background Check Form (completed by employee verified and signed by supervisor)

_____ Exemptions Survey Form (signed by employee and budget head)

_____ Proposed Employee Appointment

_____ Proposed Employee Clearance

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

Funds Available

[Signature]

[Date]
MEMORANDUM

Date: August 25, 2010

To: Ronald Mason, Jr., President SUS

From: Mwallmu J. Shujaa, Executive Vice Chancellor & Provost

Re: PAF for Gregory Spann

Dean Donald Andrews, of the SUBR College of Business, is requesting that Mr. Gregory Spann be appointed as adjunct assistant professor in the Department of Management & Marketing. Mr. Spann was previously employed as Director of the SUBR Small Business Development Center.

This is a non-tenure track, year-to-year appointment. Dean Andrews has provided the attached justification for the salary recommended.

MJS:gbr

cc: Kofi Lomotey
    Donald Andrews
    Flandus McClinton

Attachment
CAMPUS: SUS  SUAC  SUAREC  SUNO  SUSLA

EMPLOYMENT CATEGORY: Academic
Temporary
Tenured
Tenured Track
Other (Specify)
Non-Academic
Part-time
Undergraduate Student
Graduate Assistant
Retiree Return To Work

Previous Employee: KATRECE ALBERT
Date Left: MAY 14, 2010
Reason Left: RETIRED
Salary Paid: $64,379.00

Profile of Person Recommended

Name: GREGORY SPANN
Position Title: ASSISTANT PROFESSOR IN MGMT
Department: DEPT OF MGMT & MKTG

Check One: 
Existing Position
New Position

Check One: 
Type/Discipline (BA-Education):
MBA

Sex: M
Race: B

Visa Type (See Reverse Side):

Years Experience: 26
Southern University Experience: 25

Degree(s):
Type/Location (SU-Baton Rouge):
MBA

Institution/Location:
HOARD UNIVERSITY

Current Employer: SUBR

Personnel Action

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

Recommended Salary: $55,000.00
Salary Budgeted: $64,379.00

Source of Funds: STATE
Identify Budget: 10842

Change of:
From
To

Financial Aid signature (if applicable):

List total funds currently paid this employee by
Southern University:

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (If, applicable):

Supervisor: Date
Vice Chancellor: Date

Director/Personnel: Date
President: 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.
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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: Mr. Spann is transferring from the Capital Small Business Development Center to the College of Business’s Department of Management and Marketing effective Fall 2010.

EMPLOYEE REGULAR WORK SCHEDULE: MONDAY - FRIDAY

EMPLOYEE DIRECT SUPERVISOR: DONALD ANDREWS/GEORGE NEELY

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 771-5640

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, M-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):

- 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. PT Student at S.U.)
- OPT (F-1 Visa-INS Prior Approval-“Practical Work Experience”)

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

Funds Available
Office of the Controller
Southern University System
11000 2207 6103 2000

ZARANTS CONTRACTS SECTION Rev. 07/24/2007
August 23, 2010

Dr. Mwalimu Shujaa, Provost
Southern University
Baton Rouge, Louisiana 70813

Dear Provost Shujaa:

Below is the letter I sent you on August 15, 2010 requesting a meeting to outline the transition of the Small Business Development Center. I would appreciate a meeting to better understand your views on this program. This transition plan was developed based on the approval of the appointment of Mr. Spann as an instructor in the College of Business. Mr. Spann is a professionally qualified faculty with years of experience as the director of the Southern University Small Business Development Center. I have attached Mr. Spann’s bio for your review.

Mr. Spann has volunteered to return to the College of Business at a salary of $55,000 from a salary of $82,000 as the Director of the Small Business Development Center. Mr. Spann has received special training in small business and entrepreneurship training that provides him with unique talents in providing instruction to our students in the area of entrepreneurship and small business development. Spann has major experience in international small business development and has been a major asset to our international business grant projects.

We have Mr. Spann teaching 15 hours which is a greater than normal teaching load for our program. This level of compensation for this level of instructor is at a bargain price to the College and University. Any review of this level of compensation based on national and regional standards will show that this salary level is several standard deviations below the mean.

Sincerely,

Donald R. Andrews, Dean
Biographical Profile

Gregory A. Spann
Director and Adjunct Professor
Louisiana Small Business Development Center - Southern University Baton Rouge (LSBDC-SUBR)
4826 Jamestown Avenue, Suite 1
Baton Rouge, LA 70808-3224
Phone: (225) 922-0998
E-Mail: grspa@yahoo.com

SUMMARY OF EXPERIENCE

Mr. Spann has combined over 24 years of knowledge and experience in providing management and technical assistance to small businesses and in preparing college students for successful careers in business.

For the past 17½ years, Mr. Spann has directed the Southern University-sponsored small business development center. He is responsible for managing the Center’s operation of providing individual consulting services, educational seminars/workshops, and resource information to start-up and existing business owners in a seven-parish area. In addition to his duties with the Center, Mr. Spann served as an adjunct professor, teaching management and marketing courses, including “Entrepreneurship” in the College of Business at Southern University for 15 of those years.

Prior to his present experience, he served as a small business development advisor for the Louisiana Department of Economic Development, helping existing and potential minority and women business owners with informational assistance and procurement opportunities in the public and private sector.

SUMMARY OF OVERSEAS EXPERIENCE

Mr. Spann has participated in various international academic and small business grant projects at Southern University. He has designed and facilitated workshops/seminars on entrepreneurship, business planning, and financial management, and has conducted one-on-one consulting sessions and on-site visits for local small business owners in conjunction with Makerere University Business School in Kampala, Uganda, 2009, 2008, 2007, and 2005; and the State Engineering University of Armenia in Yerevan, 2000.

Mr. Spann also participated in Rotary International - Group Study Exchange Program to India, 1993.

WORK EXPERIENCE

Aside from conducting numerous one-on-one consultation sessions with small business clients, he has developed and instructed a myriad of educational training programs for entrepreneurs and economic development professionals to enhance their entrepreneurial and managerial skills, including:

- Designed, coordinated, and facilitated in-depth entrepreneurship training (totaling 18½ hours) for young men and women from various regions of Uganda in conjunction with Business, Leadership and Entrepreneurial Skills Development (BLESD) Training Program between Southern University College of Business, Baton Rouge, Louisiana and Makerere University Business School, Kampala, Uganda, a grant project funded by U. S. Department of State, 2009.
- Submitted presentation on “How Businesses are Financed in the United States” at 5th Annual Entrepreneurship Conference jointly organized by Makerere University Business School, Kampala, Uganda, and Southern University College of Business, Baton Rouge, Louisiana, 2008.

- Designed and facilitated "Developing a Business Plan and Sources of Financing for Your Small Business" (including market research industry data) workshops for the entrepreneurship faculty at Makerere University Business School in Kampala, Uganda, 2008, 2007, and 2005.


- Designed, coordinated, and facilitated comprehensive Small Business Entrepreneurial Training Program for both start-up and existing businesses for the Southern University Incubator Program, 2001-Present.


- Developed and conducted “How to Start Your Own Small Business” workshops for pre-release prison inmates at Dixon Correctional Institute (DCI), 2001-Present.


- Developed and conducted workshops on “Starting and Financing a Small Business in the United States” for students at the State Engineering University of Armenia in Yerevan, 2000.

PROFESSIONAL HISTORY

1991-Present  Director and Adjunct Professor, Southern University and A & M College
1990-1991    Small Business Development Advisor, Louisiana Department of Economic Development
1984-90      Assistant Professor, Southern University and A & M College

EDUCATION

B.S.    Marketing, Southern University, Baton Rouge, LA, 1982
PROFESSIONAL CERTIFICATIONS

Housing Development Finance, National Development Council (NDC), 2001
Economic Development Finance, National Development Council (NDC), 1999

OTHER PROFESSIONAL DEVELOPMENT

- Completed "SBDC High Performance Leadership System Training" course, Chuck Mitchell, 2007
- Participated in "Engaging Africa in the 21st Century" Seminar, The University of Memphis, 2005
- Completed The Risk Management Association's (RMA's) Lending Academy, 2004
- Participated in Globalization Seminars on "Introduction to International Business" by Center for International Business Education and Research (CIBER), The University of Memphis, 2003
- Participated in Price Babson’s Symposium for Entrepreneurship Educators (SEE) – 19, Babson College, 2003
- Completed Certified Instructor Training, FastTrac Entrepreneurial Training Program, Ewing Kauffman Foundation, 2001
SOUTHERN UNIVERSITY SYSTEM

RECEIVED Personnel Action Form

POSITION NUMBER 3F9528

EMPLOYMENT CATEGORY: 9-MONTH

X Academic

Non-Academic

Civil Service

Restricted

Teaured

Undergraduate Student

Job Appointment

Teaured Track

Graduate Assistant

Probational

Retiree Return To Work

Permanent Status

Previous Employee

Cynthia Bienemy

Reason Left

Salary Paid

Date Left

10/2009

$74,970

Profile of Person Recommended

Length of Employment

August 16, 2009

To

May 14, 2011

Effective Date

August 16, 2009

Name

Scharnamese Lawson-Baker

SS# 260-59-2647

Sex female

Race black

Position Title

Assistant Professor

Department

Graduate Nursing

Check One

X Existing Position

New Position

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

Years Experience

19yrs

Southern University Experience

0

Year

2008

Institution/Location (SU-Baton Rouge):

Chatham University

Tennessee State University

Dillard University

Type/Discipline (MSN-Nursing):

MSN-FNP

BSN

Degree(s): DNP

Personnel Action

Check One

X New Appointment

Continuation

Sabbatical

Leave of Absence

Recommended Salary

$70,000

Salary Budgeted

$70,000

Source of Funds

Nursing Doctoral Program

Identify Budget

14005

Page

Location

Item #

Change of:

Position

Status

Salary Adjustment:

Financial Aid signature (if, applicable):

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor

Date

Vice Chancellor

Date

Director Personnel

Date

President

Date

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):

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COMMENTS: Dr. Lawson-Baker will work 2 1/2 days per week. Job Responsibilities: N653 NP Practicum 1, supervision and evaluation of NP students in direct clinical supervision, site visits for indirect clinical supervision, use of Blackboard on-line classroom management system, use of LiveText University Supported on-line assessment system, grading practicum portfolios, and related practicum assignments, submission of grades and attendance, SUSON Faculty and Graduate Council Committee Member, Office hours – 4 per week, and must engage in collaborative practice as Nurse Practitioner.

EMPLOYEE REGULAR WORK SCHEDULE: Weekdays 8:00am – 5:00pm.

EMPLOYEE DIRECT SUPERVISOR: Dr. Sharon Hutchinson

NUMBER OF EMPLOYEES SUPERVISED, (if any) 0

HR USE ONLY: STATUS (circle one): EXEMPT

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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 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

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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)

[Signatures and dates]
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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: N 310 Lecture (Course coordinator); Tuesday clinical and Wednesday clinical

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

EMPLOYEE DIRECT SUPERVISOR: Jacqueline J. Hill

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 771-2653

NUMBER OF EMPLOYEES SUPERVISED, (if any): 0

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

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| H-1 Visa (Distinguished Merit & Ability) |
| J-1 Visa (Exchange Visitor Program) |
| F-1 Visa (Student Emp. FT Student at S.U.) |
| OPT (F-1 Visa-INS Prior Approval—Practical Work Experience) |

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DRAFTED 8-21-10

SOUTHERN UNIVERSITY SYSTEM

REV. 07-24-07
August 30, 2010

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

RE: Appointment Associate Executive Director for Trio Outreach Adult Services

Dear Dr. Mason:

This correspondence comes seeking your endorsement of Mrs. Reta Stewart, who after a comprehensive search process, has been recommended to serve in the role of Associate Executive Director for TRIO Outreach Adult Services, effective September 1, 2010.

In keeping with its due diligence, Southern University at Shreveport (SUSLA) sought and has received approval relative to this appointment from the Administrator of the Federal TRIO Program, therein, permitting us to advance this recommendation at this time.

Attached, please find a personnel action for that allows you to react to this action. Further, if approved, it would also be my request that this matter be forward to the Southern University Board of Supervisors (SUBOS) for review at their next scheduled meeting.

Respectfully Submitted,

Ray L. Belton, Ph.D.
Chancellor

Attachments
JOB CLASS 53 570 SOUTHERN UNIVERSITY SYSTEM
JOB CODE 54 Personnel Action Form
CAL ID 4

POSITION NUMBER 519807

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA X

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

Academic X Non-Academic
Temporary
Tenured
Tenured Track
Other (Specify)

Civil Service
Restricted
Graduate Assistant
Retires Return To Work

Previous Employee: Major Brook
Date Left: January 13, 2010
Reason Left: Salary Paid
Promotions: $50,000.00

Profile of Person Recommended

Length of Employment: September 1, 2010 To August 31, 2011
Effective Date: September 1, 2010

Name: Beata Stewart
SS# xxx-xx-8590
Sex: F Race: B

Position Title: Associate Executive Director for TRIO Adult Services
Department: Educational Opportunity Centers

Check One: X Existing Position
New Position

*Visa Type (See Reverse Side): U S A
Expiration Date:

Years Experience: 8
Southern University Experience: 8

Degree(s):
Type/Discipline (BA-Education):
M.S.
Guidance and Counseling
B.A.
Organizational Management

Institution/Location (SU-Baton Rouge):
Louisiana Tech University Ruston, LA 2003
Wiley College Marshall, TX 2001

Current Employer: Southern University at Shreveport

Personnel Action

Check One: X New Appointment
Transfer
Replacement
Other (Specify)

Recommended Salary: $50,000.00
Salary Budgeted: $50,000.00

Source of Funds: Federal Grant

Identify Budget:
Form Code: Educational Opportunity Centers 000600 Location

Change of:

From
Upward Bound DeSoto Director

To
Associate Executive Director for TRIO Adult Services (EOC Director)

Status
Salary Adjustment

$40,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by
Southern University:

Amount

EOC
$50,000.00

Source of Funds

Comments: (Use back of form)

Graduate School signature (if, applicable):

Date

Supervisory

Date

Vice Chancellor

Date

Director, Personnel

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 peoples 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 Philippines 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 Director will be responsible for the coordination of Adult Services with other TRIO Programs administered by the host institution, so that parents (adults) whose children are participants in these programs will have the benefit of an organized TRIO Adult Services Component.

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

EMPLOYEE DIRECT SUPERVISOR: Carrie W. Robinson

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 318-570-6662

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):

<table>
<thead>
<tr>
<th>TYPE</th>
<th>CODE</th>
<th>EXPIRES</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States Citizen/Certificate of Naturalization</td>
<td>US</td>
<td></td>
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<tr>
<td>Resident Alien</td>
<td>RA</td>
<td></td>
</tr>
<tr>
<td>H-1 Visa (Distinguished Merit &amp; Ability)</td>
<td>H1</td>
<td></td>
</tr>
<tr>
<td>J-1 Visa (Exchange Visitor Program)</td>
<td>J1</td>
<td></td>
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<tr>
<td>F-1 Visa (Student Emp. FT Student at S.U.)</td>
<td>F1</td>
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<tr>
<td>OPT (F-1 Visa INS Prior Approval-&quot;Practical Work Experience&quot;)</td>
<td>F0</td>
<td></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/Non/Unl 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)
August 27, 2010

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

Dear Dr. Belton:

Pursuant to your request and as result of the realities of this challenging time, I have engaged in realigning and restructuring TRIO Community Outreach Programs to respond to budget cuts and meet the needs of our students while preserving our core functions. Please know that this plan aligns mission-related priorities with available resources, rethinks organizational design in light of institutional expectations, responsibilities and commitments and establishes budget priorities. More specifically, this plan offers a coordinated process that ensures student and institutional success by enhancing the present infrastructure in TRIO Community Outreach Programs by consolidating and reorganizing job functions while maximizing the potential of current Trio Community Outreach Programs, thereby, eliminating the need to bring on additional staff to perform critical functions of the Department.

Please allow the realigning and restructuring of Trio Community Outreach Programs by approving the following title changes and recommendations for the following staff members:

Mrs. Betty Fagbeyiro presently serves as Associate Executive Director of TRIO Upward Bound Programs/ Director of Upward Bound South. The request is that Mrs. Fagbeyiro’s title will be upgraded to Assistant Director of TRIO Upward Bound Programs/ Director of Upward Bound South along with necessary additional responsibilities. Additional responsibilities will include but are not limited to the following:

- Responsible for travel to two rural Upward Bound Program sites in an effort to provide immediate administrative assistance and programmatic guidance related to delivery of services.
- Provide training for new staff members at those sites
- Assist the directors in those programs with developing community and family involvement, which will strengthen successes necessary for program positive outcomes.
- Will continue to support and assist the Executive Director with day-to-day operation, research and proposal development/writing to enhance the delivery of program services.

Mrs. Casey presently serves as Director of Educational Talent Search. The request is that Mrs. Casey’s title will be upgraded to Associate Executive Director for Middle School Activities/Director for Educational Talent Search along with necessary additional responsibilities. Additional responsibilities will include but are not limited to the following:

- Assume the leadership role for administering an additional grant for Middle School Students under the auspices of the Board of Regents. Upon successful implementation of the present
• grant, Associate Executive Director will be responsible for the request for continuation of funding during the next grant writing competition.
• Continue all responsibilities for the administration of the Educational Talent Search Program in compliance with EDGAR and University Guidelines.

Mr. Brown presently serves as Director of Upward Bound North. The request is that Mr. Brown’s title will be upgraded to Associate Executive Director for Upward Bound Cohort Tracking/Director of Upward Bound North along with necessary additional responsibilities. Additional responsibilities will include but are not limited to the following:
• Responsible for providing assistance to each of the four (4) Upward Bound Programs with the enrollment, follow-up, postsecondary tracking and documentation for all Upward Bound participants who graduate or were scheduled to graduate in their respective cohort years.
• Responsible for providing assistance to each of the four (4) Upward Bound Programs with the enrollment, follow-up, postsecondary tracking and documentation for all Upward Bound participants who enrolled immediately after graduation to persist for the second fall following high school graduation.

Ms. Henderson presently serves as Educational Advocate of Upward Bound North. The request is that Ms. Henderson’s title will be upgraded to Associate Director/Advocate of Upward Bound North along with necessary additional responsibilities. Additional responsibilities will include but are not limited to the following:
• Assist the Director with the administration of the Upward Bound North program budget in compliance with EDGAR and University Guidelines.
• Upon approval of the Reorganizational Restructuring relative to the current Upward Bound North program, it is necessary that the Associate Director will assume the day-to-day operation of the program in the absence of the Director.

In addition to the above realigning and restructuring requests, it is my recommendation that 100% of the Executive Director’s salary be absorbed from the TRIO Community Outreach Programs budgets. This will provide a savings to the University of $14,332.50 and the administrative cost will increase by $4,040.00 providing a total savings of $18,372.00.

Upon your approval, these recommendations will become effective September 1, 2010.

Sincerely,

[Signature]

Dr. Sharon F. Green, Vice Chancellor
Student Affairs
August 24, 2010

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

Dear Dr. Belton:

A search committee chaired by Mrs. Rhalanda Jackson met on Friday, July 9, 2010. The committee was sanctioned to interview candidates for the position of Associate Executive Director for TRIO Outreach Audit Services and in doing so make a recommendation to fill the position.

The committee made the following recommendation of Mrs. Reta Stewart for the position. I concur with the committee’s selection and believe that Mrs. Stewart will greatly fit in and enhance the area where she seeks to work.

With your approval, it is my hope to have the new employee on board for September 1, 2010. Also with your approval, the employee’s starting salary will be in the amount of $50,000.00.

Attached please find a PAF and data from the search committee used to choose this new employees.

Please contact me if more information is needed.

Sincerely,

Dr. Sharon F. Green
Vice Chancellor for Student Affairs
To: Dr. Sharon Green, Vice Chancellor of Student Affairs

From: Mrs. Carrie Robinson, Executive Director

Date: July 14, 2010

Re: Recommendation for the Associate Executive Director for TRiO Outreach Adult Services (BOC Director)

The committee for the Educational Opportunity Centers Director chaired by Mrs. Rhalanda Jackson met on Friday, July 9, 2010 and interviewed seven (7) candidates.

The committee unanimously recommended Mrs. Reta Stewart for the position. As Executive Director for TRiO Community Outreach Programs, and upon approval from the Department of Education, I concur and recommend the same.

Please find the following copies attached:
- Resume (7)
- Schedule for Interviews
- Interview Rating Sheet
- Committee members profile
- Employment Package
- Tabulation sheet/Recommendation
- Job Announcement
May 17, 2010

Dianne Neal, Director
Human Resource Department
Southern University at Shreveport
3050 Martin Luther King, Jr. Drive
Shreveport, LA 71107

Dear Mrs. Neal:

As a highly qualified professional with a strong passion to help others, I am applying for the position of Associate Executive Director of TRiO Community Outreach Programs Adult Services and Director of Educational Opportunity Centers (EOC) as currently advertised on the SUSLA website. Given my related experience and excellent capabilities I would appreciate your consideration for this job opening. My qualifications are an ideal match for the requirements of this position.

Your Requirements:

a. Master's degree in Guidance and Counseling or related field from an accredited institution,
b. A minimum of three (3) years of administrative or supervisory experience in social services, counseling, federal program administration or related field, and
c. Work in TRiO programs preferred.

My Qualifications:

a. Master's degree in Guidance and Counseling from Louisiana Tech University, 2003
b. Director of Upward Bound DeSoto since 2007 and Lead Inspector at Engineered Products for several years, supervising six (6) inspectors on various work shifts, and
c. Worked in Trio Upward Bound North as an Educational Advocate; TRiO Educational Talent Search as an Educational Advisor; and, TRiO Upward Bound DeSoto as the Director.

Thank you for reviewing my credentials and work experience. Of course, feel free to call me at (318-938-9482), (318-564-6381) or e-mail me at (rthomasstewart@att.net) to schedule an interview.

Sincerely,

Reta T. Stewart
Reta T. Stewart
8308 S. Satinwood Drive  Greenwood, Louisiana 71033
(318) 938-9482 Home  (318) 564-6381 Cell  (318) 938-7282 Fax
rthomasstewart@att.net

OBJECTIVE
To secure a position utilizing my educational and counseling skills with a commitment
to help young people and adults reach their potential while contributing to the benefit of my
employer.

EDUCATION
Bachelor of Science, Organizational Management, Wiley College, Marshall, Texas,
Magna Cum Laude May 2001
Master of Art, Counseling & Guidance, Louisiana Tech University, Ruston, Louisiana,
March 2003

WORK EXPERIENCES

Director  9/2007 - Present
Upward Bound DeSoto High School Participants
Southern University at Shreveport Shreveport, Louisiana
Serve as immediate supervisor of the Upward Bound DeSoto project; Responsible for the
development and implementation of all project activities, including initiation of all budget
transactions, scheduling and assignment of staff duties, developing policies and procedures
for Upward Bound DeSoto information and assistance activities; prepare all Upward Bound
DeSoto reports; provides training and staff development; and reports directly to the
Executive Director.

Educational Advisor  Middle and High School Participants
Southern University at Shreveport Shreveport, Louisiana
Collected pertinent information on each participant such as test scores and report cards; kept
accurate documentation of participant eligibility and the delivery of program services in each
participant’s file; traveled weekly to designated high/middle schools; provided specialized
personal, career, and academic counseling; conducted informational workshops on study
skills, test-taking and other academic areas; generated weekly, monthly and quarterly
reports; traveled to state, regional, and national meetings and training conferences; supplied
information and assistance to inspire the participant’s to pursue postsecondary education;
provided supervision and monitoring for three hundred fifty (350) participant files during the
academic year, fifty (50) during the summer tutorial program and assisted the Director with
administrative responsibilities as necessary. Assisted with the research and the writing of the
Reta T. Stewart
8308 S. Satinwood Drive  Greenwood, Louisiana 71033
(318) 938-9482 Phone  (318) 564-6381 Cell  (318) 938-7282 Fax
rthomasstewart@att.net

Caddo Parish School Board
Taught students at various schools in the absence of teachers as needed.

Educational Advocate
Southern University at Shreveport
Assessed participant’s potential for postsecondary educational training, tutorial needs and
career needs; conducted personal, academic, and financial aid counseling sessions;
maintained participant’s files; assisted participant’s in class scheduling, exploring career
fields, setting career goals, and selecting college majors.

RELATED WORK SITES
Rusheeon Middle School, Bossier City
Caddo Juvenile Detention Center
Oak Park Elementary School, Shreveport
Adult Homeless Shelter, Minden

SKILLS
Working knowledge of Blumen Software, Internet, Microsoft Office.

COMMUNITY SERVICE ACTIVITIES
Paint Your Heart Out
Sickle Cell Drive
Delta Sigma Theta Fan Drive
Providence House
Shriners Children Hospital
LSUHSC Children’s Floor
Scholarship Drives (Hardship Scholarship, Minister’s Luncheon, Blues Revue Scholarship)
Homeless Shelter
Acteens, Galilee Baptist Church
Scholarship Committee, Chairman, Galilee Baptist Church

PROFESSIONAL AFFILIATIONS
Member, American Counseling Association
Member, National Association of University Women
Member, Delta Sigma Theta Sorority
Beta Sigma Delta Honor Society
From what date will these personnel changes become effective? And is my assumption correct that Ms. Stewart will be leaving the UB DeSoto project and you will be looking for another new director?

-----Original Message-----
From: Witthoeft, Ben
Sent: Tuesday, July 13, 2010 3:10 PM
To: 'Carrie W. Robinson'
Subject: RE: Southern University at Shreveport - EOC Director's Position Vacancy

I approve the hiring of Reta Stewart as director of EOC project P066A060096.

Ben Witthoeft
Grants Management Specialist
Federal TRIO Programs
U.S. Department of Education
1900 K Street NW, 7th floor
Washington, DC 20006-8510
(202) 219-7843
(202) 582-7857 FAX

-----Original Message-----
From: Carrie W. Robinson [mailto:cwrobinson@susla.edu]
Sent: Tuesday, July 13, 2010 2:58 PM
To: Witthoeft, Ben
Subject: RE: Southern University at Shreveport - EOC Director's Position Vacancy

Upon your approval of the attached resume of Reta Stewart, she will take the position of EOC Director effective September 1, 2010 Carrie W. Robinson, Executive Director TRiO Community Outreach Programs Southern University at Shreveport
601 Texas Street, Suite 104
Shreveport, Louisiana 71101
Phone 318-670-6663
Fax 318-670-6688

From: Witthoeft, Ben [Ben.Witthoeft@ed.gov]
Sent: Friday, June 04, 2010 2:14 PM
To: Carrie W. Robinson
Subject: RE: Southern University at Shreveport - EOC Director's Position Vacancy

Ms. Robinson,

I wanted to get back in touch with you regarding the vacancy in the position of EOC project director at Southern-Shreveport. What is the status of your search, and when do you expect to
May 18, 2010

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

Dear Mrs. Neal:

This letter of recommendation is on behalf of Reta T. Stewart. Mrs. Stewart is applying for the position of Associate Executive Director of TRIO Community Outreach Programs Adult Services and Director of Educational Opportunity Center (EOC).

I have known Mrs. Stewart for many years and I am aware of her qualifications for these positions. She has served several years as a counselor; she has TRIO experience; and she has served in a supervisory position.

Mrs. Stewart is qualified for the aforementioned positions and would be an asset to the TRIO and EOC positions. If you need additional information, please feel free to contact me.

Sincerely,

[Signature]

Orellia R. Brazile, Ph.D.
Vice Chancellor for Academic Affairs

ORB/bb
May 19, 2010

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

Dear Ms. Neal,

It is my pleasure to recommend Mrs. Reta T. Stewart for the position:

Associate Executive Director of TRiO
Community Outreach Programs Adult Services and
Director of Educational Opportunity Centers (EOC)
TRiO Community Outreach Programs

I have been acquainted with Mrs. Stewart on a professional level during the past five years. During the course of this time, she has impressed me as one who is committed to excellence coupled with hard work. She has a wide range of coordinating, training and supervisory experiences in the directorship arena. She has served in both management and supervisory roles during her past position as an Educational Advisor. Her various tasks included personal and academic counseling, conducting workshops, budgeting, and assisting with administrative responsibilities. Her writing and organizational skills are evidenced as a result of her preparation of reports, proposal writing, and gathering statistical data in connection with her general responsibilities. Her human relations skills are impeccable. She has the unique ability to set goals and achieve these goals as a leader, but accomplished through team work. These skills in concert with her pleasant personality and ability to get along with others will enhance her ability to be effective as an Associate Executive Director.

The vast amount of time invested during the development and implementation of project activities for her current position as Director of Upward Bound, does not limit Mrs. Stewart’s involvement in community events. She spends many hours as a volunteer for Sickle Cell Drives, Providence House, Homeless Shelters and Delta Sigma Theta Fan Drives. She is an active member of the Galilee Baptist Church where she chairs the Scholarship Committee, Acteens, and is an active Sunday School member. She supports children through Shriners Children’s Hospital, and senior citizens through National Association of University Women. Additionally, Mrs. Stewart models loyalty and commitment to Southern University at Shreveport as she partners with feeder schools to actively recruit for the university.
A review of her past and present experiences demonstrates perfect alignment with the job expectations for this position. During the years in which I have known her as a colleague, she has continued to display leadership competence, high energy, creativity, and resourcefulness, while maintaining a professional prospective and commitment to the school and community. I recommend her highly.

With warm regards,

[Signature]

Barbara Hamilton Hollis, Ph.D.
Department of Biology
Southern University at Shreveport
3050 Martin Luther King Jr. Drive
Shreveport, Louisiana 71107
(318) 670-6251
bhollis@susja.edu
PRESTON D. WILSON  
311 Hartman Street  
Brookhaven, MS 39601  
(601) 833-2873

September 28, 2007

Ms. Diane Neal  
Director of Human Resources  
Southern University at Shreveport  
3050 Martin Luther King, Jr. Drive  
Shreveport, Louisiana 71107

Dear Ms. Neal:

I am pleased to write this letter of recommendation for Reta Stewart for the position of Associate Executive Director of Trio Community Outreach Programs Adult Services and Director of Educational Opportunity Centers. I have known Mrs. Stewart for seven years and witnessed her work at Woodlawn High School via the Southern University Talent Search Program. She served the Woodlawn students with great capacity and enthusiasm. Having worked in the education realm for seventeen years, I can attest Mrs. Stewart retains the necessary written and verbal communication skills to be an excellent director.

I admire her for her many valuable personal qualities and regard her with evermore respect. She exhibits punctuality, she is well organized, goal oriented, and is very much a people person. She is always willing to offer her assistance and has an excellent rapport with individuals and groups of all ages.

It is without hesitation that I strongly recommend Reta Stewart as Associate Executive Director of Trio Community Outreach Programs Adult Services and Director of Educational Opportunity Centers. Please feel free to contact me at (601) 835-3960 for additional information.

Sincerely,

/s/ Preston D. Wilson  
Preston D. Wilson
Dear Dr. Mason:

Because of the realities of this challenging time, I have engaged in realigning and restructuring TRIO Community Outreach Programs, a department in the Division of Student Affairs, to respond to budget cuts and meet the needs of its students while preserving our core functions. Please know that this plan aligns mission-related priorities with available resources, rethinks organizational design in light of institutional expectations, responsibilities and commitments and establishes budget priorities. More specifically, this plan offers a coordinated process that ensures student and institutional success by enhancing the present infrastructure in TRIO Community Outreach Programs by consolidating and reorganizing job functions while maximizing the potential of current TRIO Community Outreach Programs, thereby, eliminating the need to bring on additional staff to perform critical functions of the Department.

Please allow the realigning and restructuring of Trio Community Outreach Programs by approving the following title changes and recommendations for the following staff members:

Mrs. Betty Fagbeuyo presently serves as Associate Executive Director of TRIO Upward Bound Programs/Director of Upward Bound South. The request is that Mrs. Fagbeuyo’s title will be upgraded to Assistant Director of TRIO Upward Bound Programs/Director of Upward Bound South along with necessary additional responsibilities. Additional responsibilities will include but are not limited to the following:

- Responsible for travel to two rural Upward Bound Program sites in an effort to provide immediate administrative assistance and programmatic guidance related to delivery of services.
- Provide training for new staff members at those sites
- Assist the directors in those programs with developing community and family involvement, which will strengthen successes necessary for program positive outcomes.
- Will continue to support and assist the Executive Director with day-to-day operation, research and proposal development/writing to enhance the delivery of program services.

Mrs. Casey presently serves as Director of Educational Talent Search. The request is that Mrs. Casey’s title will be upgraded to Associate Executive Director for Middle School Activities/Director for
Educational Talent Search along with necessary additional responsibilities. Additional responsibilities will include but are not limited to the following:

- Assume the leadership role for administering an additional grant for Middle School Students under the auspices of the Board of Regents. Upon successful implementation of the present grant, Associate Executive Director will be responsible for the request for continuation of funding during the next grant writing competition.
- Continue all responsibilities for the administration of the Educational Talent Search Program in compliance with EDGAR and University Guidelines.

Mr. Brown presently serves as Director of Upward Bound North. The request is that Mr. Brown’s title will be upgraded to Associate Executive Director for Upward Bound Cohort Tracking/Director of Upward Bound North along with necessary additional responsibilities. Additional responsibilities will include but are not limited to the following:

- Responsible for providing assistance to each of the four (4) Upward Bound Programs with the enrollment, follow-up, postsecondary tracking and documentation for all Upward Bound participants who graduate or were scheduled to graduate in their respective cohort years.
- Responsible for providing assistance to each of the four (4) Upward Bound Programs with the enrollment, follow-up, postsecondary tracking and documentation for all Upward Bound participants who enrolled immediately after graduation to persist for the second fall following high school graduation.

Ms. Henderson presently serves as Educational Advocate of Upward Bound North. The request is that Ms. Henderson’s title will be upgraded to Associate Director/Advocate of Upward Bound North along with necessary additional responsibilities. Additional responsibilities will include but are not limited to the following:

- Assist the Director with the administration of the Upward Bound North program budget in compliance with EDGAR and University Guidelines.
- Upon approval of the Reorganizational Restructuring relative to the current Upward Bound North program, it is necessary that the Associate Director will assume the day-to-day operation of the program in the absence of the Director.

In addition to the above realigning and restructuring requests, it is my recommendation that 100% of the Executive Director’s salary be absorbed from the TRiO Community Outreach Programs budgets. This will provide a savings to the University of $14,332.50 and the administrative cost will increase by $4,040.00 providing a total savings of $18,372.00.

Upon your approval, these recommendations will become effective September 1, 2010.

With warm regards,

Ray L. Bottom, Ph.D.
Chancellor

RLB/cw
SOUTHERN UNIVERSITY SYSTEM
Personnel Action Form

SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

Employment Category: 12-MONTH 9-MONTH X OTHER (Specify)

Previous Employee: Betty C. Fagbayire
Date Left: August 31, 2010
Reason Left: Continuation
Salary Paid: $53,500

Profile of Person Recommended

Length of Employment: September 1, 2019 To August 31, 2011
Effective Date: September 1, 2010

Name: Betty C. Fagbayire
SS# 9806
Sex: F
Race: Bli.

Position Title: Associate Executive Director TROI Upward Bound Programs/Director Upward Bound South
Department: Upward Bound South

Check One: X Existing Position

Years Experience:
Southern University Experience: 12

Degree(s):
A.S. Mental Health/Retardation, Southern University at Shreveport, 1993
B.S. Organizational Management, Wiley College, 1993
M.S.W. Social Work, Grambling State University, 1998

Current Employer: Southern University at Shreveport

Personnel Action

Check One: X New Appointment

Recommended Salary: $53,500
Source of Funds: Federal Grant

Identity Budget: Upward Bound South, North, Locations: DeSoto and Sabine

Change of:

From:
Position: Associate Executive Director TROI Upward Bound Programs/Director Upward Bound South
Status: Salary Adjustment: $50,500.00

To:
Associate Executive Director TROI Upward Bound Programs/Director Upward Bound South

Financial Aid signature (if applicable):

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

Source of Funds:
UB North 6% 1980-1995 $500  $3,000.00
UB South 72% 1980-1995 $630  $18,300.00
UB Desoto 11% 1980-1995 $350  $6,060.00
UB Sabine 11% 1980-1995 $350  $6,060.00

*See Reverse Side

Graduate School signature (if applicable):

Supervisor:
Date: 8-31-10

Vice Chancellor:
Date:

Director Personnel:
Date:

President:
Date:

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

Vice President/Finance:
Date:

Business Affairs/Controller:
Date:

Chancellor:
Date:

Office of the President:
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.

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 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 Philippines 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: Mrs. Betty C. Fagbeyiro will work Tuesday – Friday from 8:00 am – 5:00 pm and on Saturdays from 7:00 am – 4:00 pm from September – May. June – August she will work Monday – Friday 8:00 am – 5:00 pm. Employee will assist the Executive Director with the overall management of four Upward Bound Programs. Employee will travel to DeSoto and Sabine.

EMPLOYEE REGULAR WORK SCHEDULE:

See Comments Section

EMPLOYEE DIRECT SUPERVISOR:

Carrie W. Robinson

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 318-670-6663

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, H-1B and J-1 visas, passport, and F-1/J-1-94. 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>
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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/Unet Positions (Civil Service Application for classified employees)

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Supervisory Criminal/Background Check Form (completed by employee verified and signed by supervisor)

Exemptions Survey Form (signed by employee and budget head)

Proposed Employee Appointment

Proposed Employee Clearance

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

Rev. 02/24/2007
## Personnel Action Form

**Position Number:** 5/19262

### Employment Category
- **9-Month**
- **12-Month**
- **X Other** (Specify)
  - Academic
  - Temporary
  - Tenured
  - Tenured Track
  - Undergraduate Student
  - Graduate Assistant
  - Retiree Return To Work
  - Civil Service
  - Part-time (% of Full Time)
  - Job Appointment
  - Probationary
  - Permanent Status

### Previous Employee
- Thydeomina Ray Brown
- Date Left: August 31, 2010
- Salary Paid: $40,000.00
- Reason Left: Continuation
- **(Specify)**

### Profile of Person Recommended
- **Name:** Thydeomina Ray Brown
- **SSN:** xxx-xx-4911
- **Sex:** Male
- **Race:** Black
- **Position Title:** Associate Executive Director for Upward Bound Cohort
- **Department:** Upward Bound North
- **Effective Date:** September 1, 2010
- **To:** August 31, 2011
- **Position:** Existing Position
- **New Position:**
- **Visa Type:** USA
- **Expiration Date:**
- **Years Experience:** 7
- **Southern University Experience:** 6
- **Degree(s):**
  - Type/Discipline: BA: Education
  - Institution/Location: Southern University at Shreveport, Louisiana
  - Year: 1996
  - BS: Organizational Management
  - Institution/Location: Central Michigan University
  - Year: 2004

### Personnel Action
- **Check One:** New Appointment
- **Continuation**
-  **Funds**
  - Recommended Salary: $43,000.00
  - Salary Budgeted: $43,000.00
- **Source of Funds:** Federal Grant
- **Identify Budget:** Upward Bound North
- **Location:**
- **Change of:**
  - **From:**
  - **To:**
  - **Status:**
  - **Salary Adjustment:** $40,000.00
  - **Financial Aid signature (If applicable):**
  - **Comments:** (Use back of form)

### Signatures
- *See Reverse Side*
  - Supervisor
  - Date: 8/27/10
  - Vice Chancellor
  - Date: 8/27/10
  - Chancellor
  - Date: 8/27/10
  - Vice President/Finance
  - Date: 8/27/10
  - Chairman/S.U. Board of Supervisors
  - Date: 8/27/10

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino

_____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Mr. Thydeomphia R. Brown will work Tuesday – Friday from 8:00 A.M. – 5:00 P.M. and on Saturdays from 7:00 A.M. – 4:00 P.M. September – May. June – August, work hours will be Monday – Friday 8:00 A.M. – 5:00 P.M.

EMPLOYEE REGULAR WORK SCHEDULE: See Comment Section

EMPLOYEE DIRECT SUPERVISOR: Carrie W. Robison, Executive Director

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/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):

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 SU) 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/signed and verified by supervisor)

_____ Exemptions Survey Form (signed by employee and budget head)

_____ Proposed Employee Appointment

_____ Proposed Employee Clearance

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

Rev. 07/24/2007
**SOUTHERN UNIVERSITY SYSTEM**

**Personal Action Form**

**JOB CLASS** 53590

**JOH CODE** 54

**CAL ID** [Redacted]

**SOUTHERN UNIVERSITY SYSTEM**

**PERSONAL ACTION FORM**

**POSITION NUMBER** 5117830

**EMPLOYMENT CATEGORY:**
- **9-MONTH**
- **12-MONTH**
- **OTHER** (Specify) [Redacted]

- **Academic**
- **Non-Academic**
- **Temporary**
- **Part-time** (% of Full Time)
- **Restricted**
- **Undergraduate Student**
- **Job Appointment**
- **Graduate Assistant**
- **Probationary**
- **Tenured**
- **Retiree Return To Work**
- **Permanent Status**

**Previous Employee:** Elaine S. Casey  
**Reason Left:** End of Contract  
**End of Contract Salary Paid:** $55,906.00

---

**Profile of Person Recommended**

**Name:** Elaine S. Casey  
**SS#** [Redacted]  
**Sex:** F  
**Race:** [Redacted]  
**Department:** TMO Talent Search

**Position Title:** Associate Executive Director for Middle Schools/Director for Educational Talent Search

**Effective Date:** September 1, 2010  
**To:** August 31, 2011

**Position Type:** Existing Position  
**Vital Type (See Reverse Side):** [Redacted]

**Years Experience:** 16  
**Southern University Experience:** 16 yrs

**Degree(s):**
- **Type/Discipline (BA-Education):** [Redacted]
- **Institution/Location (SU-Baton Rouge):** [Redacted]
- **Year:** [Redacted]
- **M.S.W.:** Mental Health  
- **Graduation:** [Redacted]
- **B.S.:** Social Work  
- **Graduation:** [Redacted]

**Current Employer:** Southern University at Shreveport

---

**Personnel Action**

**Check One:**
- **New Appointment**
- **Continuation**
- ** Sabbatical**
- **Leave of Absence**
- **Transfer**
- **Replacement**
- **Other (Specify)***

**Recommended Salary:** $53,906.00

**Source of Funds:** Grant

**Identify Budget:** Federal  
**Grant Code:** [Redacted]  
**Location:** [Redacted]  
**Item #:** [Redacted]

**Change of:**
- **From:** Director for Educational Talent Search  
- **To:** Associate Executive Director for Middle Schools/Director for Educational Talent Search

**Status:** [Redacted]

**Salary Adjustment:** $55,906.00  
**Financial Aid signature (if applicable):** [Redacted]

**List total funds currently paid this employee by Southern University:** [Redacted]

---

**See Reverse Side**

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

---

**Personnel Action**

**Check One:**
- **Superintendent**
- **Vice Chancellor**
- **Director/Personnel**
- **President**

**Date:** [Redacted]

**Dean/Head:** [Redacted]  
**Date:** [Redacted]

**Chancellor:** [Redacted]  
**Date:** [Redacted]

**Vice President/Finance:** [Redacted]  
**Date:** [Redacted]

**Chairman/S.U. Board of Supervisors:** [Redacted]  
**Date:** [Redacted]
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 Americans, 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:** Mrs. Elaine S. Casey will continue as Director of Talent Search.

---

**EMPLOYEE REGULAR WORK SCHEDULE:** Monday-Friday, 8:00 a.m.-5:00 p.m.

**EMPLOYEE DIRECT SUPERVISOR:** Carrie W. Robinson

**SUPERVISOR/DEPARTMENT CONTACT NUMBER:** 4

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

**HR USE ONLY:** **STATUS** (circle one):

- **EXEMPT**
- **NON-EXEMPT**

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**For Human Resource and Budgetary Control Use Only!**

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

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7. Proposed Employee Appointment
8. Proposed Employee Clearance
9. Restricted/Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

Rev. 07/24/2007
**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

**Position Number** 2M9788

**THIS PAF SUPERCEDES PREVIOUS PAF**

**CAMPUS:** SULAC  
**SUBA**  
**SUAREC**  
**SUNO**  
**SUSLA**  

**EMPLOYMENT TERM:** 12-MONTH  
**X** OTHER  

---

<table>
<thead>
<tr>
<th>Academic</th>
<th>Non-Academic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary</td>
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</tr>
<tr>
<td>Undergraduate Student</td>
<td>Graduate Assistant</td>
</tr>
<tr>
<td>other (Specify)</td>
<td>Retire Return To Work</td>
</tr>
</tbody>
</table>

**Civil Service**  
**Restricted**  
**Job Appointment**  
**Probability**  
**Permanent Status**

**Previous Employee:** Mark Troppner  
**Date Left:** 11/1/09  
**Salary Paid:** $71,540

---

**Profile of Person Recommended**

**Length of Employment:** 7/01/10  
**To:** 6/30/10

**Effective Date:** 3/01/10

**Name:** Linda Carr  
**SS#:** xxx-xx-0540  
**Sex:** F  
**Race:** U  
**Black:** S

**Position Title:** Interim Internal Auditor Director  
**Department:** Internal Auditor

**Check One:**  
[ ] Existing Position  
[ ] New Position

---

**Years Experience:** 17  
**Southern University Experience:** 17

**Degree(s):**  
<table>
<thead>
<tr>
<th>Type/Discipline (BA-Education):</th>
<th>Institution/Location (SU-Baton Rouge):</th>
</tr>
</thead>
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<tr>
<td>B.S. - Accounting</td>
<td>Southern University</td>
</tr>
<tr>
<td>MPA - Accounting</td>
<td>Southern University</td>
</tr>
</tbody>
</table>

**Current Employer:** Southern University

---

**Personnel Action**

**Recommended Salary:** $60,940.00  
**Salary Budgeted:** $60,940.00

**Source of Funds:** State

**Identify Budget:** 10112  
**Form Code:**  
**Page:** 1  
**Location:** Internal Audit

**Change of:**  
[ ] Transfer  
[ ] Continuation  
[ ] Sabbatical  
[ ] Sick Leave  
[ ] Other (Specify)  

**Identify Budget:**  
**Form Code:** 10112  
**Page:** 1  
**Location:** Internal Audit

**Position:** Staff Auditor  
**From:**  
**Status:**  
**Salary Adjustment:** $58,000.00  
**To:** Interim Internal Auditor Director  
**Financial Aid signature (if, applicable):**

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

**Source of Funds**  
**Amount**

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>State 10112</td>
<td>$60,940.00</td>
</tr>
</tbody>
</table>

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

---

**Graduate School signature (if, applicable):**

---

**Supervisor:**  
**Date:**  
**Vice Chancellor:**  
**Date:**  
**Director/Personnel:**  
**Date:**  
**President:**  
**Date:**  
**Chairman/S.U. Board of Supervisors:**  
**Date:**
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ETHNIC ORIGIN (Please check one):

___ Hispanic or Latino
___ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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X ___ 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:

Previous PAF had wrong base salary.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 a.m. – 5:00 p.m. Daily

EMPLOYEE DIRECT SUPERVISOR: Chancellor

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 1

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-539. The latter six (6) documents do not apply to U.S. Citizens.

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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)

REMARKS: [Signature]

SUNY OFFICE OF THE COMPTROLLER
SOUTHERN UNIVERSITY SYSTEM

REV 07/24/2017
# Southern University System Personnel Action Form

**Position Number:** 2M9728

**Date:** 5 AUG '10

## Profile of Person Recommended

**Length of Employment:** 7/22/10  
**Effective Date:** 7/22/10  
**To:** 9/20/10

**Name:** Linda Carr  
**SS#:** xx-xxxx-0840  
**Sex:** F  
**Race:** Black

**Position Title:** Interim Internal Auditor Director  
**Department:** Internal Auditor

**Check One:**  
- [X] Existing Position  
- [ ] New Position

**Years Experience:** 17  
**Southern University Experience:** 17

**Degree(s):**  
- B.S. - Accounting  
- MPA - Accounting

**Current Employer:** Southern University

## Personnel Action

**Recommended Salary:** $60,940.00  
**Salary Budgeted:** $60,940.00

**Source of Funds:** State

**Form Code:** 10112  
**Location:** Internal Audit

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

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

*See Reverse Side*

**Graduate School signature (if applicable):**

*See Reverse Side*

**Supervisor:**  
**Date:**  

**Vice Chancellor:**  
**Date:** 8/24/10

**Dean/End Head:**  
**Date:** 8/26/10

**Vice President/Finance:**  
**Date:**  

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

---

**Previous Employee:** Mark Trepagnier  
**Date Left:** 11/1/09  
**Reason Left:**  
**Salary Paid:** $71,540
REQUEST FOR LEAVE OF ABSENCE FORM
SOUTHERN UNIVERSITY SYSTEM

Name of Employee: Linda Grayson-Carr
Address: 4136 Roseland Drive, West Allen LA 70767
Title: Interim Director of Internal Audit

Date: Oct. 28, 1970

SSN: XXX-XX-6540

Birth Date: 01/22/1970

Anticipated Return Date: 09/20/2010

Purpose of Leave Requested (click one):
- Professional or Cultural Improvement (Must have prior approval from Chancellor)
- 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

Length of Leave Requested: (No. of weeks, not to exceed 36 weeks) 8 weeks

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
State Retirement: Yes ☑ No
Group Insurance: Yes ☑ No
Elected Supplemental Benefits: Yes ☑ No

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

8/21/2010

DATE

Signature of Applicant

PRIOR LEAVE RECORD FROM THIS INSTITUTION:

Date of Last Leave: ________________________
Purpose of Last Leave: ________________________

Type of Last Leave:
- With Pay: __________
- Without Pay: __________
- Length of last leave: __________

Signature of Chairperson

Signature of College Dean

Signature of Chief Academic Officer

Signature of Campus Chancellor

Signature of System President

Signature of Appropriate Committee Chairperson

Signature of Chairman of the Board

Date

Date
### Profile of Person Recommended

**Length of Employment**: September 22, 2010  
**Effective Date**: September 22, 2010  
**To**: November 5, 2010

- **Name**: Kenettray Carter  
- **SS#**: XXX-XX-0860  
- **Sex**: F  
- **Race**: B  
- **Position Title**: Middle School Math/Science Teacher  
- **Department**: Southern University Laboratory School

**Years Experience**: 04  
**Southern University Experience**: 02

- **Degree(s)**:  
  - **Type/Discipline (BA-Education)**: BS-Mathematics  
  - **Institution/Location (SU-Baton Rouge)**: Southern University  
  - **Year**: 2005

**Current Employer**:  

---

### Personnel Action

- **Recommended Salary**: $41,536.00  
- **Salary Budgeted**: $41,536.00

**Source of Funds**:  
- **General Fund**:  
  - **Identify Budget**: 02-10849  
  - **Location**: The Laboratory School  
  - **Form Code**:  
    - **Page**:  
      - **Item #**:  

**Position Status**:  
- **Salary Adjustment**:  

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

*Comment: (Use back of form)*  

---

### Supervisor's Approval

- **Supervisor**:  
  - **Date**: 8/18/2010

- **Dean/Head**:  
  - **Date**: 8/23/10

- **Vice Chancellor**:  
  - **Date**: 8/13/10

- **Director/Personnel**:  
  - **Date**: 9/8/10

- **President**:  
  - **Date**:  

---

### Chairman/S.U. Board of Supervisors

- **Date**:  

---

### WPG/Finance/Business Affairs/Comptroller

- **Date**:  

---

### OFFICE OF THE CHANCELLOR

- **Date**: SEP 07 2010
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:

Kanatra Curry is requesting six-weeks of maternity leave beginning Wednesday, September 22, 2010 and ending Friday, November 5, 2010. She'll resume her teaching position on Monday, November 8, 2010.

EMPLOYEE REGULAR WORK SCHEDULE: 7:30 a.m. – 3:30 p.m.

EMPLOYEE DIRECT SUPERVISOR: Mrs. Josie M. Williams

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-3490

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 picture ID, social security card, birth certificate, certificate of naturalization, resident alien card, H-1-B and J-1 visas, passport, and F-1/1-94. 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 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 and signed by supervisor)

___ Exemptions Survey Form (signed by employee and budget holder)

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

Name of Employee: Kenettra Curry
SSN: 6960

Address: 2043 Secredair Drive, Baton Rouge, Louisiana 70816
Phone: 225-201-2028

Title: High School Math/Science
Highest Degree: BS

Birth Date: 12/24/1983

NO. OF CONSECUTIVE FISCAL YEARS ACTIVE SERVICE AT THIS INSTITUTION: 1.5

EFFECTIVE DATE OF LEAVE: 09/22/2010
ANTICIPATED RETURN DATE: 11/08/2010

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 X
  b. without pay

LENGTH OF LEAVE REQUESTED: (No. of weeks, not to exceed 36 weeks) 06

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)

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Yes</th>
<th>X</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher Retirement</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>State Retirement</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group Insurance</td>
<td>Yes</td>
<td>X</td>
<td>No</td>
</tr>
<tr>
<td>Elected Supplemental Benefits</td>
<td>Yes</td>
<td>X</td>
<td>No</td>
</tr>
</tbody>
</table>

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

08/18/2010

DATE
SIGNATURE OF APPLICANT

PRIOR LEAVE RECORD FROM THIS INSTITUTION:

Date of Last Leave: N/A
Purpose of Last Leave: N/A

TYPE OF LAST LEAVE:

With pay
Without Pay

Amount:

Length of last leave:

Signature of Chairperson
Signature of College Dean
Signature of Other Academic Officer

Signature of Campus Chancellor
Signature of System President

DATE

Signature of Appropriate Committee Chairperson
Signature of Chairman of the Board

DATE
I. Policy Statement

The Southern University System (hereinafter referred to as the “SUS”) has formulated the following policy to provide operational guidelines for the appropriate delegation of authority to approve various personnel actions by its Board of Supervisors, System President and campus Chancellors.

II. Purpose

The purpose of this policy is to create uniform personnel procedures for the SUS, hereinafter referred to as the “Uniform Personnel Policy” and to delineate the specific and express delegations of authority by the Board to the System President and Chancellors to execute certain types of personnel actions.

This delegation of authority may be amended or revoked at any time.

III. History

Prior action by the Board addressing personnel actions can be found at: Southern University System—Policies and Procedures Manual (Synopses) August, 1992 Sections 1.00.43; 1.00.43a; 1.00.44; 1.00.45; 2.00.03; Southern University System—Board of Supervisors Bylaws and Regulations Manual (Last modified: 11/27/07) Proposed Policy for Submission of Personnel Action Forms; and Southern University System—Board of Supervisors’ Official Minutes dated November 28, 2008, at p.7.
IV. Uniform Personnel Policy of the SUS Board of Supervisors.

Except as otherwise provided in the bylaws, and notwithstanding any other provisions of the regulations, all personnel actions shall be made in accordance with the following provisions:

A. Personnel Actions Requiring Board Approval

The following personnel actions shall require approval by the SUS Board of Supervisors:

1. Any action which would result in an employee earning total annual compensation in the amount of One Hundred Thousand Dollars ($100,000) or more, from all sources, both public and authorized private.

2. Appointment of and compensation for the President, System Vice Presidents, all chancellors or equivalents, and all positions of dean or equivalent and above, including amendments to or extensions of appointment agreements and increases or decreases in compensation.

3. Educational leave and sabbatical leave in excess of three (3) months during any twelve (12) month period.

4. Termination of tenured faculty.

5. Head coach and athletic director contracts and amendments, thereto, provided that the President shall have the authority to approve any non-substantial amendments.

6. Leave without pay for one (1) year or more or special leave with any pay or benefits for thirty (30) days or more within any twelve (12) month period.

7. Retrospective compensation of any type, which will be authorized only (i) in exceptional circumstances (when justified by the campus or institution in writing or as incidental to an approved general pay plan) or (ii) when, due to excusable neglect, the effective date of the proposed appointment, pay increase, or other personnel action is no more than sixty (60) days prior to the Board meeting or thirty (30)
days prior to the previous Board meeting, when more than one (1) month has elapsed since such previous Board meeting.

8. Termination of the President, all chancellors or equivalents, and all positions of dean or equivalent or above, unless otherwise provided in the appointment documents.

9. Either appointment or making any change in status which would result in an employee gaining indeterminate tenure or “rolling tenure” (i.e. rolling term).

10. Appointment to any designated chair or professorship.

11. Conferring emeritus status on any person with less than ten (10) years of service to the university or with titles other than professor.

12. Awarding any honorary degree.

13. Paying any salary supplement to an SUS employee from Board-authorized affiliated foundation funds.

B. Personnel Actions Requiring Presidential Approval

The following personnel actions shall require approval by the President, which authority may not be further delegated.

1. Any action which would result in an employee earning a total annual compensation from Fifty Thousand Dollars ($50,000) to One Hundred Thousand Dollars ($100,000) from all sources, both public and authorized private.

2. Pay raise of any type in excess of 15% in any one (1) year to any faculty or unclassified personnel.

3. The creation of any new position at the level of Vice President, Chancellor or equivalent and all positions of dean or equivalent, including directors and chairs earning $50,000 to $100,000.
4. Filling any faculty position made vacant because of lay-off or furlough pursuant to a Board-approved plan addressing institutional change or exigency.

5. Any action which would allow for a delay in review for tenure beyond the period of time established by SUS policy or in the employee’s appointment letter.

6. Conferring emeritus titles not required to be approved by the Board.

7. Re-appointment of any person who is to receive during employment with the SUS any retirement benefits from any Louisiana public employee retirement system or plan.

8. Converting a filled classified position to an unclassified position, approval of which will only be granted if justified by the following factors:

   (i) The employee must have a baccalaureate degree or sufficient professional experience to substitute for the degree, and

   (ii) The duties of the unclassified position must require advanced learning acquired by a prolonged course of specialized, intellectual training.

9. General pay plans, including across-the-board pay raises which are granted to all or substantially all of the employees of a campus or institution.

10. Any other personnel action which the President determines should be reviewed at the System level. Such determinations may be made individually or be established for the System as a whole, for individual campuses or institutions, or for classes of employees either across the System or at specific campuses or institutions.

C. **Personnel Actions Requiring Chancellor Approval**

The following personnel actions shall require approval by the Chancellors:
1. Any action which would result in an employee earning total annual compensation up to, but not more than, Fifty Thousand Dollars ($50,000) from all sources, both public and authorized private.

2. Reassignments or promotions for individuals whose salary adjustments does not exceed 10% of their current salary.

3. Title changes.

4. Hiring of adjunct faculty.

5. Employment status changes from a nine (9) month to a twelve (12) month or twelve (12) month to a nine (9) month position.

6. Replacement of vacant positions as long as the salary offered to the prospective employee is within 10% of the approved budgeted salary.

D. Personnel Actions which may be delegated by the President

Authority to take all other personnel actions is hereby delegated by the Board to the President, who may further delegate such authority, as he/she deems to be in the best interests of the SUS, provided such actions are taken in accordance with the requirements for form and reporting set forth in Sections E and F of this policy.

E. Form of Letters of Appointment and Similar Agreements

All letters of appointment, contracts of employment, or other written employment agreements between the SUS and any of its employees containing any special provisions not provided for in written general policy, shall either (i) use only the language prescribed for such agreements by the President in a standardized template or form (which is encouraged); or (ii) be approved as to form and legal sufficiency by the General Counsel prior to being signed.

F. Reporting

All personnel actions shall be reported to the President and the Board in a format prescribed by the President after consultation with the Board.
G. Miscellaneous

1. For purposes of this policy “compensation” includes all income covered on any check issued (or electronic transmittal) by the SUS for any compensation purposes as well as all income from other sources, including affiliated foundations, paid as compensation for work done on behalf of the SUS or pursuant to an employment agreement with the SUS. The term does not include royalty, licensing, or other payments made pursuant to the SUS’s intellectual property policies.

2. Nothing herein creates any rights, procedural or substantive, in employees, prospective employees, or other persons.