

SOUTHERN[®] UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

BOARD OF SUPERVISORS MEETING

Personnel Affairs

October 21, 2022

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

9:00 a.m.

SOUTHERN[®] UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

BOARD OF SUPERVISORS MEETING

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PERSONNEL AFFAIRS COMMITTEE

(Following Governance Committee)
Board of Supervisors' Meeting Room
J. S. Clark Administration Bldg. 2nd Floor
Baton Rouge, LA.

AGENDA

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

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

Name	Position/Campus	Salary	Funding Source
1. Christ Beaner	Associate General Counsel for Civil Rights, Employment Law and Policies and Procedures <i>New Appointment</i>	\$85,000.00	State
2. Jeremiah Sams	Associate General Counsel for Procurement, Contracts, Leases and Public Records <i>Salary Adjustment</i>	\$90,000.00	State

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

Name	Position/Campus	Salary	Funding Source
1. Bruce Adams	Director, Chief of Police and Campus Safety <i>Salary Adjustment</i>	\$75,000.00	State
2. Jada Boudin	Director of Admissions and Recruitment <i>New Appointment</i>	\$75,000.00	State
3. Shrylin Davis	Director of TRIO Programs <i>Salary Adjustment</i>	\$89,000.00	Federal
4. Angel Grady	Assistant Professor Nursing Program <i>New Appointment</i>	\$80,000.00	State
5. Adriel Hilton	VC for Student Affairs and Enrollment Management <i>Salary Adjustment</i>	\$140,000.00	State

6. Brenda Jackson	VC for Research/Strategic Initiatives and Title III Executive Director <i>Salary Adjustment</i>	\$140,000.00	Federal \$57,894 State \$38,596
7. Melinda Perry	Executive Online Director <i>New Position</i>	\$90,000.00	State
8. Kim Rugon	Vice Chancellor for Advancement <i>Salary Adjustment</i>	\$140,000.00	State
9. Shannon Williams	Interim Associate Vice Chancellor for Administration and Finance <i>New Appointment</i>	\$81,000.00	State

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

Name	Position/Campus	Salary	Funding Source
1. Harry Anderson	Co-Director of Digital Media Arts <i>New Appointment</i>	\$70,000.00	Federal
2. Avis O'Bryant-Chaney	Executive Admin Asst to AVC/Director of Univ College Special Programs <i>Title Change Only</i>	\$61,125.00	Federal
3. Jennifer Page	Instructional Designer/ Concourse Syllabus Management System Coordinator <i>New Appointment</i>	\$75,000.00	Federal 93.33% State 6.67%
4. Veronica Richardson	Director Transfer Center <i>New Position</i>	\$62,500.00	Federal
5. Darrell Roberson	Co-Director of Digital Media Arts <i>New Position</i>	\$70,000.00	Federal
6. Davitria Stubbs	Bursar <i>New Appointment</i>	\$65,000.00	State
7. Charmaine Williams	Director of Executive Ph.D. Program <i>New Position</i>	\$80,000.00	State
8. Ashagre Yigletu	SUBR Dean of Graduate Studies <i>New Appointment</i>	\$160,000.00	State

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

Name	Position/Campus	Salary	Funding Source
1. Amanda Flynn	Interim Executive Director for Small Business Development <i>New Appointment</i>	\$80,000.00	State \$62,224 Federal \$17,776
2. Brandy Jacobsen	Interim Vice Chancellor for Finance and Administration <i>New Appointment</i>	\$95,160.00	State

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

Name	Position/Campus	Salary	Funding Source
1. Allison Ezidore-Tassin	Creative Specialist/Graphic & Digital Designer <i>New Appointment</i>	\$66,000.00	State
2. Tamika Porter	Associate Comptroller <i>New Position</i>	\$75,000.00	State

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

Name	Position/Campus	Salary	Funding Source
1. Carla Ball	Unit Coordinator and Lead Catalog Administrator for Academic Support <i>New Position</i>	\$72,000.00	State
2. Marina Biragova	Director for Intellectual Property and Global Business Programs <i>New Position</i>	\$120,000.00	Federal
3. Kimberly Decker	Mental Health Counselor <i>New Position</i>	\$96,000.00	State
4. Marla Dickerson	Associate Vice Chancellor for Innovation and Strategic Partnerships and Initiatives <i>1yr Salary Adjustment</i>	\$168,000.00	State
5. Jasmine Hunter	Director of Communications <i>1yr Salary Adjustment</i>	\$97,176.00	State
6. Terri Mayes	Strategic Partnership Coordinator <i>1yr Salary Adjustment</i>	\$78,447.50	State
7. Orriel Moore	Creative Services Coordinator <i>1yr Salary Adjustment</i>	\$69,744.00	State
8. Alycia Grace O’Bear	Asst. Professor of Clinical Education/Disaster Relief <i>1yr Salary Adjustment</i>	\$101,790.00	State
9. Ahvery Thomas	Deputy Title IX/ Campus Safety Coordinator <i>New Position</i>	\$85,000.00	State

G. Request Approval for Salary Adjustment for Unclassified Staff at Southern University at New Orleans (SUNO)

This action would follow the increases that the faculty received to bring their salaries in line with the SREB average, for promotion, retention, equity, and merit.

6. Other Business

7. Adjournment

MEMBERS

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



Southern University and A&M College System

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

Office of The
President-Chancellor
(225) 771-4680

Fax Number
(225) 771-5522

September 30, 2022

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

Re: Search Waiver and Appointment - Associate General Counsel

Dear President Shields:

Last year I was given approval to split the Associate General Counsel position into two. One AGC would primarily focus on Procurement, Contracts, Leases, and Public Records. I hired Mr. Jeremiah J. Sams to fill this position, and he has been a stellar addition. The other AGC would focus on Civil Rights, Employment Law, and Policies and Procedures. I have identified an exceptional candidate to fill the position. This letter is submitted to request a waiver of the search and authorization to appoint Mr. Christ Beaner to the position of AGC focusing on Civil Rights, Employment Law, and Policies and Procedures.

Mr. Beaner has been a practicing attorney for over fifteen years. His vast experience includes contract negotiation and drafting, litigation (prosecution and defense of both civil and criminal matters), and developing trainings and internal policies. Mr. Beaner's skillset, work ethic, enthusiasm, and experience will be an added benefit to the System and allow my office to meet the growing demands of the System and its campuses.

Considering the foregoing, I request that you approve waiving the search of this position and appoint Christ Beaner as Associate General Counsel for Civil Rights, Employment Law, and Policies and Procedures at a salary of \$85,000. As such, I am also requesting this matter be placed on the Board of Supervisors' agenda for approval at its October 2022 meeting. All applicable application materials are attached to this request. I would appreciate your consideration and approval.

Sincerely,

Handwritten signature of Corinne M. Blache in cursive.

Corinne M. Blache
General Counsel

APPROVED: _____

Dennis J. Shields, President-Chancellor

Five Campuses, One Vision... Global Excellence

WWW.SUS.EDU

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

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

Profile of Person Recommended

Length of Employment _____ To _____
 Effective Date 11/1/2022

Name Christ Beamer SSM _____ Sex M Race* B
 (Last 4 digits only)

Position Title: AGC - Civil Rights, Employment Law, and Policies and Procedures Department: SUS - Office of the President/Chancellor

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

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

Years Experience 1.5 Southern University Experience 0
 Degree(s): Type/Discipline: BS - Criminal Justice Institution/Location: University of Louisiana - Lafayette Year: 1998
JD - Law Southern University Law Center 2006

Current Employer: State of Louisiana - Department of Public Safety and Corrections

Personnel Action

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

Recommended Salary \$85,000 Salary Budgeted \$85,000

Source of Funds _____

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

Change of: From _____ To _____

Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
<u>111005-11157-61003-16000</u>	<u>\$85,000.00</u>

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

Graduate School signature (if applicable):

Supervisor [Signature] 10/5/22 Date
 Dean/Unit Head [Signature] 10/5/22 Date
 Vice Chancellor [Signature] 10/06/2022 Date
 Director/Personnel [Signature] 10/06/22 Date
 President _____ Date
 Chancellor _____ Date
 Vice President/Finance Business Affairs/Comptroller _____ Date
 Chairman/S.U. Board of Supervisors _____ Date

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUDR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE AGC- Civil Rights, Employment Law, and AS DESCRIBED BELOW
Policies and Procedures
 BE AUTHORIZED AS A VACANCY FOR Office of General Counsel
 (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

See attached job description and responsibilities.

Salary/Range: \$ 85,000.00 Previous Incumbent (if replacement): _____

Approved _____ Disapproved _____ Blache 10/6/22
 Department Head Date

_____ Approved _____ Disapproved _____
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<u>1M8904</u> No
Signature: _____	Date: <u>10/11/22</u>
Budget Number: <u>111005-1157-61002-10000</u>	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	_____ No
Employee Class: <u>MU</u>	Job Class: <u>11880</u>
Verified By: <u>J. Chisley</u>	Date: <u>10/7/2022</u>

_____ Approved _____ Disapproved _____
 Vice Chancellor Date

Approved _____ Disapproved _____ Blondus McEnt _____
 Chancellor/Vice President Date

_____ Approved _____ Disapproved _____ Henry J. Street _____
 President Date 10/06/22

An Equal Opportunity Employer

Associate General Counsel

To support Southern University and A&M College System's leadership in fulfilling its mission and commitments to the highest standards of ethics and integrity and to the principles of equal access and equal opportunity. To that end, the candidate will work cooperatively with campuses within the system to:

1. Promote and enhance a climate that ensures equal access and equal opportunity for all members of the University community and participants in its activities and service.
2. Promote and enhance a culture of ethical behavior and compliance with applicable policies, laws and regulations.
3. Reduce liabilities and losses associated with failures to comply with applicable laws and regulations.

Reporting to the General Counsel, the position is responsible for assisting in the coordination of system-wide compliance activities, including the evaluation and monitoring of the university's operational and strategic risks, as well as seeking to ensure that the university and its employees are complying with federal regulatory requirements, as well as internal policies and procedures.

Minimum Qualifications:

1. Juris Doctorate degree
2. 2+ years of relevant experience as inside or outside counsel, ideally supporting universities or boards/commissions.
3. Experience in structuring, drafting, and negotiating a wide variety of contracts.
4. Demonstrated ability to prioritize and handle multiple tasks, and deliver results in a fast-paced, deadline-driven environment.
5. Experience working on compliance and regulatory requirements in a higher education and government environments will be considered highly valuable.
6. Investigatory experience, excellent verbal and written communication skills required, as are strong presentation, interpersonal skills, and an ability to work collaboratively with various campus representatives.
7. Member in good standing of the Louisiana Bar Association.
8. Energetic, self-starting problem-solver who can work collaboratively and autonomously.

Compensation:

\$75,000 - \$95,000

Job Duties and Responsibilities:

1. Review, modify as appropriate, and ensure compliance with civil rights, system policies and procedures, and employment law.
2. Draft agreements.
3. Research legal issues impacting the organization by identifying applicable statutes, judicial decisions, and codes.

4. Perform pre-litigation work to minimize risks and maximize legal rights.
5. Develop solutions to legal questions.
6. Provide training to university and its affiliates on substantive legal topics.
7. Anticipate, listen to, understand, and respond to the needs of members of the University community.
8. Deliver quality work product and services in a way that reflects positively upon the System.
9. Keep abreast of higher education laws and regulations, including Title IX, Power-Based Violence, FERPA, Clery Act, and ADA.
10. Monitor and implement as necessary policies and procedures in compliance with state and federal regulatory oversight.
11. Monitor risk assessments and as appropriate, develop solutions to ensure compliance and minimize risk.
12. Foster a university culture that does not tolerate illegal or unethical behavior and prompts faculty and staff to consider the potentially adverse consequences of unethical conduct.
13. Build collaborative relationships with personnel across the university system and foster a collegially through excellent written and verbal communication skill.
14. Meet System needs by demonstrating an ability to multi-task, organize, and plan in accordance with the task assigned.
15. Meet System needs by demonstrated fiscal responsibility.
16. Reduce the risks of non-compliance, while increasing the likelihood of early detection and correction.
17. Provide a source of best practices and assistance for the entire university community.
18. Assumes additional responsibilities and performs special projects as needed or requested.

CHRIST BEANER

EDUCATION	SOUTHERN UNIVERSITY LAW CENTER <i>Jurist Doctorate (Licensed 2006)</i>	Baton Rouge, LA
	UNIVERSITY OF LOUISIANA at LAFAYETTE <i>Major Criminal Justice (B.S. 1998)</i> <i>Minor Psychology and English</i>	Lafayette, LA
EXPERIENCE	LOUISIANA ATTORNEY GENERAL'S OFFICE	Baton Rouge, LA
	2022 - Present	<ul style="list-style-type: none">• Assistant Attorney General• Civil Litigation Defense (Defend lawsuits filed against the State of Louisiana)
	2015 - 2022	DISTRICT ATTORNEY'S OFFICE 15th and 16th Judicial District <ul style="list-style-type: none">• Assistant District Attorney• Senior Trial Counsel (Felonies including Homicides, Sex Crimes and Crimes of Violence)• Supervise internal employees including attorneys, paralegals and administrative support staff• Develop and present staff training and Continuing Legal Education seminars• Advise law enforcement on human resource matters and legal issues
	2007 - 2015	PUBLIC DEFENDERS OFFICE 15th Judicial District <ul style="list-style-type: none">• Criminal Defense Litigation• Trial Counsel (Misdemeanors and Felonies)
2007-Present	LAW OFFICE OF CHRIST BEANER, L.L.C. (Formerly Burns, Colbert, Mose & Beaner) <ul style="list-style-type: none">• Personal Injury Litigation (Plaintiff and Defense), Preparing and Negotiating Contracts for business partnerships• Interpret laws, rulings and regulations for individuals and businesses including churches• Family Law, Pro bono work for the elderly, Accounting, Bookkeeping and payroll duties, etc..	
2003 - 2006	JUDICIAL LAW CLERK (Judge Lori A. Landry) 16th Judicial District <ul style="list-style-type: none">• Researched Legal Issues and Prepared Memorandums• Drafted Orders and Decisions of the Court• Liaison between the Judge and Lawyers	
2001 - 2003	LAW CLERK (U.S. ATTORNEY'S OFFICE) Middle District of LA <ul style="list-style-type: none">• Conducted Legal Research, Drafted Pleadings and Prepared Briefs and Memorandums• Provided Legal Administrative Support to the U.S. Attorney and staff during trials	
1998 - 2000	CASE MANAGER/CORRECTIONAL OFFICER (FEDERAL BUREAU of PRISONS) <ul style="list-style-type: none">• Trained at the Department of Justice Federal Law Enforcement Center in Glyuco, Georgia• Coordinated and integrated inmate training programs and developed release programs• Developed, evaluated and analyzed program needs and other data about federal offenders• Counseled Federal Offenders regarding readmission into society•	
1992 - 1998	UNITED STATES ARMY NATIONAL GUARD <ul style="list-style-type: none">• Advanced Armor Crewman (E-6 Sergeant over 50 soldiers) Abram Tank Commander• Supervised daily training activities of soldiers to adhere to laws and regulations	

ACTIVITIES AND ORGANIZATIONS

American Inns of Court • National Bar Association • Louisiana Trial Lawyers • American Bar Association • Louisiana Association for Justice • Community Association for the Welfare of School Children- Baton Rouge (Former Board Member) • Big Brothers Big Sisters of Acadiana (Board Member) • Prince Hall Masons Affiliate • Alpha Phi Alpha Fraternity, Inc. • Blue Cliff College (Former Board Member)

REFERENCES AVAILABLE UPON REQUEST



Southern University and A&M College System
J.S. Clark Administration Building
4th Floor
Baton Rouge, Louisiana 70813

Office of The
President-Chancellor
(225) 771-4680

Fax Number
(225) 771-5522

September 30, 2022

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

Re: Request for Salary Adjustment for Jeremiah J. Sams, Associate General Counsel


Dear President Shields:

This correspondence seeks your approval for a salary adjustment for our Assistant General Counsel, Jeremiah S. Sams, effective October 1, 2022. I am requesting to increase his salary by \$10,000 to \$90,000.

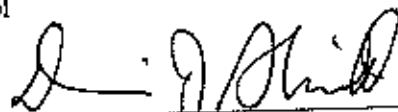
Mr. Sams joined the Southern University System in December of 2021. While the campus was closed for the holiday, Mr. Sams and I worked daily to familiarize him with issues, responsibilities, and laws that effect higher education and the Southern University System. Since joining the team, his insight and counsel have proven invaluable. For illustratively purposes, Mr. Sams has been instrumental in implementing legislative changes within our System policies and streamlining internal processes. His work ethic and dedication to fulfilling the goals of my office are commendable.

It is for the above-referenced reasons, I seek your favorable consideration of this request.

Sincerely,


Corinne M. Blache
General Counsel

APPROVED:


Dennis J. Shields, President-Chancellor

Five Campuses, One Vision... Global Excellence
WWW.SUS.EDU

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

Previous Employee Jeremy R. Gathe Reason Left _____ Resigned _____
 Date Left 07/05/2021 Salary Paid \$95,000

Profile of Person Recommended

Length of Employment _____ To _____
 Effective Date 12/20/2021

Name Jeremiah J. Sams SS# _____ Sex M Race* B
 (Last 4 digits only)

Position Title: AGC - Procurement, Contracts, Leases, and Public Records Department: SUS - Office of the President/Chancellor

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

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

Years Experience 7 Southern University Experience 0

Degree(s):	Type/Discipline (BA-Educational):	Institution/Location (SU-Daton Rouge):	Year:
	<u>BA - History & Political Science</u>	<u>Louisiana State University</u>	<u>2010</u>
	<u>JD - Law</u>	<u>Southern University Law Center</u>	<u>2014</u>

Current Employer State of Louisiana- Department of Public Safety and Corrections

Personnel Action

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

Recommended Salary \$90,000 Salary Budgeted \$90,000

Source of Funds _____

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

Change of: From _____ To _____

Position _____

Status _____

Salary Adjustment 80,000 90,000

Financial Aid signature (if applicable): _____

List (only) funds currently paid this employee by Southern University:

Source of Funds	Amount
<u>111085-11157-41082-1000</u>	<u>90,000</u>

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if applicable): _____

C. Blache 10/15/22 Date Supervisor
C. Blache 01/12/22 Date Dean/Unit Head
[Signature] 10/16/22 Date Vice Chancellor
[Signature] 10/16/22 Date Director/Personnel
[Signature] 10/16/22 Date President
[Signature] 01/12/22 Date Chancellor
[Signature] _____ Date Vice President/Finance
 Business Affairs/Comptroller
 Chairman/S.U. Board of Supervisors _____ Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 am - 5:00 pm Monday thru Friday

EMPLOYEE DIRECT SUPERVISOR: Corinne M. Blache, General Counsel

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-4091

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

OPEN POSITIONS AVAILABLE

OFFICE OF THE VICE PRESIDENT FOR FINANCE & BUSINESS OPERATIONS

STATE UNIVERSITY SYSTEM

J1 2000 10/16/02

F1 SEMAN DATE

F0 \$90,000

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

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

Associate General Counsel

To support Southern University and A&M College System's leadership in fulfilling its mission and commitments to the highest standards of ethics and integrity and to the principles of equal access and equal opportunity. To that end, the candidate will work cooperatively with campuses within the system to:

1. Promote and enhance a climate that ensures equal access and equal opportunity for all members of the University community and participants in its activities and service.
2. Promote and enhance a culture of ethical behavior and compliance with applicable policies, laws and regulations.
3. Reduce liabilities and losses associated with failures to comply with applicable laws and regulations.

Reporting to the General Counsel, the position is responsible for overseeing and coordinating system-wide compliance activities, including the evaluation and monitoring of the university's operational and strategic risks, as well as seeking to ensure that the university and its employees are complying with federal regulatory requirements, as well as internal policies and procedures.

Minimum Qualifications:

1. Juris Doctorate degree
2. 2+ years of relevant experience as inside or outside counsel, ideally supporting universities or boards/commissions.
3. Experience in structuring, drafting, and negotiating a wide variety of commercial contracts.
4. Demonstrated ability to prioritize and handle multiple tasks, and deliver results in a fast-paced, deadline-driven environment.
5. Experience working on compliance and regulatory requirements in a higher education and government environments will be considered highly valuable.
6. Investigatory experience, excellent verbal and written communication skills required, as are strong presentation, interpersonal skills, and an ability to work collaboratively with various campus representatives.
7. Member in good standing of the Louisiana Bar Association.
8. Energetic, self-starting problem-solver who can work collaboratively and autonomously.

Compensation:

\$75,000 - \$95,000 - Based on a review of similarly situated universities, both in size and scale of operations.

Job Duties and Responsibilities:

1. Review contracts, leases and procurement and public records request to ensure compliance with local, state, and federal rules.
2. Draft terms and conditions in agreements.
3. Research legal issues impacting the organization by identifying applicable statutes, judicial decisions, and codes.
4. Perform pre-litigation work to minimize risks and maximize legal rights.
5. Develop solutions to legal questions.
6. Provide training to university and its affiliates on substantive legal topics.
7. Anticipates, listens to, understands and responds to the needs of members of the University community.
8. Deliver quality work product and services in a way that reflects positively upon the system.
9. Keep abreast of higher education laws and regulations, including Title IX, FERPA, Clery Act, and ADA.
10. Monitor and implement as necessary policies and procedures in compliance with state and federal regulatory oversight.
11. Monitor risk assessments and as appropriate, develop solutions to ensure compliance and minimize risk.
12. Foster a university culture that does not tolerate illegal or unethical behavior and prompts faculty and staff to consider the potentially adverse consequences of unethical conduct.
13. Build collaborative relationships with personnel across the university system and foster a collegially through excellent written and verbal communication skill.
14. Meet system needs by demonstrating an ability to multi-task, organize, and plan in accordance to the task assigned.
15. Meet system needs by demonstrated fiscal responsibility.
16. Reduce the risks of non-compliance, while increasing the likelihood of early detection and correction.
17. Provide a source of best practices and assistance for the entire university community.
18. Assumes additional responsibilities and performs special projects as needed or requested.

JEREMIAH J. SAMS, ESQ.

EDUCATION

Southern University Law Center, Baton Rouge, LA *Doctorate of Jurisprudence, July 2014*

GPA: 3.424, *Cum Laude*

- Dean's List, *Fall 2012, Spring 2013, Fall 2013, and Spring 2014*
- Orientation, Community Service, Fall Fest, and Law Week Committees, *August 2012 to May 2013*
- Participant, Bankruptcy Clinic, *Fall 2013*, Domestic Violence/ Divorce Clinic, *Spring 2014*, Elder Law Clinic, *Summer 2014*

Louisiana State University, Baton Rouge, LA *Bachelor of Arts, History and Political Science, May 2010*

- LSU in London, a study abroad program; *Participant, Summer of 2007*
- Louisiana State University Judicial Board; *Justice, August 2006 through May 2007*

BAR ADMISSIONS

- All Louisiana State District Courts, State Appellate Courts, and State Supreme Court
- U.S. District Court, Middle District of Louisiana
- U.S. District Court, Western District of Louisiana
- U.S. Court of Appeals for the Fifth Circuit

CERTIFICATIONS

- Notary Public

HONORS AND AWARDS

- CALI Award for Excellence recipient in Legal Writing, *Fall 2011*
- CALI Award for Excellence recipient in Legal Research, *Fall 2011*
- Louisiana State University Academic Excellence Award, *Fall 2006*

EXPERIENCE

Louisiana Department of Public Safety and Corrections,
Public Safety Services, Office of Legal Affairs, Baton Rouge, LA

Attorney 4, June 2021 to Present

Attorney 3, April 2020 to June 2021

Attorney 2, April 2019 to April 2020

- Respond to agency public records requests and subpoenas duces tecum
- Represent Louisiana State Police and its personnel at court hearings
- Research legal issues in relation to law enforcement
- Draft and file pleadings on behalf of the Sex Offender and Child Predator Registry
- Draft and file expungement responses on behalf of Louisiana State Police
- Participate as advisory counsel on interviewing boards
- Advise agency on proposed legislation
- Investigate equal employment opportunity claims
- Supervise the compliance programs section
- Advise on human resource and personnel matters
- Develop and revise policies and procedures
- Participate as advisory counsel in disciplinary matters

Louisiana Department of Justice, Lafayette, LA

Assistant Attorney General, July 2016 to April 2019

- Defended the interests of the State of Louisiana and its employees or agents in civil tort litigation involving civil rights, general liability, road hazards, and medical malpractice
- Gathered evidence to formulate defense, by such means as utilizing investigators and interviewing clients and witnesses to ascertain the facts of a case
- Developed trial and case defense strategies, by such means as legal research and expert witnesses

- Prepared liability exposure evaluations
- Drafted responsive pleadings, discovery, and briefs
- Motion practice including drafting, preparation, and argument
- Drafted and argued for discovery protective orders regarding sensitive and non-public governmental records
- Deposed parties and lay and expert witnesses
- Trial preparation
- Defended medical professionals and organizations throughout medical review panels including drafting panel submissions
- Negotiated settlements

Ninth Judicial District Court, Alexandria, LA

Judicial Law Clerk to Judge George C. Metoyer Jr., July 2014 to July 2016

- Researched and drafted judicial opinions, written reasons, and jury instructions
- Prepared daily orders, legal memoranda, and statements of issues involved in domestic and civil cases, including appropriate suggestions and recommendations
- Managed the daily docket, including scheduling of conferences, motions, hearings, and trials
- Assisted the Judge in courtroom proceedings including pretrial conferences, status conferences, motion sessions, hearings, trials, and jury selections
- Served as liaison between chambers, counsel, pro se litigants, and the public
- Kept abreast of changes in the law and inform Judge when cases are affected by such changes
- Stood before the Court to assist in confirmation of defaults for divorce proceedings
- Volunteered at the Rapides Parish Self-Help Desk by assisting indigent litigants with domestic matters

TH Montana Development Consultants, Baton Rouge, LA

Senior Director of Operations, September 2013 to July 2016

Senior Development Intern, January 2011 through June 2012

Junior Development Intern, March 2010 through December 2010

- Assisted with project management, planning committees, and client development
- Developed policy and procedures to assist the staff with client development
- Completed applications for the formation of small businesses and nonprofit organizations
- Researched laws governing the formation of small businesses and nonprofit organizations
- Supervised junior development interns in client development and coordinated staff meetings

Cassie Felder & Associates, L.L.C., Baton Rouge, LA

Law Clerk, March 2012 to April 2015

- Instituted, prepared for, and conducted biweekly client case review meetings for all active client files
- Conducted legal research via Westlaw and LexisNexis
- Drafted case correspondence, petitions, answers, motions, discovery requests and responses, demand letters, articles of organization, operating agreements, affidavits, and transfer agreements
- Assisted with office calendar management by calendaring time delays, hearings, and deadlines
- Reviewed abstracts and drafted title opinions
- Trained new hires in title closing and law firm processes
- Filed pleadings with the clerk of court and recorded cash sales and mortgages with the clerk of court

ASSOCIATIONS AND ORGANIZATIONS

A.P. Tureaud, Sr. Black Alumni Chapter of the LSU Alumni Association, Baton Rouge, LA

Secretary, January 2018 to Present

Chair of Membership and Ambassador Committee, January 2020 to Present

Chair of Constitution and Bylaws Committee, January 2018 to December 2019

Focus Clubhouse, Inc., Lafayette, LA

Director, April 2019 to June 2021

Treasurer, April 2019 to September 2020

SMILE Community Action Agency, Lafayette, LA
Member of Board of Directors, October 2018 to December 2019
Parliamentarian, January 2019 to December 2019

Lafayette Parish Community Advisory Council, Lafayette, LA
Parliamentarian, January 2018 to December 2019

Lafayette Bar Association, Lafayette, LA
Community Service & Outreach Committee Chair of the Young Lawyers Section, August 2018 to July 2019
Community Service & Outreach Committee Member of the Young Lawyers Section, August 2017 to July 2018

COMMUNITY INVOLVEMENT

- Region II Mock Trial Competition, *Judge*- February 2018
- University of Louisiana-Lafayette Moot Court Competition, *Judge*- February 2017
- Ninth Judicial District Court Self-Help Center, *Volunteer*- July 2014 to July 2016

PROFESSIONAL MEMBERSHIPS

- Louisiana Bar Association, American Bar Association, Baton Rouge Bar Association, LSU Alumni Association, Club Blue, and National Society of Leadership and Success

PRESENTATIONS

- Sams, J. & Torres, J. (2018, December). *Suits Against the State*. CLE presented at the Lafayette Bar Association's CLE by the Hour.

SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive

New Orleans, LA 70126

Phone: (504) 286-5311 Fax: (504) 286-5000

www.suno.edu



Office of the Chancellor

October 5, 2022

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

Dear President-Chancellor Shields:

RE: Request for Board of Supervisors Approval of Salary Adjustment for Unclassified Staff at Southern University at New Orleans (SUNO)

Dear President-Chancellor Shields:

The purpose of this letter is to request your support and approval by the Board of Supervisors for Southern University at New Orleans (SUNO) to allocate a three (3) percent salary increase for unclassified staff. Additionally, I am requesting approval to provide retention and equity increases for three Vice Chancellors and the Chief of Police. These increases will establish \$140,000 as a minimum for Vice Chancellors and \$75,000 for the Chief of Police. This action would follow the increases that the faculty received to bring their salaries in line with the SREB average, for promotion, retention, equity, and merit. With the departure of key administrators over the last several weeks, I believe that implementing this request for unclassified staff will strengthen SUNO's ability to retain, motivate and attract qualified leadership.

In working with the current budget and as part of our due diligence, we have considered all funding sources and have identified the resources in the amount of **\$290,192** sustain these salary increases. The funding sources are as follow: General Fund, **\$165,534**, Auxiliaries **\$23,383** and Sponsored Research **\$101,275**. My request is for these increases to be retroactive to October 1, 2022. Again, I believe this recommendation will assist greatly in maintaining leadership and staff stability, and enhance recruitment efforts by ensuring competitive market salaries.

Thank you for considering this request and submitting it for approval at the October 21, 2022 meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,

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

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

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

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

CAMPUS: SUN SUBR SULAC SUAREC SUNO SUSLA

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

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

Previous Employee Bruce Adams Reason Left Increase in salary
 Date Left present Salary Paid 65,000.00

Profile of Person Recommended

Length of Employment December 7, 2015 To present

Effective Date 10/01/2022

Name Bruce Adams SS# XXX-XX- Sex Male Race* Black

Position Title: Director, Chief of Police & Campus Safety Department: Office of Student Affairs

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

New Position Expiration Date: _____

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

Years Experience 16 Southern University Experience 8

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (St.-Baton Rouge):	Year:
	<u>Concordia University</u>	<u>Mequon, Wisconsin</u>	<u>2007</u>
	<u>D. E. A. National Academy</u>	<u>quantico, Virginia</u>	<u>1999</u>

Current Employer _____

Personnel Action

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

Recommended Salary 75,000.00 Salary Budgeted 75,000.00

Source of Funds State

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

Change of: _____ From _____ To _____

Position _____

Status _____

Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
<u>411001-48210-61002-45000</u>	<u>\$75,000.00</u>

*See Reverse Side

Graduate School signature (if, applicable):

Developed by: <u>Adriel Patten</u>	Date: <u>10/12/2022</u>	Developed by: <u>Adriel Patten</u>	Date: <u>10/12/2022</u>
Supervisor: _____	Date: _____	Deputy/Unit Head: _____	Date: _____
Developed by: <u>Adriel Patten</u>	Date: <u>10/12/2022</u>	Developed by: <u>James H. Ammons, Jr.</u>	Date: <u>10/12/2022</u>
Vice-Chancellor: _____	Date: _____	Chairman: _____	Date: _____
Developed by: <u>Katrina Jones</u>	Date: <u>10/12/2022</u>	Developed by: <u>LaShelle</u>	Date: <u>10/12/2022</u>
Director/Personnel: _____	Date: _____	Vice President/Finance: _____	Date: _____
		Business Affairs/Comptroller: _____	Date: _____
President: _____	Date: _____	Chairman/S.U. Board Of Supervisor: _____	Date: _____

Bruce E. Adams

LAW ENFORCEMENT ♦ ACHIEVEMENT ♦ LEADERSHIP ♦ CRIMINAL INVESTIGATIONS ♦ INTERNAL INVESTIGATIONS

Federal Department of Justice Top Secret Clearance

Talented and educated police professional with over 45 years of law enforcement experience. Dedicated to carrying out the mission of the organization by providing efficient police service and serving with integrity, fairness, professionalism with commitment to protecting life and property.

- ♦ *Extensive Law Enforcement Experience*
- ♦ *Recognized for Integrity & Performance*

- ♦ *Bachelor's Degree in Criminal Justice*
- ♦ *Outstanding Leadership Capabilities*

OVERVIEW

Over 45 years of experience in law enforcement, including community policing, criminal investigations, urban patrol, undercover work, supervision, special weapons & tactics, and personnel training. Noted for integrity and loyalty, commitment to a broad vision for law enforcement; high standards and expectations for excellence and performance.

EXPERTISE

Extensive background in investigations achieved through commanding several units, including Robbery Div., Homicide Div., Narcotics Div., Undercover Operations Div., and Violent Crimes Div. Proficient in teaching and instruction; including coordinating field training and classroom instruction on homicide, robbery, and crime scene investigation, SWAT procedures, and VIP protection.

LAW ENFORCEMENT

Urban patrol experience gained through personal patrol assignments and supervisory experience in high-crime districts; management skills gained through supervisory assignments. Successful in promoting crime prevention and community education to complement traditional law enforcement activities.

COMMUNICATION

Well developed communication skills demonstrated through ability to relate well with individuals of any background or ethnicity, excellent oral and written communication abilities. Advocate of the concept of community policing, accountability, accessibility and visibility of officers, and developing and maintaining positive relations with department heads.

EXPERIENCE

SOUTHERN UNIVERSITY OF NEW ORLEANS (2015 to Current)

Director, Chief of Southern University Police & Campus Safety

- ♦ Provides leadership to the University Police Department to ensure effective and efficient police, safety, and security services are provided
- ♦ Directs all operations of the police department by planning, organizing, directing, staffing, and evaluating the administrative and operational activities.
- ♦ Develops, implements and administers goals, objectives, policies, procedures and strategies for the police and police related activities.
- ♦ Develops and recommends an effective budget for the department. Plans, monitors, and evaluates expenditures and recommends budget strategies and actions.
- ♦ Maintains effective communication with police administration and personnel within the University community, and with other local, state and federal law enforcement agencies through personal contact, correspondence and attendance at meetings.
- ♦ Directs and assists in the training, coaching, and development of subordinate staff, participates in the selection and promotion of police personnel, reviews and/or evaluates employee performance, analyzes employee performance problems, and determines disciplinary action to be taken.
- ♦ Develops work schedule for personnel that are designed to provide optimum manpower and resource utilization for police, safety and security services on a 7 day, 24 hour basis.
- ♦ Directs investigation activities to assure maximum utilization of investigation personnel, resources and techniques.

- ◆ Serves as liaison between the university and other state or federal agencies/departments and other organizations on matters of Public, Environmental and Health Safety Issues. Serves on State and local law enforcement committees, as necessary and appropriate.
- ◆ Performs patrol duties and activities under certain situations.
- ◆ Develops and maintains programs to ensure compliance with all federal, state and local laws and regulations; and provides timely reporting as necessary for compliance with such programs.
- ◆ Ensures all parking and traffic laws are met.
- ◆ Participates in completion of annual security report and ensure Clery Act and Violence Against Women's Act are met.
- ◆ Assists victims of sexual assault and other trauma, diverse populations such as international students, multi-cultural students, LGBT-identified students, and students with disabilities, etc.
- ◆ Meets ongoing needs of the Department.
- ◆ Supports Southern University of New Orleans' values.

EXPERIENCE (cont'd) NEW ORLEANS POLICE DEPARTMENT (1975 to 2015)

Integrity Control Supervisor: Field Operations Bureau 2011 to 2015

- ◆ Served as Captain of the Field Operations Bureau with responsibility for investigations involving alleged misconduct, administrative, and criminal violations of NOPD personnel. Proactive enforcement to maintain strict compliance with administrative and criminal procedures.

Deputy Superintendent: Public Integrity Bureau; 2007 to 2011

- ◆ Served as Deputy Superintendent of the Public Integrity Bureau with overall authority and managerial responsibility for sensitive investigations involving alleged misconduct, administrative, and criminal violations of NOPD personnel.

Adjunct Professor: Criminal Justice / Concordia & Southern Universities; 2007 to 2015

- ◆ Lectured and taught core Criminal Justice courses for Concordia University and Southern University (New Orleans Campus). Responsible for curriculum development, teaching principles of law enforcement, coordinating lesson plans, assigning and grading papers and projects, assessing student performance, and reporting to students, faculty, and administration. Received overall excellent instructor ratings.

Commander: Public Integrity Bureau; 2005 to 2007

- ◆ Served as Commander of the Public Integrity Bureau with responsibility for investigations involving alleged misconduct, administrative, and criminal violations of NOPD personnel. Responded to requests for information, maintained strict compliance with administrative procedures.

Commander: District Investigations Unit (DIU); 2001 to 2005

- ◆ Served as Assistant Commander one of New Orleans most violent crime districts. Supervised sergeants, detectives, and civilian personnel in the investigations of all major crimes. Directed proactive and narcotics investigations, and served as instructor at the Police Academy.

EXPERIENCE (cont'd) **Commander: Special Investigation Divisions; 1995 to 2001**

- ◆ Supervised narcotics, vice, intelligence, undercover operations and kidnapping investigations. Managed Asset Forfeiture financial accounts and maintained confidential informant records. Additionally responsible for acting as liaison with Federal agencies to maintain close working relationships, and served as an instructor for the New Orleans Police Academy.

Commander: FBI/NOPD Violent Crime/Fugitive Task Force; 1991 to 1995

- ◆ Directed innovative unit responsible for tracking, locating, and apprehending the most violent, dangerous criminals; coordinated all activities with the Federal Bureau of Investigation and New Orleans Police Department personnel. Received National Top Secret Clearance with access to sensitive information in order to carry out the mission of unit.

Commander: Robbery Division; 1988 to 1991

- ◆ Youngest Robbery Division Commander in Department history; received promotion to Lieutenant. Held responsible for overseeing investigations of all robberies in City of New Orleans. Supervised, scheduled, and evaluated 18 detectives, three sergeants, and one lieutenant; conducted security consultations with bank presidents, store owners, and other businesspersons; coordinated robbery investigations with the Federal Bureau of Investigation, state police, and other law enforcement agencies; conducted internal investigations; evaluated policies and procedures for Division and recommended improvements; maintained morale of personnel.

Commander: Criminal Investigation Bureau, Auto Theft Division; 1986 to 1988

- ◆ Headed special group of four personnel in new program designed to apprehend car thieves in the act of stealing; received several awards for outstanding productivity.

Assistant Platoon Commander, 5th District; 1985 to 1986

- ◆ Promoted to sergeant; supervised 15 patrol officers New Orleans' highest crime district; monitored patrol officers' reports; prepared internal affairs reports.

Detective: SWAT/Street Crimes Special Operations Division; 1981 to 1985

- ◆ Provided specialized support to police units in a variety of areas; defused hostage situations; coordinated security arrangements for visiting heads of state and other VIPs; expertise in combating street crime and terrorist activities.

Detective: Felony Action Squad; 1980 to 1981

- ◆ Member of elite group of officers who performed extensive undercover work; ran decoy operations to apprehend drug dealers and robbers.

Patrol Bureau Urban Squad/CIB Homicide and Robbery Sections; 1976 to 1980

- ◆ Investigated homicides and robberies; conducted community relations work.

EDUCATION

Bachelor of Arts (B.A.) Degree; 2007

CONCORDIA UNIVERSITY; Mequon, Wisconsin

Major: *Criminal Justice Degree*

Continuing Education & Police Training

D.E.A. NATIONAL ACADEMY for EXECUTIVES; Quantico, Virginia (1999)

FBI NATIONAL ACADEMY (UNIVERSITY of VIRGINIA CREDIT); Quantico, Virginia

- ◆ *11-Week Advanced Law Enforcement Instruction (1993)*

NEW ORLEANS POLICE ACADEMY / LOYOLA UNIVERSITY; New Orleans, Louisiana

- ◆ *Police Officer Training (1975)*

PROFESSIONAL ORGANIZATIONS

- *International Association of Chiefs of Police (IACP)*
- *FBI National Academy Associates*
- *National Organization of Black Law Enforcement Executives*
- *Executive Board Member of the Black Organization of Police*
- *National Big Brothers Association*
- *Executive Board of Directors Coastland Federal Credit Union*

LAW ENFORCEMENT SPECIALIZED TRAINING

New Orleans Police Academy

- *In-service Training II, III, & IV*
- *Supervision (Sergeant, Lieutenant, Captain, Deputy Superintendent)*
- *Police Management*
- *Community-Oriented Policing*
- *SWAT/ Hostage Recovery Team*

National Police Academy

- *Police Management*
- *Public Relations*
- *Community Oriented Policing*
- *Family Crisis / Child Abuse & Neglect*
- *Assessment Center Process*
- *Resolving Community Conflict*
- *Advanced Homicide Investigation School*
- *Active Shooter Instructor*
- *Interview & Interrogation Techniques*
- *Senior Citizen Victimization*
- *Crime Prevention in the Community*
- *Homeland Security*
- *Emergency Management Institute*
- *Mass Transit Security*
- *V.I.P. Protection*
- *Missing Persons Investigations*

FBI Training

- *Community Policing*
- *Death Investigations*
- *Kidnapping Investigations*
- *Financial Institution Crimes*
- *Police Decoy Operations*
- *Crime Scene Investigations*
- *Homeland Security Supervision*
- *Law Enforcement Management*
- *Legal Issues for Law Enforcement*
- *V.I.P. Protection*
- *Self Defense*
- *Mass Media*
- *Gang Violence*
- *Firearms*
- *S.W.A.T.*
- *Hostage Recovery*
- *Command Post Operations*
- *Use of Deadly Force*
- *Crime Scene Investigation*
- *Utilization of Undercover Operations/Tactics*
- *Hostage Negotiation*
- *Air-Assault/SWAT/Helicopter Rappelling*

Anti-Terrorist Training

- *Weapons of Mass Destruction*
- *Homeland Security*
- *Chemical & Biological Weapons Identity*
- *Command Post Organization*

AWARDS & HONORS

- *Charles E. Dunbar Jr. Career Service Award*
- *National Top Cops Award, National Association of Police Organizations*
- *Crimestoppers Top Detective Supervisor of the Year*
- *Youngest Robbery Division Commander in Department history*
- *Outstanding Police Officer Award, New Orleans Chamber of Commerce*
- *Purple Heart (gunshot wound in the line of duty); awarded twice for two separate incidents*
- *Golden Heart Award, Black Organization of Police*
- *Outstanding Service Award, D.E.A.*
- *N.O.P.D. Top Cops Award*
- *N.O.P.D. Officer of the Year Award*
- *Good Witness Award for Professional Testimony, New Orleans Criminal District Court*
- *Police & Firefighter's Heroes Hall of Fame Award*
- *Best Dressed Uniformed Officer Award, Police Widow's Association*
- *Five Class B Medals of Merit (N.O.P.D. second highest award); seven Class C Medals of Commendation; 22 Class D Letters of Commendation*
- *Knights of Columbus Officer of the Year; three times VFW Police Officer of the Year; four times American Legion Police Officer of the Year*
- *Numerous Perfect Attendance Awards; only one day sick leave used in year career*
- *New Home Ministries Deacon Board Chairman*



SOUTHERN UNIVERSITY AT NEW ORLEANS

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Office of the Chancellor

October 5, 2022

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

Dear President-Chancellor Shields:

I am pleased to submit the name of Ms. Jada Boudoin as Director of Admissions and Recruitment at Southern University at New Orleans (SUNO). Her salary will be \$75,000 annually and her start date will be November 1, 2022. Ms. Boudoin is a dynamic and experienced higher education admissions professional who will build on the momentum and growing recognition of Southern University at New Orleans by leading a comprehensive undergraduate student recruitment program.

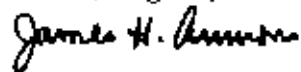
As the new Director of Admissions and Recruitment, Ms. Boudoin will provide direction and oversight in implementing a strong customer service-oriented admissions and recruitment model. She will also be responsible for developing strategies to attract, recruit, and enroll a highly qualified, talented, and diverse student body in a manner that supports the University's recruitment and admissions goals. With over 10 years of experience directly tied to student affairs, admissions, and recruitment, I know Ms. Boudoin will successfully do the job.

In her previous roles with Goodwill Technical College and Delgado Community College, Ms. Boudoin managed and participated in college-wide recruitment initiatives such as job fairs, high school events, public speaking engagement opportunities, and community events to meet enrollment goals. In addition, she worked closely with the U.S. Department of Labor, the Department of Justice, foundations, and other city partners within the New Orleans and Baton Rouge areas. We know that the connections she's made throughout her career trajectory will assist in SUNO's feat to build/grow our recruitment efforts.

Ms. Boudoin has the abilities, knowledge, and skillset to become a major contributor to SUNO's long-term sustainability.

Thank you for considering this request and submitting it for approval at the October 21, 2022 meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,



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

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

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

Previous Employee Carlina Singleton Reason Left Transfer to another department
 Date Left 10/21/2022 Salary Paid \$70,000.00

Profile of Person Recommended

Length of Employment 10/24/2022 To present

Effective Date 10/24/2022

Name Jada Goudin SSN XXX-XX-4139 Sex Female Race* Black

Position Title: Director Department: Admissions and Recruitment

Check One Existing Position New Position

*Visa Type (See Reverse Side): _____

Expiration Date: _____

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

Years Experience 25 Southern University Experience 0

Degree(s): Type/Discipline (BA-Education): BA-Chemistry Institution/Location (SU-Baton Rouge): University at New Orleans Year: 2010

MBA-Business Administration Capella University 2020

Current Employer _____

Personnel Action

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

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

Source of Funds General Funds

Identify Budget: _____ Location 411001-46310-61002-45000
 Form Code: _____ Page _____ Item # _____

Change of: From To

Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
411001-46310-61002-45000	\$75,000.00

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

Developed by: <u>April Hillier</u> 10/3/2022 Date	Developed by: <u>April Hillier</u> 10/3/2022 Date
Supervised by: <u>April Hillier</u> 10/3/2022 Date	Supervised by: <u>Dean Rini-Hend</u> 10/4/2022 Date
Witnessed by: <u>Patricia Alexander</u> 10/3/2022 Date	Witnessed by: <u>James H. Simmons, Jr</u> 10/4/2022 Date
Director/Personnel	Vice President/Finance Business Affairs/Comptroller
President _____ Date	Chairman/S.U. Board Of Supervisor _____ Date

JADA BOUDOIN

jboudoin@uno.edu

SUMMARY

I have proven to be a highly efficient and dedicated leader with more than 25 years of combined experience in the areas of customer service, social services, and academia. I have developed excellent skills in creating and implementing policies and procedures that enhance productivity and efficiency. Additionally, my experiences have allowed me to develop better problem-solving and communication skills to become an effective leader.

PROFESSIONAL BACKGROUND

Southern University at New Orleans Admissions/Recruiter Consultant

- Providing consulting services to develop innovative strategies to attract, recruit, and enroll a highly qualified, talented, and diverse student body to support recruitment and enrollment goals.

Goodwill Technical College Director of Student Affairs

- Managed and represented the Department of Student Affairs in the day-to-day operations of the department, supervised staff, ensured the safety of students, and maintained the consistency of practice and maintenance of optimum service levels
- Developed key collaborative relationships with campus administrative areas, faculty, and campus and community leaders, enhanced the planning and implemented strategic initiatives, resolved issues, and responded to crisis incidents
- Collaborated with marketing partners and initiated outreach strategies to increase student recruitment, enrollment, and awareness of the college
- Oversaw outreach, developed strategies and admission processes to diverse student populations to support institutional diversity and inclusion goals
- Managed and participated in college-wide recruitment initiatives such as job fairs, high school events, public speaking engagement opportunities, and community events to meet enrollment goals and to stay up to date on recruitment strategies
- Implemented and coordinated all enrollment procedures
- Oversaw the process of turning prospective students into admitted students
- Communicated effectively with prospective and enrolled students via phone, email, or text messages
- Evaluated and monitored enrollment and placement data to identify trends and recruitment strategies
- Managed and served as the liaison for DRC (TABE), Accuplacer, National Healthcareer Association (NHA), and other certification testing
- Identified goals and benchmarks needed for the development and growth of the college
- Managed Student Information System (Campus Café)
- Managed the student Learning Management System (LMS) Canvas
- Fostered an inclusive college community and promoted equity for all students
- Served as the custodian of academic records of students
- Maintained student records; assisted in producing instructional materials; and prepared correspondence, reports, and other documentation as needed
- Provided leadership and guidance in the analysis, review, creation, and interpretation of student policies and procedures
- Managed and recommended professional development for faculty and staff
- Developed strategies for promoting student engagement and learning in collaboration with Chief Academic Officer
- Communicated effectively with students and other stakeholders
- Supported the goals of the college's mission, vision, and strategic plan
- Assisted with writing self-study for Council on Occupational Education (COE)
- Worked in collaboration with Chief Academic Officer to get the college accredited for six years
- Managed Campus Suite (College Website)
- Managed data information for eligible students in SnapWorks in conjunction with the Department of Children and Family Services (DCSF)
- Assisted with securing academic technology resources through Cengage, Optum 360, and McGraw Hill

- Served as a resource to the College Counselor in dealing with students' disruptive behavior within and outside the classroom

Goodwill Southeastern Louisiana
Director of Re-Entry Programs
Re-Entry Program Manager

- Managed all reporting and communication with the U.S. Department of Labor, Department of Justice, foundations, and city partners within the New Orleans and Baton Rouge areas
- Supervised a team of re-entry staff, providing oversight and advice on program planning, project development, program management, and compliance with grant requirements/obligations
- Provided regular and thorough program monitoring and oversight for various re-entry programs within Workforce Development
- Managed activities to assure that all clients observed policies and guidelines
- Recruited clients for various re-entry grants
- Initiated recruitment strategies with community partners
- Initiated and maintained relationships with local sheriffs and work release centers
- Developed and implemented new ways and ideas to improve program needs
- Organized work effectively, conceptualized, and prioritized objectives
- Ensured proper reporting and administration requirements
- Completed and submitted all required monthly and quarterly program reports
- Managed programs within budget guidelines, standards, and limitations
- Created policy and procedures for re-entry programs and implementation
- Designed and drafted internal and external memoranda, written reports, and other products as relevant to the program, as well as reviewed, edited, and approved such materials as created by re-entry program staff
- Attended meetings, workshops, and training regarding re-entry and workforce development
- Planned, formulated, coordinated, and implemented the delivery of Goodwill Industries Re-Entry Program and its activities per the goals of the organization
- Collaborated with community leaders, organizations, and public agencies
- Maintained good public relationships
- Stayed abreast of emerging trends within the prisoner re-entry arena
- Maintained knowledge of and ensured compliance with the collective agreements and working conditions at the jails

Goodwill Southeastern Louisiana
Employment Specialist

- Assisted homeless clients, clients in transition or supportive housing, and ex-offender clients find employment
- Assisted clients with resume and interviewing skills
- Entered client's data accurately into HMIS and Goodtraks
- Ran reports and pulled data as necessary for other reports and grants
- Functioned as HMIS Security Officer to assure all data is correct and up to date in the system
- Complied with quarterly and end-of-the-year reporting requirements in a timely and professional matter
- Assisted with orientation for new clients who were homeless, and ex-offenders who were interested in Goodwill's training program
- Helped start up the ex-offender program at Goodwill Industries SELA
- Conducted mock interviews with ex-offender clients and job readiness workshops
- Checked client folders for accurate information and made sure all documents were signed and tracked
- Participated in organizational policies regarding program requirements and eligibility
- Oversaw the training programs to be sure the clients met the criteria
- Organized and implemented various tasks within the Workforce Development Department
- Provided technical assistance to staff members
- Processed WIA clients, submitted documentation for payment, and guidelines regulations
- Prepared documentation, syllabi, and course descriptions for the Board of Regents
- Communicated with the homeless shelters, private sector, and community-based organizations to recruit new clients for all programs offered at Goodwill and maintain relationships with those agencies
- Attended recruitment fairs at local and state prisons for clients recently released from incarceration
- Organized ceremonies for ex-offenders and homeless clients who completed a Goodwill program
- Attended meetings, workshops, and training regarding ex-offenders, homeless population
- Completed all other duties as assigned by the Vice President of Mission Services

Delgado Community College

Union Liaison Representative/ Certifying VA Official-Technical Division (Delgado)

- Facilitated communication between Delgado Technical Division and the Union Coordinators
- Enrolled and registered union students in CRM (Banner)
- Communicated with Bursar regarding Union Accounts
- Processed payroll and personnel transactions (i.e., contracts, and new hire information)
- Participated in monthly meetings with the Union Coordinators
- Participated in the Southern Association of Colleges and Schools (SACS) recertification process
- Certified Veteran Affairs students within the Technical Division through VA-ONCE

Louisiana Technical College

Interim Director of Student Services/ Union Liaison

- Managed all areas of Student Services (Admissions, Registrar, Testing and Placement, Financial Aid, Student Life)
- Maintained a functioning role as Coordinator of Enrollment Services
- Evaluated enrollment and placement to identify recruitment strategies
- Managed and participated in college-wide recruitment initiatives such as job fairs, high school events, public speaking engagement opportunities, and community events to meet enrollment goals and to stay up to date on recruitment strategies
- Served as Chief Student Services Officer for the region
- Implemented and coordinated all enrollment procedures using Banner (i.e., admissions, records, testing, financial aid, enrollment/registration, and student life activities)
- Disseminated student services information to the campuses as new policies or procedures established by LCTCS
- Evaluated the performance of student services staff
- Served as regional representative for ADA compliance and coordination efforts
- Visited each campus to evaluate student services procedures to ensure efficiency and uniformity
- Managed and served as the liaison for ASSET testing
- Maintained the SES data for the region
- Trained campus personnel on the use of SES
- Held regional SES meetings to disperse information and ensure accuracy and uniformity
- Participated in Council on Occupational Education (COE) reaccreditation process
- Completed other duties as assigned by the Provost

Louisiana Technical College

Union Liaison/ Coordinator of Enrollment Services

- Assisted students with the admissions and registration process
- Attended recruiting events within the region
- Assisted with periodic Institutional reports
- Processed Dual Enrollment applications
- Maintained communication with Dual Enrollment High Schools and Leaders
- Maintained final grades for Dual Enrollment students
- Requested Louisiana Early Start Program funds for applicable students
- Reviewed and processed applications and transferred credit requests
- Participated in professional development
- Managed the operation of the Admissions and Records Offices
- Made LA residency determinations as necessary
- Trained and supervised employees and student assistants for admissions and records
- Evaluated and entered college transcripts into SIS and interpreted non-traditional college credit
- Completed data entry, applications, transcripts, and registered students in SES
- Prepared documents for distribution and collected forms from instructors (i.e., rosters, report cards, and diplomas)

Louisiana Technical College

Union Liaison Representative (LTC-Region 1)

- Facilitated communication between LTC-Region 1 and union coordinators
- Processed union student applications and registered students into the database
- Processed payroll and personnel transactions (i.e., contracts, and new hire information)
- Participated in monthly meetings with the union coordinators

Nam-It, LLC.

Purchasing/Sales Representative

- Acquired and managed new accounts including all phases of order, completion, and delivery
- Created and implemented unique marketing plans and scheduled product presentations
- Managed accounting operations which included bank deposits, processed purchase orders, accounts receivable, and generated invoices

EMPLOYMENT HISTORY

Admissions/Recruiter Consultant, Southern University at New Orleans, 09/2022 to Present

Director of Student Affairs, Goodwill Industries SELA, 10/2019 to 08/2022

Director of Re-Entry Programs, Goodwill Industries SELA, 09/2018 to 10/2019

Re-Entry Program Manager, Goodwill Industries SELA, 3/2015 to Present

Employment Specialist, Goodwill Industries SELA, 5/2012 to 3/2015

Union Liaison Representative of Delgado Technical Division, Delgado Community College, 7/2010 to 5/2012

Interim Director of Student Services/ Union Liaison, Louisiana Technical College-Region 1, 4/2010 to 7/2010

Union Liaison/ Coordinator of Enrollment Services, LTC- West Jefferson Campus, 7/2008 to 4/2010

Union Liaison Representative, LTC-Region 1, 8/2007 to 7/2008

Purchasing/Sales Representative, Nam-It, LLC 2002-2005

COMPUTER SKILLS

Microsoft Office Suite, PeopleSoft, Diplomas on Demand, Peachtree Accounting Software, VA-ONCE, Banner, HMIS, Goodtraks, TheWorkNumber, Careerscope, PRI System, ETO, TABE Administrator, Canvas, Campus Café, Cengage, Campus Suite, SnapWorks, Accuplacer, Diplomas on Demand

Training(s) Completed

Moral Reconciliation Therapy Certified Facilitator
Fred Pryor Seminars

EDUCATION

University of New Orleans
B.A. Chemistry, May 2010

April 2018-December 2020
Capella University
Master of Business Administration, Graduation with Distinction

SOUTHERN UNIVERSITY AT NEW ORLEANS
6406 Press Drive New
Orleans, LA 70126
Phone: (504) 286-5311 Fax: (504) 286-5000
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Office of the Chancellor

October 12, 2022

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

Dear President-Chancellor Shields:

I am writing this letter to recommend a salary increase for Dr. Shrylin M. Davis, Director of TRIO programs at Southern University at New Orleans (SUNO). The U.S. Department of Education is allowing Dr. Davis, present Director for the SUNO TRIO Math & Science Upward Bound to manage two additional TRIO Educational Opportunity Centers (EOC) programs. This request is based on the U.S. Department of Education Regs. Sec. (6) *"The Secretary shall permit the Director of a program receiving funds under this chapter to administer one or more additional programs for disadvantaged students operated by the sponsoring institution or agency, regardless of the funding sources of such programs."* Dr. Davis is currently earning \$81,000. A salary adjustment from \$81,000 to \$89,100 (10% increase) is being requested for directing the two additional programs.

Dr. Davis has worked at SUNO for 16 years. She has dedicated her time and efforts for the University's best interest. Also, Dr. Davis has consistently met expectations and goals for the TRIO programs and the University. In the past two years serving as director of the TRIO programs, Dr. Davis has enrolled over 100 high school students in Dual Enrollment and Summer Bridge. She has also assisted in reenrolling returning students here at SUNO.

Dr. Davis has served on several university committees, as well as president-elect, president and past-president of the Louisiana Association for Student Assistant TRIO Program. She is the current secretary of the Southwest Association for Student Assistant TRIO Programs. She also serves on the Council for Opportunities in Education Alumni Committee.

Thank you for considering this request and submitting it for approval at the October 21, 2022 meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,

A handwritten signature in cursive script that reads "James H. Ammons, Jr.".

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

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

"An Equal Educational Opportunity Institution"

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

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

Profile of Person Recommended

Length of Employment 08/01/2007 To current

Effective Date 10/01/2022

Name Dr. Shrylin M. Davis SS# xxx-xx-9043 Sex F Race* Black

Position Title: Director Department: UBMS/EOC TRID Programs

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

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

Years Experience 22 Southern University Experience 16

Degree(s)	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	BSW-Social Work	SUNO-New Orleans, LA	2009
	MSW-Social Work	SUNO-New Orleans, LA	2011
	EDD-Edu. Leadership & Mgmt.	Capella University	2016

Current Employer: _____

Personnel Action

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

Recommended Salary \$89,100 Salary Budgeted \$99,000

Source of Funds Federal

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

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

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
420338-41990-61002-45000	\$29,700
420230-41990-61002-45000	\$29,700
420239-41990-61002-45000	\$29,700

*See Reverse Side

Graduate School signature (if applicable):

Decided by: <u>Ariel Biltes</u> 10/12/2022 Supervisor: _____ Date _____ Decided by: <u>Ariel Biltes</u> 10/12/2022 Vice-Chancellor: _____ Date _____ Decided by: <u>Katrina Jones</u> 10/12/2022 Director/Personnel: _____ Date _____	Decided by: <u>Ariel Biltes</u> 10/12/2022 Decided by: <u>Donna West-Hunt</u> 10/12/2022 Decided by: <u>James H. Ammons, Jr.</u> 10/12/2022 Decided by: <u>Chancellor</u> 10/12/2022 Decided by: <u>_____</u> 10/12/2022 Vice President/Finance: _____ Date _____ Business Affairs/Comptroller: _____
President _____ Date _____	Chairman/S.B. Board Of Supervisor _____ Date _____

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:**EMPLOYEE REGULAR WORK SCHEDULE:**

Monday-Friday 8am-6pm & Sat. 8am-1pm

EMPLOYEE DIRECT SUPERVISOR:

Dr. Adriel Hilton

NUMBER OF EMPLOYEES SUPERVISED, (if any)

11

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

Shrylin M. Davis, EdD, CSW



EDUCATION

Doctor of Education, Specialization in Educational Leadership and Management | 2016
Capella University - Minneapolis, MN

Master of Social Work | 2011
Southern University at New Orleans - New Orleans, LA

Bachelor of Social Work | 2009
Southern University at New Orleans - New Orleans, LA

Associate of Arts in Early Childhood Education | 2004
Delgado Community College - New Orleans, LA

TEACHING EXPERIENCE

Dual Enrollment Online Teacher | Fall & Spring 2020 Semester
Southern University at New Orleans - New Orleans, LA

- Planned weekly and implemented daily lesson plans for a class of 40
- Teach and observed a class of 40 high school students enrolled in Dual Enrollment using Moodle
- Maintained daily attendance for 40 high school students
- Worked with low-income and first-generation college students to foster educationally and personal growth
- Maintained records of students such as observation, transcripts, report cards, assignments, and health information
- Monitored volunteers and interns assigned to assist with daily activities
- Ensured students achieve their full academic potential
- Examined and graded assignments, essays, and class presentations

Head Teacher | 2003 - 2005
Total Community Action - New Orleans, LA

- Planned weekly and implemented daily lesson plans for a class of 20
- Teach and observed a class of 20 students ages four and five
- Maintained daily attendance for 20 students
- Worked with physically impaired, emotionally and educationally disabled students to foster educationally and personal growth
- Kept records of students such as observation, running records, anecdotal records, and health information

- Arranged and attended teacher-parent conferences, workshops and meetings to discuss child's progress
- Attended professional workshops, conferences and CPR training
- Monitored volunteers assigned to assist with daily classroom activities
- Conducted home visits twice during the academic year

PROFESSIONAL EXPERIENCE

Work Experience

Director | 2020 – Present

Southern University at New Orleans UBMS/EOC TRIO Programs - New Orleans, LA

- Ensure that the program meet established goals, objectives, and federal guidelines
- Develop, implement and manage day-to-day operations, planning, supervision and evaluation of program, staff and budget.
- Maintain appropriate program records, prepare and submit Annual Performance Report (APR)
- Supervise a staff of 7 full-time and 4 part-time
- Coordinate with community partners to continuously promote program and services.
- Professionally train staff in a manner consistent with SUNO policies, procedure, work duties of EOC and UBMS with assistance from Associate Director
- Prepare lesson plans in all subjects for tutoring session
- Tutor high school students in all subjects
- Assess high school students progress reports and report cards to track academic status
- Assess high school student's assignments in all subjects to track academic progress
- Assist high school students with college applications, financial aid application, and scholarships
- Prepare and conduct individual/group counseling and workshop sessions to high school students
- Assist high school seniors with Dual Enrollment/Early Start classes
- Assist and enroll graduating high school seniors in Summer Bridge
- Organize and conduct other activities as needed
- Maintain statistical data and student files
- Serve on several committees
- Inform students of academic and career options
- Develop, implement and manage the design of recruitment and presentations

Assistant Director/Academic Advisor | 2017 – 2020

Southern University at New Orleans Upward Bound Math & Science TRIO Program - New Orleans, LA

- Prepared lesson plans to 30 or more high school students in all subjects for tutoring session
- Assigned assignments to 30 or more high school students in all subjects for tutoring session
- Tutor a class of 30 or more high school students in all subjects
- Assessed high school students progress reports and report cards to track academic status
- Assessed high school student's assignments in all subjects to track academic progress
- Assist 60 high school students with college applications, financial aid application, and scholarships
- Prepared and conduct individual/group counseling and workshop sessions with 60 or more high school students

- Assist high school seniors with Dual Enrollment/Early Start classes
- Assist and enroll graduating high school seniors with Summer Bridge
- Organized and conduct other activities as needed
- Maintained statistical data and student files
- Supervised a staff of 1 full-time and 7 part-time
- Served on several committees
- Informed students of academic and career options
- Prepared and submit department Annual Performance Report (APR)

Assistant Director/Education Advisor | 2016 – 2017 (Position Changed 8/2017)

Field Specialist 2011-2016 (Position Changed 2016)

Southern University at New Orleans Educational Talent Search TRIO Program - New Orleans, LA

- Prepared lesson plans to 200 or more high school students in all subjects for tutoring session
- Assigned assignments to 200 or more high school students in all subjects for tutoring session
- Tutored a class of 50 or more high school students in all subjects
- Assessed high school students progress reports and report cards to track academic status
- Assessed high school student's assignments in all subjects to track academic progress
- Assisted 701 high school students with college applications, financial aid application, and scholarships
- Prepared and conducted individual/group counseling and workshop sessions with 701 high school students
- Organized and conducted other activities as needed
- Maintains statistical data and student files
- Supervised a staff of 2
- Served on several committees
- Prepared and submitted department Annual Performance Report (APR)
- Assisted in grant writing

CLERICAL EXPERIENCE:

Administrative Assistant III | 2007 - 2011

Southern University at New Orleans Academic Affairs Office - New Orleans, LA

- Screened telephone calls, visitors and incoming correspondences for the Associate Vice Chancellor and Vice Chancellor for Academic Affairs
- Scheduled appointments as needed for the university administration
- Composed and typed routine correspondence independently for the office of Academic Affairs
- Performed administrative functions such as travel request, purchase requisitions, departmental invoice, etc. for the office of Academic Affairs
- Maintained and record student inquiries and forward to the appropriate person
- Assisted the Associate Vice Chancellor for Academic Affairs with decision making on students' academic appeals
- Assisted the Associate Vice Chancellor for Academic Affairs with student's withdrawal/drop process
- Made arrangements for conferences & meetings, and assembles established background materials as directed by the office of Academic Affairs
- Attend meetings and conferences and record and report on proceedings for the university

- Served on several committees

Card Service Claim Processor | 2006 - 2007

Capital One Bank - Houston, TX

- Processed over 100 debit card dispute claims
- Issued provisional credit to the customer in compliance of Regulation E and established department standards
- Researched over 100 disputed claims by retrieving necessary documentation from the customer and debit card reports
- Researched and investigated over 100 fraudulent debit card claims and prepared final reports and documentation to send to Capital One Security Department
- Notified customers via phone and letter detailing status of claim

Medicare Billings Specialist

February 2001-May 2004

Salco, Inc., New Orleans, LA

- Input patient's insurance information into computer.
- Maintained a clean and organized environment.
- Answered in person and over the phone inquires about patient pass due balance and cancel insurance.
- Made calls to insurance companies about patient balance.
- Maintained log of data entered and submit to supervisor.
- Received batches totaling over \$10,000 on a daily basis.
- Posted patients insurance and personal payments.
- Received and batched insurance and personal checks for bank deposit.
- Performed other duties as assigned by supervisor.

Clerk III

March 1999-February 2001

MCLNO Hospital, New Orleans, LA

- Input newborn patient information into the computer.
- Placed doctor's orders for patient.
- Input patient charges into computer.
- Provided necessary information to patient.
- Discharged newborn patients.
- Maintained log of data and submit to data entry units.
- Received error reports generated from the computer system and corrected them.
- Used various software to assist with error corrections, updates, and data input to the system.
- Complied weekly productions report.

OTHER PROFESSIONAL EXPERIENCE

Program Assistant, Chancellor Emerging Leaders Program (2008-2009)
Southern University at New Orleans New Orleans, LA

Committee Member, University Professional Conference (2007-2011)

Southern University at New Orleans New Orleans, LA

Committee Member, Commencement (2009-2011)

Southern University at New Orleans New Orleans, LA

Intern, Educational Talent Search (2008-2011)

Southern University at New Orleans New Orleans, LA

Student, Emerging Leaders Institute (2014)

TRIO Southwest Association Student of Assistance Programs (SWSAP)

Co-Chair, Emerging Leaders Institute (2018 & 2020)

TRIO Louisiana Association of Student Assistance Programs (LASAP)

LASAP Board Representative, Southwest Association of Student Assistance Program (SWASAP) (2015)

President, Louisiana Association of Student Assistance Program (LASAP) (2018)

Secretary, Southwest Association of Student Assistance Programs (SWASAP) (2021-present)

CONFERENCES & WORKSHOPS

Louisiana Association of Student Assistance Program Conference in New Orleans, Louisiana
Moderator, 2011, 2012, 2013

Louisiana Association of Student Assistance Program Conference in Lafayette, Louisiana
TRIO Achievers Committee Member, 2012

Louisiana Association of Student Assistance Program Conference in Baton Rouge, Louisiana
Scholarship Raffle Committee Member, 2013

Louisiana Association of Student Assistance Program Conference in Shreveport, Louisiana
Conference Chair, 2017

Louisiana Association of Student Assistance Program Conference, Virtual
Conference Chair, 2021

Southwest Association of Student Assistance Program Conference in New Orleans, Louisiana
Moderator, 2012

Presentations

- Are you a TRIO Trekkle? (Tracking Students), LASAP Conference, 120 attendees, 2015
- Navigating Through Our New Normal, LASAP Virtual Mini Conference, 110 attendees, 2021
- Start Smart: Road map for new TRIO professionals, SWASAP Annual Conference, 323, 2022

Professional Development

- Phi Theta Kappa Honor Society, Omega Nu Chapter, Member - 2004
- Honor Society, Minneapolis Chapter, Member – 2016
- Council for Opportunities in Education, Alumni Committee - 2022
- Louisiana Association of Student Assistance Program (LASAP), Board Representative -- 2016-17
- Louisiana Association of Student Assistance Program (LASAP), President-Elect, Member – 2017
- Louisiana Association of Student Assistance Program (LASAP), President, Member – 2018-19
- Louisiana Association of Student Assistance Program (LASAP), Publications, Member - Present
- Louisiana Association of Student Assistance Program (LASAP), Past-President, Member –2019-20
- Southwest Association of Student Assistance Program (SWASAP), Board Member/Secretary – 2015-present
- The National Tutoring Association, Certified Tutor – 2019
- The National Tutoring Association, Certified Mentor – 2020

Publications

ProQuest. Increasing parent involvement in education by implementing parent development initiatives: An action research study. August 2016. Publication Number 10167921

Grants Awarded

Educational Talent Search TRIO Program. Department of Education. Grant year: 2016-2021. Amount Awarded \$1.5 Million. Co-PI. **Co-writer**

Upward Bound Math and Science TRIO Program. Department of Education. Grant year 2017-2022. Amount \$1.3 Million. Co-PI. **Lead-writer**

Upward Bound Math and Science TRIO Program. Department of Education. Grant year 2022-2027. Amount \$1.3 Million. PI. **Lead-writer**

Educational Opportunity Centers. Department of Education. Grant year: 2021 – 2026. Amount \$1.2 Million. PI. **Lead-writer**

Educational Opportunity Centers. Department of Education. Grant year: 2022-2027. Amount \$1.2 Million. PI. **Lead-writer**

Paul T. Spraggins State Initiative Grant, Grant Year 2017, 2019, 2022 \$3,000. PI. **Lead-writer**

Technical Skills

- Experience with Microsoft Word, PowerPoint, Visio, Access, Excel and Outlook; Internet Explorer.
- Experience with both PC and Mac platforms.
- Experience with Blumen software.
- Experience with Blackboard and Moodle.
- Experience with SIS Plus and Banner.
- Experience with online platforms (Google Classroom; Zoom; Webex; OpenWaters; etc.)

Licensure

Louisiana Board of Social Work Certified Social Worker (Lic. #11702)

SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive New

Orleans, LA 70126

Phone: (504) 286-5311 Fax: (504) 286-5000

www.suno.edu



Office of the Chancellor

October 14, 2022

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

Dear President-Chancellor Shields:

I am pleased to recommend Dr. Angel Grady for a 9-month tenure-track assistant professor position in the Bachelor of Science in Nursing program at Southern University at New Orleans (SUNO). The effective date of this appointment is November 1, 2022. Dr. Grady will receive an annual salary of \$80,000.

Dr. Grady currently serves as a Research Nurse at M.D. Anderson Cancer Center in Houston, Texas, the #1 cancer care hospital in the nation, according to U.S. News & World Report, for the last thirty-three (33) years. Dr. Grady also serves as an Adjunct Clinical Nursing Instructor at the Nell Hodgson Woodruff School of Nursing at Emory University in Atlanta, Georgia, and as an Adjunct Clinical Instructor in the College of Nursing at Prairie View A&M in Houston, Texas. Dr. Grady received the Bachelor of Science in Microbiology/Chemistry from Xavier University in New Orleans, Louisiana; the Bachelor of Science in Nursing from The University of Texas Medical Branch in Galveston, Texas; the Master of Science in Nursing Education from The University of Texas Medical Branch in Galveston, Texas; and the Doctor of Nursing Practice from the University of Texas at Austin in Austin, Texas. Her research focused on factors influencing telephone triage in symptom management of elderly patients within a Head & Neck Radiation Oncology Practice.

Dr. Grady is a caring and compassionate Clinical Instructor that is experienced in teaching all clinical courses, including: Foundations of Nursing Practice, Adult Medical Surgery I and Nursing Leadership and Management courses to BSN, MSN, and MN students. Dr. Grady brings a mastery of technical skills and knowledge required to motivate and guide students and is proficient in providing lectures and managing simulation equipment. Dr. Grady is also an expert in incorporating instructional technology to enhance didactic and clinical instruction while providing students opportunities to improve hands-on skills. Dr. Grady is a certified ambulatory care nurse and is registered in the states of Georgia and Texas.

Thank you for considering this request and submitting it for approval at the October 21, 2022 meeting of the Southern University and A&M College Board of Supervisors.

With kind regards,

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

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

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

X

November 1, 2022

May 31, 2023

November 1, 2022

Assistant Professor

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

8:00 A.M. - 5:00 P.M.

EMPLOYEE DIRECT SUPERVISOR:

Dr. Kelly Smith

NUMBER OF EMPLOYEES SUPERVISED, (if any)

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

ANGEL GRADY, DNP, RN-BC

SUMMARY

Caring and compassionate Clinical Instructor seeking Adult Health Professor position. Experienced in teaching all clinical courses, including Foundations of Nursing Practice, Adult Med-Surg I and Nursing Leadership & Management courses to BSN, MSN, and MN students. Mastery of technical skills and knowledge required to motivate and guide students. Proficient in providing lectures and managing simulation equipment. Expert in incorporating instructional technology to enhance didactic and clinical instruction while providing students opportunities to improve hands-on skills.

SKILLS

- Leadership and Mentoring Abilities
- Clinical Supervision
- Performing Physical Assessments
- Operating Simulation Equipment
- Student Evaluation Abilities
- Microsoft Office
- Team Management
- Conflict Resolution
- Planning & Organizing
- Good Work Ethic
- Active Listening
- PPE Use
- Data Management
- First Aid/CPR
- Computer Skills
- Supervision & Leadership

EXPERIENCE

NELL HODGSON WOODRUFF SCHOOL OF NURSING EMORY UNIVERSITY

Atlanta, GA

Adjunct Clinical Nursing Instructor

09/2020 to Current

- Guided and supervised nursing students in classroom, lab and clinical learning activities.
- Participated in planning, implementing and evaluating assigned courses for continued development of nursing curriculum.
- Observed and evaluated student performance in meeting course objectives and student learning outcomes through assignments, projects and examinations.
- Evaluated students to identify knowledge gaps and conduct thorough assessments.
- Designed personal clinical assignments consistent with student's knowledge base, competency and learning needs.
- Supervised student laboratory and clinical work, offering knowledgeable advice to advance learning and abilities.
- Contributed professional feedback to student inquiries in class, online or during established consultation hours.
- Instructed nursing students how to perform vital sign checks, code responses and chart updates.
- Committed passionately to student development through hands-on training.

PRAIRIE VIEW A&M COLLEGE OF NURSING

Houston, TX

Adjunct Clinical Instructor

08/2020 to Current

- Used individualized instruction techniques to educate students on patient observation, assessment, decision-making and health teaching.
- Taught students how to intervene in medical emergencies and how to perform head to toe assessments.
- Delegated patient assignments to students based on individual learning needs and patient assessments.
- Held clinical simulation projects and provided each student with individual feedback.
- Initiated new learning methods to ensure total student comprehension while maximizing learning time.
- Assessed students' knowledge and skills through assignments and exams.
- Provided students with hands-on demonstrations and managed clinical logs, medication administration, dressing changes.
- Delivered comprehensive clinical instruction to over 50 students on subjects such as Nursing Leadership and Nursing Management.
- Frequently provided educational lectures to students.

UNIVERSITY OF TEXAS MD ANDERSON CANCER CENTER

Research Nurse

Houston, TX

08/2019 to Current

- Screened research study candidates for eligibility and obtained consent documentation.
- Documented case report forms and collected data for study research logs.
- Relayed information such as requirements and instructions from clinical team to study participants.
- Observed patients after administration of designated medication for adverse events.
- Recruited, interviewed and enrolled patients to increase number of participants.
- Prepared for upcoming studies by collaborating with program leaders to determine facility and staff needs.
- Obtained informed consent from research subjects and guardians to explain possible side-effects and potential outcomes of THNMO research.
- Assessed patient conditions, monitored behaviors and updated supervising physicians with observations and concerns.

UNIVERSITY OF TEXAS MD ANDERSON CANCER CENTER

Houston, TX

IV Therapy Nurse- Float

08/2019 to 12/2020

- Implemented providers' orders to initiate IVs and access ports and deliver medications.
- Conducted evaluations and obtained vitals prior to administering IV treatments.
- Troubleshoot and resolved vascular access issues to successfully complete treatments.
- Educated patients on procedures, benefits and potential negative interactions of different compounds.
- Responded to emergency situations with speed, expertise and level-headed approaches to provide optimal care, support and life-saving interventions.
- Helped patients and families feel comfortable during challenging and stressful situations, promoting recovery and reducing compliance issues.
- Administered oral, IV and intra-muscular medications and monitored patient reactions.

EMORY HEALTHCARE

Atlanta, GA

Outpatient Nurse Coordinator

04/2018 to 08/2019

- Coordinated and delivered quality general and procedure-specific outpatient care with special emphasis in Cystic Fibrosis patients including a joint collaboration with Children's Hospital of Atlanta (CHOA).
- Screened and educated eligible Cystic Fibrosis patients for Emory Lung Transplant Program
- Updated and maintained unit's outpatient charts in PowerChart/Epic
- Documented pharmacological interactions and managed responses to avoid advanced complications.
- Responded to emergency situations with speed, expertise and level-headed approaches to provide optimal care, support and life-saving interventions.
- Helped patients and families feel comfortable during challenging and stressful situations, promoting recovery and reducing compliance issues.
- Monitored diet, physical activity, behaviors and other patient factors to assess conditions and adjust treatment plans.
- Executed appropriate steps for patient treatment following careful review of physician medical regimen.
- Participated in continuing education programs and NACFC conferences workshops to enhance training and nursing knowledge.
- Documented and managed all outpatient IV antibiotic therapies.
- Administered oral, IV and intra-muscular medications and monitored patient reactions.
- Advocated for patient needs with interdisciplinary team and implemented outlined treatment plans.

WINSHIP CANCER INSTITUTE, EMORY UNIVERSITY

Atlanta, GA

Oncology RN

09/2015 to 10/2017

- Expertly explained diagnoses to patients and discussed next steps for treatment and care in easy-to-understand terminology.
- Provided patients with information on range of subjects, not limited to side effects from chemotherapy and benefits of proper nutrition during treatment.
- Wrote detailed notes regarding patient discussions in patient charts.
- Responded to emergency situations with speed, expertise and level-headed approaches to provide optimal care, support and life-saving interventions.
- Assessed patient conditions, monitored behaviors and updated supervising physicians with observations and concerns.

- Advocated for patient needs with interdisciplinary team and implemented outlined treatment plans.
- Observed strict safety measures, including checking medication dosages before administration to patients.
- Administered oral, IV and intra-muscular medications and monitored patient reactions.
- Stocked clinical workstations and procedure rooms with necessary supplies.
- Administered chemotherapy to patients as indicated by chart instructions given by each physician.

HARRIS HEALTH SYSTEM - BEN TAUB GENERAL HOSPITAL

Houston, TX

Registered Nurse, ICU

01/2010 to 09/2015

- Assessed and prepared patients for procedures, performing initial and ongoing patient assessments.
- Monitored and managed various treatment and care interventions.
- Recorded patient condition, vital signs, recovery progress and medication side effects.
- Administered medications, tracked dosages and documented patient conditions.
- Collected lab specimens, ordering and interpreting diagnostic tests and lab results.
- Trained and mentored new RNs on best practices, hospital policies and standards of care.
- Oversaw patient admission and discharge processes to coordinate related paperwork.
- Evaluated patients, recognized and addressed complications and coordinated treatment with other members of critical care team.
- Provided patient and family health education focusing on self-management, prevention and wellness.
- Updated charts throughout shifts with current, accurate information to maintain strict recordkeeping standards.
- Communicated concerns regarding patients' status, care and environment to nursing supervisors, clinical care supervisors and case managers.
- Prioritized patient care assignments based on patient conditions to achieve optimal outcomes.
- Implemented range of equipment, medicines and life-saving modalities to achieve expected outcomes.

EDUCATION AND TRAINING

DOCTOR OF NURSING PRACTICE: NURSING EDUCATION/ADMINISTRATION 05/2020

University of Texas At Austin, Austin, TX

- Research: Factors influencing telephone triage in symptom management of elderly patients within a Head & Neck Radiation Oncology Practice

MASTER OF SCIENCE: NURSING EDUCATION 12/2014

The University of Texas Medical Branch, Galveston, TX

BACHELOR OF SCIENCE: NURSING 12/2009

The University of Texas Medical Branch, Galveston, TX

BACHELOR OF SCIENCE: MICROBIOLOGY/CHEMISTRY 05/2004

Xavier University of Louisiana, New Orleans, LA

ACCOMPLISHMENTS

- HALO Award, University of Texas MD Anderson Cancer Center, March 2020
- Emory Healthcare's Ambulatory Nursing Scholarship Recipient, May 2019

WEBSITES, PORTFOLIOS, PROFILES

- <https://www.portfoliogen.com/angel-2eb9e76a>

CERTIFICATIONS

- Certified Ambulatory Care Nurse, RN-BC, AACN, 12/2018-12/2023
- Registered Nurse, Texas License - 2010
- Registered Nurse, Georgia License- 2015

JOB CLASS				
JOB CODE				
CAT. ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

CAMPUS: SUS _____ SUBR _____ SILLAC _____ SUAMEC _____ SUNG SUSLA _____

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

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

Previous Employer Adriel Hilton Reason Left Increase salary
 Date Left present Salary Paid 120,000.00

Profile of Person Recommended

Length of Employment April 1, 2021 To present

Effective Date 10/01/2022

Name Adriel Hilton SSN xxx-xx-xxxx Sex Male Race* Black

Position Title: V. C. for Student Affairs & Enrollment Mgmt Department: Office of the Chancellor

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

New Position Expiration Date: _____

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

Years Experience 2 Southern University Experience 7

Degree(s)	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	Bach. of ARTS BUS. Adm (Fin)	Morehouse College, Atlanta GA	2003
	Master of Applied Social Sci	Florida A&M University, Tallahassee FL	2004
	Doctor of Philosophy	Higher Education (Administration)	2007

Current Employer _____

Personnel Action

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

Recommended Salary 140,000.00 Salary Budgeted 140,000.00

Source of Funds State

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

Change of: From To

Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if applicable):

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

Source of Funds	Amount
411001-46110-61002-45000	124,800.00
491408-41660-61002-46000	15,200.00

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if applicable):

Declassified by: <u>James H. Saunders, Jr.</u>	Date: <u>10/17/2022</u>	Declassified by: <u>James H. Saunders, Jr.</u>	Date: <u>10/12/2022</u>
Supervisor: _____	Date: _____	Dean/Unit Head: _____	Date: _____
Declassified by: <u>James H. Saunders, Jr.</u>	Date: <u>10/12/2022</u>	Declassified by: <u>James H. Saunders, Jr.</u>	Date: <u>10/12/2022</u>
Vice Chancellor: _____	Date: _____	Chairman: _____	Date: _____
Declassified by: <u>Kathleen Jones</u>	Date: <u>10/12/2022</u>	Declassified by: <u>Kathleen Jones</u>	Date: <u>10/12/2022</u>
Director/Personnel: _____	Date: _____	Vice President/Finance: _____	Date: _____
		Business Affairs/Comptroller: _____	Date: _____

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

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

M-F 8:00 am to 5:00 pm

EMPLOYEE DIRECT SUPERVISOR:

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

Revised: February 5, 2022

Adriel A. Hilton, Ph.D.

www.adrielhilton.com

Contact Information

6400 Press Drive
New Orleans, Louisiana 70126
(504) 286-5040 (office)
(305) 491-7125 (personal mobile)
ahilton@suno.edu (work e-mail)
adriel_hilton@hotmail.com (personal e-mail)

EDUCATION

Master of Business Administration	Business Administration, <i>May 2018</i> Webster University, Saint Louis, MO George Herbert Walker School of Business & Technology GPA: 3.96
Doctor of Philosophy	Higher Education (Administration), <i>December 2007</i> Morgan State University, Baltimore, MD School of Education and Urban Studies Department of Advanced Studies, Leadership and Policy Dissertation Title: <i>The Perceptions of Administrators Concerning the One Florida Initiative</i> GPA: 4.0
Master of Applied Social Science	Social Science (Public Administration), <i>August 2004</i> Florida A&M University, Tallahassee, FL College of Arts and Sciences Department of History, Political Science, Geography, and African American Studies GPA: 3.54
Bachelor of Arts	Business Administration (Finance), <i>Cum Laude, May 2003</i> Morehouse College, Atlanta, GA Division of Business Administration

ADDITIONAL COURSEWORK:

Johns Hopkins University, Carey Business School
Statistics, Fall 2008

Florida A&M University, College of Education
Educational Leadership, Twenty-seven hours of graduate coursework, 2004 – 2005

Carnegie Mellon University, H. John Heinz III School of Public Policy & Management
Quantitative Skills Summer Program, Summer 2004

Harvard Business School
 Summer Venture and Management Program, Summer 2002

Clark Atlanta University, School of Business Administration
 Personal Finance Course, Fall 2002

Georgia State University, J. Mack Robinson College of Business
 Financial Accounting Course, Summer 2001

Business Courses Completed:

- Advanced Corporate Finance
- Strategy and Competition
- Finance
- Managerial Economics
- Management Accounting
- Corporate Responsibility and Society
- Operations and Project Management
- Marketing

Higher Education Courses Completed:

- Pro-Seminar in Higher Education
- Historical Foundations of Higher Education
- Higher Education Policy Analysis
- Quality Assurance and Accountability in Higher Education
- Diversity and Multiculturalism in Higher Education
- Organizational Theory and Administration/Management in Higher Education
- Leadership in Higher Education
- Student Development Theory

Educational Leadership Courses Completed:

- Leadership and Communication Technologies in Teaching and Learning Organizations
- Self and Interpersonal Contexts in Teaching and Learning Organizations
- Organizational Behavior in Educational Settings
- Curriculum and Public Policy
- Race, Class, and Gender: Policy Issues in Leadership
- School Finance and Educational Policy

Research Courses Completed:

- Qualitative Research Methods in Education
- Advanced Qualitative Research Methods
- Applied Social Research (Mixed Methods Research)
- Quantitative Data Analysis I

- Quantitative Data Analysis II
- Research Practicum in Higher Education

TEACHING EXPERIENCES

Spring 2022	<p>Fayetteville State University College of Education Adjunct Assistant Professor <i>Academic Programs in Colleges and Universities</i> <i>ELHE 713 – Online</i> *** I designed course using Canvas.</p>
Spring 2022	<p>Upper Iowa University Andres School of Education Adjunct Faculty <i>Teaching and Working in a Multicultural Setting</i> <i>EDU – 531 – Online</i> ***I co-designed course using Pearson LearningStudios.</p>
Fall 2021	<p>Fayetteville State University College of Education Adjunct Assistant Professor <i>The Administration of Student Services in Higher Education</i> <i>ELHE 714 – Online</i> *** I designed course using Canvas.</p>
Fall 2021	<p>Lincoln University of Missouri School of Education Adjunct Faculty <i>Introduction to HBCUs Trends, Issues and Assessment</i> <i>HED 500 -- Online</i> *** I designed course using Canvas</p>
Summer 2021	<p>Bellarmine University Annsley Frazier Thornton School of Education Adjunct Faculty <i>Multicultural Theory, Competencies, and Application</i> <i>HRED 620 – Online</i></p>
Summer 2021	<p>Upper Iowa University Andres School of Education Adjunct Faculty <i>Teaching and Working in a Multicultural Setting</i> <i>EDU – 531 – Online</i> ***I co-designed course using Pearson LearningStudios.</p>

Spring 2021	Western Carolina University College of Education and Allied Professions Adjunct Faculty <i>History, Role and Uses of HBCUs</i>
Spring 2021	Bellarmine University Amsley Frazier Thornton School of Education Adjunct Faculty <i>Leadership, Administration, and Governance in Higher Education</i> <i>HRED- 805 - Online</i> <i>*** I designed course using Moodle.</i>
Fall 2020	North Park University School of Business and Nonprofit Management Adjunct Faculty <i>College Student Development & Administration</i> <i>SBNM 5742 - Online</i>
Fall 2020	Wilmington University School of Education Adjunct Faculty <i>Assessment of Student Learning Outside of the Classroom</i> <i>MHE -7302 - Online</i>
Summer 2020	Northeastern University College of Professional Studies Lecturer <i>Global and Historical Perspectives on Higher Education</i> <i>EDU- 7204 - Online</i>
Summer 2020	Lincoln University of Missouri School of Education Adjunct Faculty <i>Philanthropy and Higher Education</i> <i>HED - 525 - Online</i> <i>*** I designed course using Canvas</i>
Spring 2020	Wilmington University School of Education Adjunct Faculty <i>Academic Research and Writing</i> <i>MHE -7001 - Online</i>
Spring 2020	Lincoln University of Missouri School of Education Adjunct Faculty <i>Financial Management for Higher Education</i>

	<p><i>HEI – 520 – Online</i> <i>*** I designed course using Canvas</i> <i>Teaching and Working in a Multicultural Setting</i> <i>EDU – 531 – Online</i> <i>***I co-designed course using Pearson LearningStudios.</i></p>
Fall 2019	<p>Northwestern University College of Professional Studies Lecturer <i>Global and Historical Perspectives on Higher Education</i> <i>EDU – 7204 – Online</i></p>
Fall 2019	<p>North Park University School of Business and Nonprofit Management Adjunct Faculty <i>College Student Development and Administration</i> <i>SBNM – 5742 – Online</i></p>
Summer 2019	<p>Upper Iowa University Andres School of Education Adjunct Faculty <i>Teaching and Working in a Multicultural Setting</i> <i>EDU – 531 – Online</i> <i>***I co-designed course using Pearson LearningStudios.</i></p>
Summer 2019	<p>Bellarmino University Annley Frazier Thornton School of Education Adjunct Faculty <i>Ethics, Law and Social Justice in Higher Education</i> <i>HREI – 656 – Online</i> <i>*** I designed course using Moodle.</i></p>
Spring 2019	<p>Fayetteville State University College of Education Adjunct Assistant Professor <i>Academic Programs in Colleges and Universities</i> <i>ELIE 713 – Online</i> <i>*** I designed course using Canvas.</i></p>
Spring 2019	<p>Northwestern University College of Professional Studies Lecturer <i>Faculty, Curriculum and Academic Community</i> <i>EDU 6202 – Online</i></p>
Fall 2018	<p>Bellarmino University</p>

	<p>Annisley Frazier Thornton School of Education Adjunct Faculty <i>Leadership, Administration, and Governance in Higher Education</i> HRED -- 805 - Online *** I designed course using Moodle.</p>
Fall 2018	<p>Upper Iowa University Andres School of Education Adjunct Faculty <i>Teaching and Working in a Multicultural Setting</i> EDU -- 531 -- Online ***I co-designed course using Pearson LearningStudios.</p>
Summer 2018	<p>Northeastern University College of Professional Studies Lecturer <i>Faculty, Curriculum and Academic Community</i> EDU 6202 -- Online</p>
Summer 2018	<p>Upper Iowa University Andres School of Education Adjunct Faculty <i>Teaching and Working in a Multicultural Setting</i> EDU -- 531 -- Online ***I co-designed course using Pearson LearningStudios.</p>
Spring 2018	<p>Northeastern University College of Professional Studies Lecturer <i>Education Law, Policy and Finance</i> EDU 6203 -- Online</p>
Spring 2018	<p>Upper Iowa University Andres School of Education Adjunct Faculty <i>Teaching and Working in a Multicultural Setting</i> EDU -- 531 -- Online *** I co-designed course using Pearson LearningStudios.</p>
Fall 2017	<p>Upper Iowa University Andres School of Education Adjunct Faculty <i>Teaching and Working in a Multicultural Setting</i> EDU -- 531 -- Online *** I co-designed course using Pearson LearningStudios.</p>
Summer 2017	<p>Upper Iowa University Andres School of Education</p>

	<p>Adjunct Faculty <i>Teaching and Working in a Multicultural Setting</i> <i>EDU – 531 – Online</i> <i>*** I co-designed course using Pearson LearningStudios.</i></p>
Spring 2017	<p>Upper Iowa University Andres School of Education Adjunct Faculty <i>Multicultural Issues in Higher Education</i> <i>HEA – 542 – Online</i> <i>*** I designed the course using Pearson LearningStudios.</i></p>
Summer 2015	<p>Upper Iowa University Andres School of Education Adjunct Faculty <i>Multicultural Issues in Higher Education</i> <i>HEA – 542 – Online</i> <i>*** I designed the course using Pearson LearningStudios.</i></p>
Summer 2014	<p>Tiffin University School of Graduate and Distance Education Adjunct Faculty <i>Higher Education Finance and Budgeting</i> <i>EDU – 640 – Online</i></p>
Summer 2014	<p>Upper Iowa University Division of Education Adjunct Faculty <i>Legal Implications for the Administrator</i> <i>HEA – 522- Online</i></p>
Spring 2014	<p>Upper Iowa University Andres School of Education Adjunct Faculty <i>Multicultural Issues in Higher Education</i> <i>HEA – 542 – Online</i> <i>*** I designed the course using Pearson LearningStudios.</i></p>
Fall 2012	<p>Upper Iowa University Division of General Studies Adjunct Faculty <i>Wellness Strategies (First Year Experience)</i> <i>ID – 119</i></p>
Summer 2012	<p>Upper Iowa University Andres School of Education Adjunct Faculty</p>

Special Topics in Higher Education: Multicultural Issues in Higher Education
 HHA - 550 - Online
 *** I designed the course using Pearson LearningStudios.

Fall 2011	Upper Iowa University Division of General Studies Adjunct Faculty <i>Wellness Strategies (First Year Experience)</i> ID - 119
Summer 2011	University of Northern Iowa College of Education Adjunct Faculty <i>Seminar in Postsecondary Education: Diversity in Higher Education</i> 170:289-04 *** I designed the course.
Fall 2010	Upper Iowa University Division of Education Adjunct Faculty <i>Ethical Dilemmas of Higher Education</i> HHA - 506
Fall 2010	Upper Iowa University Division of General Studies Adjunct Faculty <i>Wellness Strategies (First Year Experience)</i> ID - 119
Summer 2010	Upper Iowa University Division of Education Adjunct Faculty <i>Legal Implications for the Administrator</i> HHA - 522
Summer 2009	The Art Institute of Washington General Education Instructor <i>First Year Experience/Life Skills</i> AI 101 – LS095
Summer 2009	Clarion University of Pennsylvania Department of Education Frederick Douglass Teaching Scholar <i>Educational Psychology (Co-Taught)</i>

ED 122 - Online

Spring 2009

The Art Institute of Washington
 General Education
 Instructor
Introduction to Microsoft Office

Fall 2008

Baltimore City Community College
 Department of Public Services, Education, and Social
 Sciences,
 Adjunct Faculty
Introduction to Philosophy PHI 101

November 2003 – May 2004

Leon County Public School System
 Alternate Teacher

Taught students on an interim basis at the elementary, middle, and high school levels.

RESEARCH CONCENTRATION**Minorities' Access and Achievement in Higher Education**

- Affirmative Action
- Impact of Proliferation of Race Neutral Admission Policies
- African American Male Achievement Gap: The Causes and Remedies
- Relevance of Historically Black Colleges and Universities
- Recruitment and Retention of Students of Color in Higher Education

PROFESSIONAL EXPERIENCES**April 2021 – Present**

**Vice Chancellor for Student Affairs and
 Enrollment Management
 Southern University at New Orleans**

- Provide visionary and operational leadership for the Division of Student Affairs and Enrollment Management;
- Effectively manage divisional changes to meet the University's growth objectives and strategic plan benchmarks based on promising practices;
- Measure progress towards strategic objectives employing empirical data;
- Oversee the development and coordination of enrollment processes, extra/co-curricular campus initiatives, student judicial processes, student services and activities to promote the overall academic, personal and professional development, and well-being of students;
- Oversee the Division's strategic planning process to attract, recruit, enroll and retain undergraduate and graduate students with a goal to increase overall student engagement, persistence and graduation rates; and
- Engage in professional development and successfully coach staff to meet benchmarks.

May 2018 – April 2021

**Dean of Students & Diversity Officer
 Seton Hill University**

- Provided strategic vision and leadership for an integrated unit that invigorates campus life; creating an engaged, inclusive and vibrant community dedicated to student success through campus engagement;
- Enhanced a student culture where diversity is honored and where students learned to respect differences, demonstrated campus pride and exercised leadership;
- Collected and interpreted student satisfaction, retention, and success data to inform the development of involvement opportunities and co-curricular programs;
- Ensured alignment of student learning outcomes for Student Affairs programming with the University academic learning outcomes;
- Ensured a comprehensive New Student Orientation program that served first year and transfer students, and their families;
- Served as a Title IX Deputy Coordinator;
- Reviewed and updated annually the Student Handbook;
- Assisted in the coordination and execution of university-wide events;
- Developed effective quantitative and qualitative assessment tools related to participation and quality of programs and initiatives;
- Provided leadership for the development, implementation and evaluation of policies and regulations pertaining to Student Affairs;
- Responsible for fiscal responsibility, budget oversight, and budget allocation in line with strategic priorities;
- Served as a member of the emergency on-call team;
- Served as a liaison between clubs/organization leadership and advisors;
- Collaborated with campus constituents to develop and implement a comprehensive enrollment, transition and retention plan for diverse student populations; and
- Created and implemented training for student leaders and staff emphasizing cultural competencies, awareness, diversity and inclusion.

January 2017 – April 2018

**Adjunct Assistant Professor
Webster University**

- Taught graduate-level courses in the George Herbert Walker School of Business & Technology;
 - Courses include:
 - BUSN 5000: Business
 - MNGT 5000: Management
 - MNGT 5650: Management and Strategy
 - MNGT 5670: Managerial Leadership
- Developed and managed class syllabus and ensured that the content met department and college standards;
- Planned and created lectures, in-class discussions and assignments;
- Assessed grades for students based on participation, performance in class assignments, papers, quizzes and examinations; and
- Collaborated with colleagues on course curriculum.

October 2016 – April 2018

**Director of Extended Campus, Myrtle Beach
Metropolitan
Webster University**

- Served as Chief Administrative Officer at the extended campus overseeing student recruitment, advising, financial aid, marketing, course planning and budgets;
- Assisted with the day-to-day operations of the extended campus;
- Provided direct supervision to assigned departments;
- Implemented programs and policies to achieve the overall enrollment goals and objectives of the University;
- Established relationships and interacted with various constituent groups to promote the University's goals, objectives and policies;
- Maintained excellent working relationships with the University's student services, development, global marketing and communications, other University officers, and the Veterans Administration;
- Delegated authority and responsibility to administrators to implement decisions on internal matters to accomplish the mission of the University; and
- Investigated and resolved conflicts and issues within the University.

January 2016 – July 2016

**Chief of Staff & Executive Assistant to
the President
Grambling State University**

- Assisted with the day-to-day operations of the President's Office;
- Provided direct supervision to assigned departments;
- Ensured that policies and procedures approved by the University Administration were implemented;
- Advised the President on strategies and methods to improve the University's operational effectiveness;
- Served as the President's liaison with university administration, faculty, staff and students and responded to requests for assistance from same;
- Served as liaison with college-wide councils and committees and the college community;
- Conferred with University governing boards to implement policies and procedures concerning the operation of the University and represented the University at Board meetings, as necessary;
- Interacted and negotiated with administrative officials, business executives, legislators, government officials, community and civic groups and alumni to promote the University's goals, objectives and policies as well as public service objectives;
- Delegated authority and responsibility to administrators to implement executive level decisions on internal matters to accomplish the mission of the University;
- Investigated and resolved conflicts and issues within the University; and
- Performed other duties as assigned by the President.

July 2014 – December 2015

**Assistant Professor & Director, Higher
Education Student Affairs Program (formerly
College Student Personnel Program)
Western Carolina University**

- Taught graduate-level courses in the M.Ed. in Higher Education Student Affairs (formerly College Student Personnel) program;
 - Courses included:
 - HESA 530 (CSP 530): Diversity in Higher Education (formerly College Student Subcultures & Student Characteristics)
 - HESA 621 (CSP 621): Theories of College Student Development
 - HESA 630 (CSP 630): Legal & Ethical Issues for Higher Education Student Affairs
 - EDHE 650: Program Development and Evaluation

- EDL 889: Disquisition in Educational Leadership
- Created admission criteria and adhered to them;
- Partnered with other units of the University (including Student Affairs, Academic Affairs and Public Relations/Marketing) in recruitment efforts;
- Engaged with other universities and colleges for the purposes of recruitment and career placement for graduates;
- Evaluated the potential for offering courses in hybrid or totally online formats;
- Reviewed course topics and sequencing and ensured that offerings are reliably planned and scheduled for students and full and part-time faculty;
- Benchmarked Program policies, curriculum and quality with comparable and aspirational student affairs programs; and
- Clarified funding sources and determined ways to create more consistent funding packages for students.

November 2012 – November 2013

**Assistant Vice President for Inclusion
Initiatives
Grand Valley State University**

- Worked with deans, colleges, departments/schools, and divisions to provide informational resources, consultation and other support that helped to enhance the University's inclusion work in various areas such as strategic plan implementation, program evaluation, pipeline issues, recruitment and retention initiatives for faculty, staff and students;
- Served as a liaison to the Office of Multicultural Affairs, Women's Center, and the Lesbian, Gay, Bisexual and Transgender Center; and
- Interfaced with Human Resources, Office of the Provost, Institutional Marketing, Admissions, Office of Development, the Padnos International Center, and the Office of Graduate Studies through collaborative projects and committee participation.

November 2010 – November 2012

**Executive Assistant to the President, Chief
Diversity Officer & Assistant Secretary to the
Board of Trustees
Upper Iowa University**

- Effectively supported and communicated the mission and vision of Upper Iowa University to diverse constituencies;
- Helped secure additional campus and external funding for programs and initiatives advancing diversity;
- Advised the President on diversity issues;
- Worked in partnership with the Office of Admissions to provide input that enhanced diversity within the student body;
- Served as a member of the Retention Committee and assisted with the development of initiatives that improved retention among diverse student constituencies;
- Regularly evaluated the level of diversity awareness, activity, and proficiency resulting from initiatives involving the University community;

- Assisted in developing programs that fostered intercultural dialogue and ensured the highest benefits from student diversity programs, community service and training;
- Assisted with the development and delivery of programming emphasizing diversity and inclusiveness;
- Provided assistance and served as a resource to administrators, staff, and Division Chairs as appropriate to help assure effective implementation of diversity initiatives including the hiring and retention of a diverse faculty and staff;
- Formulated goals and provided leadership in the implementation of plans that promoted a campus culture that values diversity and inclusiveness and supported a campus community that was welcoming and supportive of all members;
- Demonstrated the ability to anticipate problems, critical issues and opportunities as they arise and advised the President and other senior officers of the University accordingly;
- Provided coordination and liaison with other members of the senior staff, the Board of Trustees and other constituencies both on and off the campus;
- Served as Assistant Secretary of the Board of Trustees and provided support for the Board in communications, logistics, planning, preparation of meeting materials, and special projects as determined by the President and/or Board Chair;
- Exercised independent judgment in the negotiation of employment and vendor contracts on behalf of the University;
- Managed communications in and out of the President's office; reviewed incoming mail, drafted responses as needed, composed letters and reports, reviewed drafts and final copies of all correspondence, surveys, reports for the President's signature;
- Supported the President in fulfilling both community and professional service obligations;
- Assisted with the planning and coordination of special and University-wide events;
- Coordinated and researched/designed as well as helped prepare all major campus reports and surveys required by state and national organizations; and
- Prepared and managed the budget for the Office of the President and provided budget analysis and forecasting, expense tracking, and reconciling.

September 2009 – October 2010

**Executive Assistant to the President & Assistant
Secretary to the Board of Trustees
Upper Iowa University**

- Demonstrated the ability to anticipate problems, critical issues and opportunities as they arise and advised the President and other senior officers of the University accordingly;
- Provided coordination and liaison with other members of the senior staff, the Board of Trustees and other constituencies both on and off the campus;
- Served as Assistant Secretary of the Board of Trustees and provided support for the Board in communications, logistics, planning, preparation of meeting materials, and special projects as determined by the President and/or Board Chair;

- Exercised independent judgment in the negotiation of employment and vendor contracts on behalf of the University;
- Managed communications in and out of the President's office; reviewed incoming mail, drafted responses as needed, composed letters and reports, reviewed drafts and final copies of all correspondence, surveys, reports for the President's signature;
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- Assisted with the planning and coordination of special and University-wide events;
- Coordinated and research/design as well as help prepare all major campus reports and surveys required by state and national organizations; and
- Prepared and managed the budget for the Office of the President and provided budget analysis and forecasting, expense tracking, and reconciling.

July 2009 – August 2009

Public Policy Fellow

September 2007 – May 2009

Greater Baltimore Committee

- Prepared meeting agendas and minutes for Board of Directors meetings;
- Coordinated activities for the President and CEO's Advisory Council;
- Provided leadership in preparing testimony and position papers on behalf of the President and CEO and the Director of Government Relations for state legislative sessions;
- Prepared talking points, speeches, proclamations, and letters for the President & CEO;
- Prepared scripts for President and CEO for Issues and Answers, a public affairs program on regional cable channels;
- Researched and briefed President and CEO on various current affairs issues and events;
- Researched, developed, and presented testimony on community issues at public hearings on behalf of the organization;
- Reviewed RFPs for funding for the Baltimore Workforce Investment Board Youth Council on behalf of the President and CEO; and
- Marketed the Greater Baltimore Committee to businesses and non-profit organizations in the region to recruit new members.

June 2009 - July 2009

Visiting Scholar

Clarion University of Pennsylvania

Office of the Provost and Vice

President for Academic Affairs

- Drafted basic design for Master's and Educational Specialist programs in Higher Education Administration to be offered in the near future;
- Composed draft of joint five year Bachelor's and Master's program in Criminal Justice to be offered in the near future; and

- Assisted the Provost and Vice President for Academic Affairs in the recruitment efforts of talented undergraduate and graduate students.

December 2006 – August 2007

**Graduate Assistant
Morgan State University
Department of Psychology**

- Coordinated grant writing efforts for the new psychometrics program;
- Developed and implemented marketing and recruitment strategies in collaboration with the university's Office of Public Relations and Communications (OPRC), to increase program awareness and enrollment;
- Researched and directed the development of marketing materials in conjunction with personnel in the OPRC;
- Provided leadership to disseminate marketing materials and information to key colleges, universities, public schools and partnering state colleges and universities to attract and recruit the first cohort of students for the new psychometrics program;
- Provided leadership in developing a Memorandum of Understanding with Educational Testing Service;
- Worked collaboratively with the Graduate Council Curriculum Committee to develop an appropriate curriculum for the new psychometrics program;
- Served as the graduate student representative on the University Council;
- Served as president of the Morgan Graduate Student Association; and
- Served as a member of the institution's Graduate Student Concerns Committee.

October 2005 – November 2006

**Administrative Assistant
Morgan State University**

- As primary assistant to the chair, provided leadership in developing and editing the draft Middle States Self Study report for accreditation;
- Coordinated successful launch of the Master's in Higher Education program;
- Assisted students with orientation and advised students about their doctoral program plans;
- Provided oversight for the development and production of department's marketing brochures and handbook in conjunction university's OPRC; and
- Led the creation of a better system to track departmental budget. The new system allowed department leadership to follow expenditures and prevent over-spending.

July 2005 – August 2005

**Counselor
Tallahassee Community College
Counseling Center, Student Affairs**

- Developed and implemented two-year matriculation plans for students to transfer to area colleges and universities;

- Provided undergraduate students academic counseling and advising and assisted students with career planning; and
- Coordinated and implemented a variety of activities for new and transfer students to become acclimated with the campus community.

September 2004 – June 2005

**Legislative Analyst Intern
Florida Senate
Committee on Education**

- Researched and drafted bill analyses for senators;
- Prepared and edited legislative reports, proposed legislation, and amendments;
- Reviewed and researched constituent inquiries and concerns directed to senators; and
- Provided reports to legislators and tracked inquiries as well as worked to ensure accuracy of constituent responses.

September 2004 – May 2005

**Graduate Assistant
Florida A&M University
College of Education**

- Researched and drafted reports and presentations for professors for national and state level conferences;
- Provided data collection and analysis of National Council for Accreditation of Teacher Education accreditation procedures for professors;
- Led the effort to create marketing materials for the Master's of Educational Leadership program;
- Coordinated recruitment efforts for the Master's of Educational Leadership program; and
- Conducted research for the "Teacher for the New Era" grant, which explored best practices for teacher training.

June 2004 – August 2004

**Research Assistant
Carnegie Mellon University
H. John Heinz III School of Public
Policy & Management
Institute for the Study of Information
Technology and Society (InSITEs)**

- Assisted with implementation of the Virtual Agora Project, a community engagement and research initiative designed to improve community involvement among citizens;
- Identified and processed human subjects to participate in the study; and
- Implemented research protocols for interdisciplinary research and teaching.

September 2003 – June 2004

**Graduate Assistant
Florida A & M University
Department of Housing**

- Coordinated programs, events, workshops, and professional development seminars for the residence hall tenants;
- Managed the resident assistants and utilized conflict resolution and time management skills within the residence hall to maintain environment conducive to healthful living and studying; and
- Developed and implemented an efficient and effective process to improve customer service and student satisfaction with their residence hall experience.

September 2002 - April 2003

**Student Research Assistant
Morehouse College
Department of Sociology**

- Facilitated the dissemination of correspondence for research studies and for interactions with human subjects; and
- Managed daily operations of the department in the absence of the Department Chair.

Summer 2001 & 2002

**UNCF Coca-Cola Scholar Intern
Coca-Cola Enterprises Inc.
Finance and Route Accounting**

- Researched and compiled financial data that was fundamental to the process of a corporate acquisition – a regional competitor;
- Performed audits of drivers for route accountants; and
- Conducted assessments of accounts and drivers and their routes as part of a review of company's daily operations.

September 2000 – May 2001

**Intern
Morehouse College
Office of Community Service
Emma Joe Adams Public Service Institute**

- Worked for positive change within the West-End Community by developing community's first newsletters;
- Provided oversight of the community meetings, drafting minutes and disseminating them to the community;
- Developed and implemented public relations strategies to help community effectively market its activities and events; and
- Utilized critical computer skills to enhance the efficiency and operations of the office.

Summer 2000

**Intern
Guardian Life Insurance Company**

- Provided leadership in preparing draft financial statements for insurance and pension plans; and

- Employed quantitative skills by using Excel and Quicken Accounting Software to carry out the duties of the Accounting Division.

September 1998 – July 1999

**Intern
Akerman, Senterfitt & Eidson, P.A.**

- Conducted research and compiled information for attorneys; and
- Coordinated daily correspondence for high profile cases.

Summer 1998

**Clerk
United States Securities and Exchange Commission**

- Created Microsoft Excel spreadsheets used by attorneys in preparation for cases; and
- Researched and organized files for cases utilizing the commission's law library.

PROFESSIONAL DEVELOPMENT

June 2007 – March 2008

**Vice President for Conference Affairs
National Black Graduate Student
Association, Inc.**

- Planned and directed the annual National Black Graduate Student Conference and chaired the National Conference Committee;
- Developed and disseminated marketing materials and press releases to the media and higher education institutions;
- Coordinated sponsorship activities which enhanced cost effectiveness of the conference;
- Provided leadership and implemented a strategic plan to increase conference attendance, enhance sponsorship support, and improve financials; and
- Developed and implemented a strategic plan to improve students, employers, and graduate schools' participation in the Annual Career and Graduate School Fair.

July 2005 – August 2005

**Academic & Student Affairs Intern
Florida Board of Governors
State University System of Florida**

- Orchestrated special projects with staff, which included admission workshops and the Southern Regional Education Board's academic common market; and
- Organized review of new programs at state universities to ensure compliance with established approval and articulation criteria, which resulted in improvements and effectiveness in several critical areas.

May 2004 – June 2004

**Graduate Intern
City of Tallahassee, TallTran
Planning and Marketing Department**

- Analyzed routes and schedules to gain increased efficiency for this regional transportation system;
- Investigated and evaluated revenue intake through Microsoft Excel spreadsheets - developed spreadsheets; and
- Provided assistance with marketing materials for the Tallahassee Renaissance initiative to enhance ridership on the city's bus system – as well as awareness of the benefits of the system.

INSTITUTES & SEMINARS

Advanced Investigations of Sexual Misconduct, D. Stafford & Associates, September 2018, Greensburg, PA

This three day intensive training class is designed for campus administrators and investigators as well as Conduct and Title IX Investigators who have responsibility for conducting and overseeing sex crimes investigations on their college campuses. Attendees learned how to investigate sex crimes in higher education from start to finish with special emphasis on complying with the *Clery Act* and Title IX regulations.

Waccama Chapter of the American Leadership Forum Fellow, Class V, August 2017 – January 2018 Myrtle Beach, SC

The American Leadership Forum is a highly competitive program designed to expose leaders to new processes of collaborative leadership with regional focus. The program provides a unique opportunity for communication across sectors by bringing together members of diverse groups. The American Leadership Forum is centered on the premise that good leadership depends upon cultivating a sense of civic responsibility, a climate of trust and open dialogue among divergent sectors and a positive vision, along with collaborative problem solving skills. The overriding goal of the program is to foster a sense of personal responsibility for change in the community and to provide a pivotal experience that enhances growth and development of each participant.

Higher Education Leadership Foundation Fellow, Leadership Institute, Gamma Cohort, June 2016 - Birmingham, AL

The Leadership Institute is a highly competitive program designed to expose participants to industry leaders who share best practices rooted in empirical research and experience while also providing opportunities for the personal and professional development of attendees. The Leadership Institute also addressed the role participants play as vital members in the decision-making processes at their respective institutions.

Association for the Study of Higher Education, Council for the Advancement of Higher Education Programs, Early Career Faculty Teaching Workshop, November 2015 – Denver, CO

The Early Career Faculty Teaching Workshop is a competitive program designed for pre-tenure faculty and administrators returning to the classroom participate in a special workshop focused on teaching and dissertation/thesis advising. Teaching content and pedagogy experts share their insights on teaching core subjects such as the history of higher education, organizational theory and administration, faculty issues, and gender and diversity. In addition, a panel of experienced dissertation/thesis advisors discuss this critically important task as well as subjects such as tactics for helping students select a topic and research methodology, keeping advisees on track to completion, and time management issues for faculty working with dissertation students.

Leadership Asheville 34 Participant, September 2015 – December 2015, Asheville, NC

Leadership Asheville strives to, "Enhance community leadership by developing, connecting, and mobilizing citizens throughout the region." Each year, 30 leaders are chosen to participate in the highly coveted program. The leaders spend nine months learning about the community and working on collaborative projects. In

addition, Leadership Asheville allows participants to introduce themselves and highlight the successes of their organizations during the various sessions that the participants engage in throughout the course of the year. Each session is an opportunity for individuals to listen, learn and act.

Association for the Study of Higher Education, The Council of Ethnic Participation's Mentor-Protégé Program, November 2014 – Washington, DC

The Council on Ethnic Participation's Mentor-Protégé Program (MPP) is a competitive program designed to give participants mutually beneficial mentoring relationships. To facilitate this process, protégés are paired with mentors based on primary scholarly and professional interests that will contribute to the personal and professional development of both protégé and mentor. The MPP highly encourages graduate students, post-doctoral fellows, administrators, student affairs personnel, as well as junior and senior faculty to participate in this mentoring program.

**7 Habits of Highly Effective People Workshop
September 2013**

In a full-day 7 Habits of Highly Effective People Workshop, participants learn principles that propel them toward greater self-fulfillment. Participants discover how to maximize performance and reach career goals by avoiding both dependence on others and independence, and moving on to where real success lies --being interdependent. This allows participants to experience first-hand the rewards of superb cooperation and collaboration.

University Leadership 2013

Grand Valley State University

January – February 2013 – Allendale, MI

The purpose of the program is to enhance emerging leaders at Grand Valley State University (GVSU) through a discussion of challenges confronting higher education and an examination of the values and goals that guide GVSU. Selected participant learned and engaged with other GVSU leaders through dynamic and interactive discussions on the following topics:

- Higher Education Issues and Trends
- Current Issues and Future Directions
- The Academic Program
- Inclusion & Equity
- University Development
- Finance and External Relations
- Students and Campus Life
- International Issues

American Educational Research Association, Committee on Scholars of Color in Education Research and Mentoring, April 2011 – New Orleans, LA

The Committee was formed to help foster relationships between junior and senior scholars and impact education research through collaborative work. Junior scholars are placed with tenured faculty members and senior scholars and researchers who participate in a formal mentoring program for one-academic year. These mentors and mentees continue to connect and/or collaborate on research and presentations.

William L. Boyd National Educational Politics Workshop, April 2011 – New Orleans, LA

This is a competitive workshop designed to give emerging scholars the opportunity to learn about current and promising research in the politics of education field, participate in break-out sessions related to their interests,

and interact with leading scholars in educational politics relevant to their areas of interest.

American Association of Blacks in Higher Education, Leadership and Mentoring Institute Participant, July 2009 – Birmingham, AL

The 2009 Leadership & Mentoring Institute is highly competitive, consisting of very intense, week-long course work integrating projects along with other activities to help prepare individuals for senior leadership positions as faculty and/or administrators in higher education. The Institute includes opportunities for networking and collaborating.

Association for the Study of Higher Education, Institute on Critical Policy Research and Analysis Fellow, July 2009 – Boulder, CO

The very competitive Institute on Critical Policy Research and Analysis brought an impressive group of policy scholars and guest speakers together to discuss various issues related to policy research. The Institute supported the role of new capacity and a community of scholars to promote equity and critical policy analysis within and beyond the academy, pushing the boundaries to integrate more critical and equity-minded research to the field of higher education.

Pennsylvania Black Conference on Higher Education, Institute for Educational Management and Leadership Participant, June 2009 – University Park, PA

The Pennsylvania Black Conference on Higher Education, Institute for Educational Management and Leadership program, focuses on key issues affecting the future of higher education in Pennsylvania and provides input to various sectors of government, education and community that impacts the lives of underrepresented groups at Pennsylvania colleges and universities.

Johns Hopkins University, Carey Business School Leadership Development Program, Leadership Academy, August 2008

The Leadership and Development Program supports the advancement of high potential managers by offering education in management and leadership theory and practice. The program enhances leadership and career management skills.

Robert Wood Johnson Foundation, New Connections: Bringing Diversity to Robert Wood Johnson Foundation Grant Making and Increasing Secondary Data Analysis Seminar Participant, June 2008 – Washington, DC

The Robert Wood Johnson Foundation's (RWJF) New Connections Initiative is designed to expand the diversity of perspectives that inform RWJF programming and introduce new researchers and scholars to the work of the Foundation, while simultaneously helping to meet staff needs for data analysis that measures progress toward program objectives.

American Educational Research Association, The Asa G. Hilliard III and Barbara A. Sizemore Research Course on African Americans and Education Program Participant, March 2008 – New York, NY

This highly competitive course aims to advance the research skills and competencies of graduate students with an interest in the study of African Americans and education. The Asa G. Hilliard III and Barbara A. Sizemore course introduces students to the fundamentals of developing a research agenda and manuscripts for publication as well as mentoring.

American Educational Research Association, Division J Emerging Scholars Participant, April 2007 – Chicago, IL

This competitive program is designed to provide support in writing, grant activity, work life balance, and professional networking. The Emerging Scholars program supports advanced doctoral students as well as new

faculty and higher education professionals and policy makers.

Finger Lakes Environmental Film Festival Fellow, Ithaca College, March 2007- Ithaca, NY

Eleven graduate students representing eight universities were accepted to attend Ithaca College's 10th annual Finger Lakes Environmental Film Festival (FLEFF). This fellowship program is directed toward emerging scholars of color interested in environmental and sustainability issues. The FLEFF fellowships provide full funding to attend the weeklong festival, join in classroom discussion with affiliated faculty, attend screenings and meet visiting artists, speakers and filmmakers.

Association for the Study of Higher Education, Graduate Student Policy Seminar Participant, November 2006 – Anaheim, CA

The Graduate Student Policy Seminar is a competitive opportunity for doctoral students to interact with researchers and policymakers who are knowledgeable about critical public policy issues that impact the study of higher education. This seminar educates advanced doctoral students about the different career paths in public policy and higher education as well as how researchers can make a difference with policy research.

College Leadership Florida Class VI, University of South Florida, January 2005

College Leadership Florida is a competitive program for approximately 50 undergraduate and graduate students within the State of Florida. The program allows the students exposure to many societal and economic issues facing the state. College Leadership Florida also provides leadership development sessions and mentoring by Florida's leaders.

Carnegie Mellon University, H. John Heinz III School of Public Policy & Management, Quantitative Skills Summer Program, July – August 2004

The Quantitative Skills Summer Program at the Heinz School is designed to prepare students for the quantitative nature of the field of public policy. The focus of the program was mainly on probability and its applications to public policy problems as well as algebraic approaches to structuring and solving word problems.

Harvard Business School

Summer Venture in Management Program, June 2002

The Harvard Business School's Summer Venture in Management Program is a competitive one week management training program designed to increase diversity and opportunity in business education. The program helps participants develop a broader understanding of the challenges business leaders face and the impact they can have on their community and the world through effective business leadership.

GRANT REVIEWER

Federal Grant Reviewer, 2022

National Science Foundation, Division of Human Resource Development
Historically Black Colleges and Universities – Undergraduate Program (HBCU-UP)

Federal Grant Reviewer, 2018

National Science Foundation, Division of Human Resource Development
Historically Black Colleges and Universities – Undergraduate Program (HBCU-UP)

RESEARCH GRANTS

- Hilton, A.A. (2022). *Tools for Postsecondary Schools: Putting Evidence to Work for Student Supports*. A grant submitted to the MDRC. Role: Co-Principal Investigator. (Under Review)
- Hilton, A.A. (2020). *Two nights with August Wilson*. A grant submitted to Seton Hill University Caritas Mini-Grant Team. (\$1,000). Role: Principal Investigator. (Funded).
- Hilton, A.A. (2019). *Life skills program for student-athletes*. A grant submitted to the Pennsylvania State Athletic Conference. (\$3,500). Role: Co-Principal Investigator. (Funded).
- Hilton, A.A. (2018). *Student-athletes mentorship program*. A grant submitted to the Pennsylvania State Athletic Conference. (\$3,500). Role: Co-Principal Investigator. (Funded).
- Hilton, A.A. (2017). *Within the experiences of African American male doctoral students at historically Black colleges and universities*. A research grant submitted to the Center for Minority Serving Institutions (CMSI) at the University of Pennsylvania. (\$5,000). Role: Principal Investigator. (Not Funded). (*Ranked within the top five grants submitted*)
- Hilton, A.A. (2017). *Holistic strategies for student success: Moving into, through, and beyond college. Professional development grant application*. A grant submitted for travel to the Southern Association for College Student Affairs Regional Conference through the Webster Staff Alliance Professional Development Fund, Chattanooga, TN. (\$1,297.88). Role: Principal Investigator. (Funded).
- Hilton, A.A. (2016). *An analysis of doctoral student retention at selected historically Black colleges and universities in the United States*. A research grant submitted for travel to the American Educational Research Association through the Professional Development Fund, Washington, DC. (\$814). Role: Principal Investigator. (Funded).
- Hilton, A.A. (2015). *The governing structures of state supported Historically Black Colleges and Universities*. A research grant submitted for travel to the Association for the Study of Higher Education Conference through the Chancellor's Travel Fund, Denver, CO. (\$1,200). Role: Principal Investigator. (Funded).
- Hilton, A.A. (2015). *Motivations to succeed: The voices of Black men in college*. A research grant submitted for travel to the North Carolina College Personnel Association Conference through the Professional Development Fund, Elon, NC. (\$386). Role: Principal Investigator. (Funded).
- Hilton, A.A. (2015). *Within the experiences of African American male doctoral students at historically Black colleges and universities*. A research grant submitted to the Southern Association for College Student Affairs (SACSA). (\$1,500). Role: Principal Investigator. (Funded).
- Hilton, A.A. (2014). *Persistence among African American men in the community college*. A research grant submitted for travel to the University Council for Educational Administration Convention through the Chancellor's Travel Fund, Washington, DC. (\$1,200). Role: Principal Investigator. (Funded).
- McCarville, K., & Hilton, A.A. (August 2011 – July 2016). *Iowa Illinois Nebraska STEM partnership for innovation in research and education*. A research grant submitted to the Louise Stokes Alliance for Minority Participation (LSAMP) program of the National Science Foundation. (\$50,000; Upper Iowa University). Role: Co-Principal Investigator. (Funded).

BOARD MEMBERSHIPS

AmeriCorps Advisory Board Member, Upper Iowa University, 2011

Association of Governing Boards, Board Professionals Leadership Group, Vice Chair of Program Committee, 2011 – 2012; Chair of Program Committee, 2012

Center for African American Research and Policy, Director, 2011 – 2014

Court Appointed Special Advocates of Westmoreland County Board of Directors, 2019 – 2021, Governance Committee Chair, 2020 – 2021

Westmoreland County Youth Commission Board Member, 2019 – 2021

Westmoreland Diversity Coalition Board Member, 2020 – 2021

Habitat for Humanity of Horry County Board of Directors, 2018

Myrtle Beach Area Chamber of Commerce, Business Diversity Council Member, 2018

Kappa Alpha Psi Fraternity, Incorporated, Grand Rapids Alumni Chapter, Historian and Reporter, 2013

Kappa Alpha Psi Fraternity, Incorporated, Iowa City-Cedar Rapids Alumni Chapter, Chair of the Executive Board & Fundraising Committee, 2010; Reclamation Chair, 2012

Kappa Alpha Psi Fraternity, Incorporated, Achievement Academy, Chair of the Education and Humanities Cluster, 2011 – 2013; Co-Chair of the Education and Humanities Cluster, 2010 – 2011, Director of Leadership Development, 2020 – Present

Kappa Alpha Psi Fraternity, Incorporated, Baltimore Alumni Chapter, Foundation Board, 2007 – 2009

Kappa Alpha Psi Fraternity, Incorporated, Thomasville Alumni Chapter, Historian, 2005 – 2006

Kutsche Office of Local History Advisory Council, 2013

Maryland Business Roundtable for Education, Speakers Bureau Advisory Board, 2008 - 2009

Miami-Dade County Public School African American Curricula, Advisory Board, 1998 -1999

National African American Student Leadership Conference, Advisory Board, 2005 – 2010

National Association for Presidential Assistants in Higher Education, National Board Member, Treasurer, 2011 – 2012

RESEARCH AFFILIATION

Affiliate, Center for Minority Serving Institutions, Rutgers, The State University of New Jersey, 2014 – Present

The Center for Minority Serving Institutions at the University of Pennsylvania embodies many years of work on Minority Serving Institutions and aims to promote an environment in which scholars—new and more established—can pursue their research focused on Historically Black Colleges and Universities, Tribal Colleges and Universities, Hispanic Serving Institutions, and Asian American and Pacific Islander Serving Institutions.

FACULTY AFFILIATION

Faculty Affiliate, Minority Male Community College Collaborative, San Diego State University, 2014 – Present

The Minority Male Community College Collaborative (M2C3) at San Diego State University is the hub of knowledge, research and promising practices for advancing the success of men who attend community colleges. M2C3 seeks to eradicate disparities related to achievement, socioeconomic status, identity, mental health disability, and racial/ethnic heritage and other salient issues in the male community college experience. One of the primary functions of M2C3 is to conduct institutional-level needs assessments to examine the experiences of men who have been historically underrepresented and underserved in education.

HONORS AND AWARDS

30 Under 40 Award Recipient, Pan African Network, ACPA 2021

40 Under 40 Award Recipient, *The Pittsburgh Magazine*, 2020

Outstanding Dedication and Service for Teaching Award, North Park University School of Business and Non-Profit Management, 2020

BE Modern Man of Distinction, *Black Enterprise Magazine*, 2019

Feb 40 Award, The New Pittsburgh Courier, 2019

Outstanding Contribution to the Profession Award, Pennsylvania College Personnel Association, 2019

40 Under Forty, *The Network Journal*, 2018

Champion of Diversity Individual Award, Myrtle Beach Area Chamber of Commerce, 2018

Albert Nelson Marquis Lifetime Achievement Award, Marquis Who'sWho Publications, 2018

Who's Who in America, Marquis Who'sWho Publications, 2018

Francis P. Bunnelle Foundation Scholarship Recipient, Waccamaw American Leadership Forum, 2017

Senior Scholar Mentor, Black Male Doctoral Students Research BootCamp, Sisters of the Academy, 2017

Top 20 Under 40, South Carolina Black Pages, 2017

Hilda F. Owens Contribution to Knowledge in the Field Award, South Carolina College Personnel Association, 2016

Harry Canon Outstanding Professional Award, ACPA Coalition on Men & Masculinities, 2016

Newly Published Research Award, NASPA Men and Masculinities Knowledge Community, 2016

Professional Development Grant Recipient, Western Carolina University, 2016

Chancellor's Travel Fund Recipient, Western Carolina University, 2015

Melvenc Draheim Hardee Award, Southern Association for College Student Affairs, 2015

Research Grant Award, Southern Association for College Student Affairs, 2015

Professional Development Grant Recipient, Western Carolina University, 2015

Male Alumnus of the Year (Finalist), HBCU Awards, 2015

Who's Who in America, Marquis Who'sWho Publications, 2015

Sadie M. Yancey Professional Service Award, National Association of Student Affairs Professionals, 2015

Outstanding Professional Contribution & Distinguished Scholar Award, North Carolina College Personnel Association, 2015

Chancellor's Travel Fund Recipient, Western Carolina University, 2014

Brother of the Month (September 2014), Kappa Alpha Psi Fraternity, Incorporated, Asheville Alumni Chapter, 2014

Alumni On The Move, HBCUCONNECT.COM, 2014

Male Alumnus of the Year (Finalist), HBCU Awards, 2014

Michael A. Powell, Esq. Service Award, National Black Graduate Student Association, 2013

Joseph H. Silver, Sr., Leadership and Mentoring Initiative Alumni Award, American Association of Blacks in Higher Education, 2013

Outstanding Alumni of the Quasquicentennial Award, Florida A&M University, 2012

Dr. Carlos J. Vallejo Memorial Award for Exemplary Scholarship, American Educational Research Association, Multicultural/Multiethnic Special Interest Group, 2010

Who's Who in America, Marquis Who'sWho, 2010

Outstanding Research Award, American College Personnel Association Standing Committee for Men, 2009

Top Young Leaders Under 30, *Ebony* magazine, 2009

Doctoral Student Dissertation Award, Second Place Recipient, American Association of Blacks in Higher Education, 2009

- Top 40 InSpirers of the Year, *InSpire* magazine, 2009
- Educator of the Year, Kappa Alpha Psi Fraternity, Incorporated, Baltimore Alumni Chapter, 2008
- Paper of the Year, First Place (Social Science Category), National Black Graduate Student Conference, 2008
- National Scholars Honor Society, Morgan State University, 2007
- Delores A. Auzenne Fellowship, Florida A&M University, 2005
- Kappa Delta Pi International Honor Society in Education, Florida A&M University, 2005
- McDgar W. Evers Leadership Award, National Association for the Advancement of Colored People, 2005 & 1999
- Alpha Kappa Mu Honor Society, Florida A&M University, 2004
- Distinguished Collegian Award, National Association of Black Accountants, 2003
- State University System of Florida Fellowship, School of Graduate Studies & Research, Florida A&M University, 2003
- Coca-Cola Scholar, United Negro College Fund, 2001-2003
- Daimler-Chrysler Scholar, United Negro College Fund, 2001-2003
- Election Committee Award Recipient, Student Government Association, Morehouse College, 2003
- Golden Key International Honour Society, Morehouse College, 2002
- National Society of Collegiate Scholars, Morehouse College, 2001
- Miami-Dade County Fair & Exposition Scholarship, Miami-Dade County Public Schools, 2000
- Music Talent Grant Recipient, Department of Music, Morehouse College, 1999-2002
- Fannie Mae and the National Academy Foundation Scholar, National Academy Foundation, 1999
- Dade Community Foundation Scholarship, Dade Community Foundation, 1999
- Kappa Alpha Psi Fraternity, Incorporated Scholarship, Miami-Dade Alumni Chapter of Kappa Alpha Psi, Fraternity, Incorporated, 1999
- McKnight Achievers Scholarship, South Florida Center of Excellence, Florida International University, 1999

CONSULTANCIES

Spring 2021 - Present Tulane University

Provide consulting services to the Vice President for Diversity, Equity and Inclusion and the Senior Vice President, University Leadership Council and the Provost's Leadership Team. These sessions were centered around anti-racism with the intent to develop the University's Anti-racism Leadership Development Program to dismantle and reduce systematic oppression at Tulane University.

Spring 2021 – Present Delaware State University

Provide consulting services to doctoral students completing their dissertations employing qualitative, quantitative, and mixed methods approaches. In addition, continue to serve as a member of their doctoral dissertation supervisory committee.

Fall 2020 The University of Arkansas – Fayetteville

Provided consulting services, in tandem with Dr. Michael Williams, to the Associated Student Government leadership team. These sessions were conducted virtually, and the nature of the consultancy centered around anti-racism with the intent to develop goals to dismantle and reduce systematic oppression at the University of Arkansas - Fayetteville.

Summer 2020 The University of Tennessee – Knoxville

Provided consulting services, in tandem with Dr. Corliss Brown Thompson, to the University Leadership Council and the Provost's Leadership Team. These sessions were conducted virtually, and the nature of the consultancy centered around anti-racism with the intent to develop goals to dismantle and reduce systematic oppression at the University of Tennessee – Knoxville.

Summer 2013 National Association of Diversity Officers in Higher Education

Research project examining the perceptions of membership benefits, suggestions for conference improvement, and recommendations for future issues that the organization can address

Summer 2009 Kappa Alpha Psi Fraternity, Inc.

Research project examining proposed change to organizational bylaws to accept graduates of regionally accredited proprietary schools for full membership

MEDIA INTERVIEWS

Herder, L. (2021, November 3). Breaking down inequitable barriers for students. *Diverse Issues in Higher Education*, Available at <https://www.diverseeducation.com/institutions/hbcus/article/15280952/breaking-down-inequitable-barriers-for-students>

Weissman, S. (2021, May 25). Can coaching bring students back to HBCUs. *Inside Higher Ed*, Available at <https://www.insidehighered.com/news/2021/05/25/new-initiative-re-enroll-thousands-hbcu-students>

Hilton, A.A. (2019, July 6, 2:23 p.m. EST). The future of HBCU culture. *HBCU Digest*.

Available at https://www.patreon.com/posts/listen-adricl-of-28181214?utm_medium=post_notification_email&utm_source=post_link&utm_campaign=patron_engagement

- Lynch, M. (2014, June 24). Diverse conversations: In teaching higher education, the difference between diversity and equity. *Diverse Issues in Higher Education*. Available at <http://diverseeducation.com/article/65149/>
- a. Interview reprinted in the *Huffington Post*, July 18, 2014. Available at http://www.huffingtonpost.com/matthew-lynch-edd/diverse-conversations-tea_b_5600011.html
- Hilton, A.A. (2013, July 25, 4:00 p.m. CST). *The relevance of Historically Black Colleges and Universities*. Wisconsin Public Radio. <http://wpr.org/ideas/programnotes.cfm>

PUBLICATIONS

Articles (Refereed)

- Hilton, A.A., Howard, S., Bryant, C.J., & Beale, T.J. (Under Review). The relevance of historically Black colleges and universities: From a Critical Race Theorist standpoint. *Teacher's College Record*.
- Hilton, A.A., & McClain, K.S. (Under Review). Diverse, driven, determined. *Journal of Progressive Policy & Practice*.
- Outten, D.L., Hilton, A.A., & Collins, E.J. (In Press). A model for educational, occupational, and employability training: Identifications and institutionalization of effective practices. *The Journal of Research Initiatives*.
- Thomas, M., Hilton, A.A., & Gasaway, M. (In Press). Campus climate for Lesbian, Gay, Bisexual and Transgender college students. *NASAP Journal*.
- Couch, M.A. II, Frost, M., Santiago, J., & Hilton, A.A. (2021). Rethinking standardized testing from an access, equity and achievement perspective: Has anything changed for African American students? *Journal of Research Initiatives*, 5(3), article 6.
- Beale, T.J., Charleston, L.J., & Hilton, A.A. (2019). Black male college persistence: A phenomenological collective of familial and social motivators. *Journal of Research Initiatives* (*Lead article in the issue), 4(3), p. 1 – 18.
- Perry, A.L., Dean, S.R., & Hilton, A.A. (2019). New faculty transitions and obstacles: An auto-ethnographic exploration. *Journal of the Professoriate*, 10(2), p. 43 – 72.
- Hilton, A.A., McClain, K.S., & Outten, D.L. (2018). The industrial revolution of higher education. *Journal of Research Initiatives*. 3(3), article 12, p. 1 – 9.
- Logan, S.R., Hilton, A.A., Watson, D.C., & Kirkland-Holmes, G. (2018). African American history and culture: What White teachers should know. *Journal of Educational Foundations*, 31(3 & 4), p. 7 – 26.
- Hilton, A.A., & Bonner, F.A. (2017). Today's urban Black male: The importance of finding the right college to realize maximum success. *Urban Education*, 52(9), 1051 – 1056.

- Ogaldez, T.J.M., & Hilton, A.A. (2017). Faculty expectations of administrative leaders' behavior of the department of chairs: The University of Belize. *Journal of Research Initiatives*, 3(1), 1 – 15. (article 3)
- Platt, C.S., & Hilton, A.A. (2017). Why so much Blackness? Race in the dissertation topics and research of Black male doctoral students. *Spectrum: A Journal on Black Men*, 5(2), p. 23 – 44.
- White, K., & Hilton, A.A. (2017). Introduction to special issue: From #BlackLivesMatter to #BlackMindsMatter. *Journal of African American Males in Education*, 8(2), p. 1 – 4.
- Borum, V.O., Hilton, A.A., & Walker, E.N. (2016). The role of Black colleges in the development of mathematicians. *Journal of Research Initiatives*. 2(1), 1-15. (article 6)
- Bryant, C.J., Hilton, A.A., & Green-Powell, P.A. (2016). Mentoring as professional development for African American Ph.D. students pursuing the professoriate. *The Western Journal of Black Studies*, 40(1), 61-71.
- Farmer, U.D., Hilton, A.A., & Reneau, F.H. (2016). Variables that contribute to retention and graduation of Black American females at an historically Black university. *Negro Educational Review*, 67(1-4), 133 – 148.
- Goings, R.B., Mitchell, D., Jr., & Hilton, A.A. (2016). Embracing a multicultural perspective in science, technology, engineering, and mathematics (STEM) higher education: From talk to action. *Journal for Multicultural Education*, 10(2), 102-106.
- Hilton, A.A., Freeman, S., Lee, J.M., Jr., & McClain, K.S. (2016). The governing structures of state supported historically Black colleges and universities. *The Journal of HBCU Research + Culture*. 7(1), 1 – 13. (*Lead article in issue)
- Ingram, J.N., Williams, L., Coaxum, J., Hilton, A.A., & Harrell, J.L. II. (2016). Motivational factors of African American men enrolled at selected community colleges. *Journal of Research Initiatives*. 2(1), 1-17. (article 8)
- Thomas, M., & Hilton, A.A. (2016). Inclusive learning environments: A focus on learning styles, gender and personality types. *Teacher-Scholar: The Journal of the State Comprehensive University*, 7(1), 63-79.
- Williams, K., Burt, D., & Hilton, A.A. (2016). Math achievement: A role strain and adaptation approach. *Journal for Multicultural Education*, 10(3), 368-383.
- Bryant, C. J., Hilton, A.A., & Green-Powell, P.A. (2015). African American doctoral scholars' and fellows' professional development mentoring experiences toward higher education professorship. *Journal of Research Initiatives*, 1(3), 1-10. (*Lead article in issue)
- Hilton, A.A. (2015). Editor's introduction: Black men and non-cognitive factors influencing their success in college. *Western Journal of Black Studies*, 39(1), 1-2.
- Hilton, A.A., & Ray, C.A. (2015). [Review of the book Black male collegians: Increasing access,

retention, and persistence in higher education, by R.T. Palmer, J. Luke Wood, T. Elon Dancy II, T.L. Strayhorn] *Journal of College Student Development*, 56(4), 414-416. (with current student in HESA program)

Wood, J.L., Hilton, A.A., & Nevarez, C. (2015). Faculty of color and White faculty: An analysis of service in Colleges of Education in the Arizona Public University System. *Journal of the Professoriate*, 8(1), 85-109.

Hilton, A.A., & McClain, K.S. (2014). HBCUs can maximize minority student achievement and success. *International Journal of Humanities, Social Sciences and Education*, 1(12), 56-59. (with current student in HESA program)

Knight, L., Davenport, E., Green-Powell, P., & Hilton, A.A. (2014). An analysis of historically Black colleges and universities student retention and attrition efforts. *International Journal of Humanities Social Sciences and Education*, 1(8), 123-138.

Mitchell, D., Jr., Almanza, A., Hilton, A.A., & Spraggins, B. (2014). Still happening, yet still problematic: The 21st century Du Bois and Washington debate. *The National Journal of Urban Education & Practice*. 7(3), 205-216.

Wood, J.L., Hilton, A.A., & Hicks, T. (2014). Motivational factors for academic success: Perspectives of African American males in the community college. *The National Journal of Urban Education & Practice*. 7(3), 247-265.

Collins, B.J., Davis, C.H., & Hilton, A.A. (2013). The relevance of Historically Black Colleges and Universities in preparing Black educators and teachers. *eJournal of Education Policy*. <http://nau.edu/COE/eJournal/Forms/fall2013/CollinsHunterDavisandHilton/>

Hicks, T., Herndon, M., Hilton, A.A., Tang, L., Wade, B., Attoh, P., & Armstrong, V. (2013). Assessing life styles, stressors and health status among a predominantly African American on-campus and off-campus student population. *The College Quarterly*. 16(3). <http://www.collegequarterly.ca/2013-vol16-num03-summer/hicks.html>

Hilton, A.A., Gasman, M., & Wood, J.L. (2013). The impact of the One Florida Initiative on Florida's public law schools: A Critical Race Theory analysis. *Journal of Educational Foundations*, 27(3-4), 103-116.

Tumipseed, L., Hilton, A., & Summers, E. (2013). Embracing diversity and avoiding ACRASH by calling spades, progressing syntaxes, and affirming actions. *The International Journal of Community Diversity*, 12(2), 1-15. (*Lead article in issue)

Wood, J. L., & Hilton, A. A. (2013). Moral choices: Towards a conceptual model of Black male moral development. *Western Journal of Black Studies*. 37(1), 14-27.

Davenport, E., Knight, L., Green-Powell, P., & Hilton, A.A. (2012). Historically Black colleges and universities – Relevant, yesterday, today and tomorrow. *Journal of the Alliance of Black School Educators*. Volume 10 (Feature #3).

- Gasman, M., & Hilton, A.A. (2012). Mixed motivations, mixed results: A history of law, legislations, historically Black colleges and universities, and interest convergence. *Teachers College Record*, 114(7), 1-34. (*Lead article in issue)
- Green-Powell, P., Hilton, A.A., & Joseph, C. (2012). Building collaborative partnerships with local churches to assist low performing schools. *Black Papers Perspectives in African American Higher Education*. Florida A&M University College of Education, 1(2), 6-9.
- Hilton, A.A. (2012). [Review of the book Community college leadership and administration: Theory, practice and change, by C. Nevarcz & J. Luke Wood (Eds.).] *Community College Journal of Research and Practice*, 36(9), 738-740.
- Hilton, A.A., Gasman, M., Wood, J.J., & Williams, M.S. (2012). The relevance of Black law schools. *Southern University Law Review*. 40 S.U.L. Rev. 145.
- Knight, L., Davenport, E., Green-Powell, P., & Hilton, A.A. (2012). An analysis of Historically Black Colleges and Universities student retention and attrition efforts. *Journal of the Alliance of Black School Educators*. Volume 10 (Feature #5).
- Knight, L., Davenport, E., Green-Powell, P., & Hilton, A.A. (2012). The role of Historically Black Colleges and Universities in today's higher education landscape. *International Journal of Education*, 4(2), 223-235.
- Wood, J.J., & Hilton, A.A. (2012). Five ethical paradigms for community college leaders: Toward constructing and considering alternative courses of action in ethical decision making. *Community College Review*, 40(3), 196-214.
- Wood, J.L., & Hilton, A.A. (2012). Spirituality and academic success: Perceptions of African American males in the community college. *Religion & Education*, 39(1), 28-47.
- Wood, J.J., Nevarcz, C., & Hilton, A.A. (2012). Determinants of transfer among community college students. *Journal of Applied Research in the Community College*, 12(2), 1-6.
- Green-Powell, P., Hilton, A.A., & Joseph, C.L. (2011). Community relations and partnerships with local churches to assist low performing schools. *Journal of US-China Education Review*, 8(1), 64-69.
- Strayhorn, T.L., Ortiz, K., & Hilton, A.A. (2011). Queering the educational color line: Experiences of Black gay collegians on campuses of HBCUs. *NASPA GLBT Knowledge Community White Paper*, 2-4, http://www.naspa.org/kc/gibt/FALL_GLBTKC_WhitePaper.pdf
- Thomas, M., & Hilton, A.A. (2011). The relevance of historically Black colleges and universities: An exploration of the affect of campus climate on student success. *NASAP Journal*, 14(1), 19-33.
- Wood, J.L., Hilton, A.A., & Lewis, C.W. (2011). Black male collegians in public two-year colleges: Student perspectives on the effect of employment on academic success. *NASAP Journal*, 14(1), 97-110.
- Wood, J.L., Nevarcz, C., & Hilton, A.A. (2011). Creating a culture of transfer in the community

college: Recommendations for addressing the community college achievement gap. *Making Connections: Interdisciplinary Approaches to Cultural Diversity*, 13(1), 54–61.

Gasman, M., & Hilton, A.A. (2010). A 25-year history of the American Association of University Professors' perspective on shared governance at historically Black colleges and universities. *Journal of Research in Education*, 20(1), 53-60.

Hilton, A.A., Green-Powell, P., Joseph, C.L., & Knight, L.G. (2010). The perceptions of administrators concerning the One Florida Initiative. *Journal of US-China Education Review*, 8(2), 233-238.

Palmer, R. T., Davis, R.J., Moore, J.L., & Hilton, A.A. (2010). A nation at risk: Increasing college participation and persistence among African American males to stimulate U.S. global competitiveness. *Journal of African American Males in Education*, 1(2), available online at <http://journalofafricanamericanmales.com/wp-content/uploads/downloads/2010/05/FINAL-PALMER.pdf>

Hilton, A.A. (2009). An analysis of one state's use of race neutral policies to achieve diversity. *Annals of the Next Generation, A Journal of the Center for African American Research and Policy*, 2(1), 94-108.

Hilton, A.A., & Green-Powell, P. (2009). The perceptions of law school administrators concerning the One Florida Initiative. *Southern Regional Council on Educational Administration 2009 Yearbook Journal: Leading and Learning in the 21st Century*, 71–77.

Palmer, R.T., Davis, R. J., & Hilton, A. A. (2009). Exploring challenges that threaten to impede the academic success of academically under-prepared African American male collegians at an HBCU. *Journal of College Student Development*. 50(4), 429-445.

Palmer, R.T., & Hilton, A.A. (2009). The impact of the synergy created by a Black college community and its influence on challenging acting White. *Call and Response: The Scholarly Journal of the National Black Graduate Student Association*, 2 (1), available online at <http://www.nbgasa.org/journal/index.htm>

Articles (Non-Refereed)

Whitaker, R., & Hilton, A.A. (May 24, 2021). Lest we be fooled, as we reflect on the one-year anniversary of George Floyd's murder. *Diverse Issues in Higher Education*, available online at <https://www.diverseeducation.com/opinion/article/15109294/lest-we-be-fooled-as-we-reflect-on-the-one-year-anniversary-of-george-floyds-murder>

Whitaker, R., Gats, Z., & Hilton, A.A. (December 22, 2020). It makes me wanna holler: The need for self-care for Black soldiers on the frontlines. *Diverse Issues in Higher Education*, available online at <https://diverseeducation.com/article/199859/>

Rudham, G., Beale, T., McCunney, D., & Hilton, A.A. (November 6, 2020). Doing the real work in higher education amongst two pandemics. *Diverse Issues in Higher Education*, available online at <https://diverseeducation.com/article/195460/>

Hilton, W., & Hilton, A.A. (October 2, 2020). Equity requires action. *Diverse Issues in Higher Education*, available online at <https://diverseeducation.com/article/191772/>

- Hilton, A.A. (Spring 2020). Historically Black colleges & universities: Extending a legacy of excellence and opportunity. *Issues & Insights*, Duquesne University, available online at <https://duq.edu/assets/Documents/soc/programs/higher-ed-admin/hea-issues-insights-spring-2020.pdf>
- Summers, E., Branch, L. & Hilton, A.A. (June 21, 2020). Stepping away from the brink: Covid-19 pushed. *Diverse Issues in Higher Education*, available online at <https://diverseeducation.com/article/181489/>
- Hilton, A.A. (June 8, 2020). Five books that every White ally should read on Black lives. *Diverse Issues in Higher Education*, available online at <https://diverseeducation.com/article/180023/>
- Broussard, W., Hilton, A.A., & Morris, H. (May 24, 2020). Inclusive excellence, now and forever: How Predominately White Institutions of higher education can keep their promise to students of color. *Diverse Issues in Higher Education*, available online at <https://diverseeducation.com/article/176568/>
- Whitaker, R.W. II, & Hilton, A.A. (April 23, 2020). Supporting foster care youth in college. *Diverse Issues in Higher Education*, available online at <https://diverseeducation.com/article/174277/>
- Summers, E., Branch, L., & Hilton, A.A. (March 11, 2020). Stepping away from the brink part VII: Faculty and the academy. *Diverse Issues in Higher Education*, available online at <https://diverseeducation.com/article/169464/>
- Summers, E., Hilton, A.A., & Branch, L. (January 8, 2020). Stepping away from the brink part VI: Community colleges and their important role in a more equitable world. *Diverse Issues in Higher Education*, available online at <https://diverseeducation.com/article/163312/>
- Branch, L., Summers, E., & Hilton, A.A. (December 5, 2019). Stepping away from the brink part V: The call to action for HBCUs. *Diverse Issues in Higher Education*, available online at <https://diverseeducation.com/article/161611/>
- Summers, E., Hilton, A.A., & Branch, L. (October 12, 2019). Stepping away from the brink part IV: The access and affordability challenge. *Diverse Issues in Higher Education*, available online at <https://diverseeducation.com/article/157158/>
- Summers, E., Hilton, A.A., & Branch, L. (September 12, 2019). Stepping away from the brink part III: Board governance. *Diverse Issues in Higher Education*, available online at <https://diverseeducation.com/article/154723/>
- Summers, E., Hilton, A.A., & Branch, L. (August 1, 2019). Stepping away from the brink part II: Presidential leadership. *Diverse Issues in Higher Education*, available online at <https://diverseeducation.com/article/151139/>
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- Chanay, M.A., & Hilton, A.A. (February 27, 2019). The perception of diversity at HBCUs: It is real or imaginable. *Diverse Issues in Higher Education*, available online at <https://diverseeducation.com/article/139851>
- Chanay, M.A., & Hilton, A.A. (October 4, 2018). A little advice with a big impact for all 21st century college students and grads. *Diverse Issues in Higher Education*, 35(18), p. 40.
- Hilton, A.A., & Droussard, W. (September 20, 2018). Rethinking town & gown: How HBCUs bring communities together through economic impact, workforce, and diversity. *HBCU Digest*, available online at <https://hbcudigest.com/rethinking-town-gown-how-hbcus-bring-communities-together-through-economic-impact-workforce-and-diversity/>
- Hilton, A.A., & Whitaker, R.W. II. (August 23, 2018). Is the Black man the bogeyman in the ivory tower? *Diverse Issues in Higher Education*, 35(15), p. 48.
- Hilton, A.A. (June 26, 2018). *Working in college admissions: What you need to know*. Northeastern University Graduate Programs Blog, available online at <https://www.northeastern.edu/graduate/blog/working-in-college-admissions/>
- Hilton, A.A. (December 26, 2017). Year in review. Ten things we learned about the education of Black males in 2017. *Huffington Post*, https://www.huffingtonpost.com/entry/year-in-review-ten-things-we-learned-about-the-education_us_5a41d9b4c4b0d10de8b066bf
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- Hilton, A.A. (November 29, 2017). Daughter of Malcolm X decries evidence of supremacy in curriculum. *Huffington Post*, https://www.huffingtonpost.com/entry/daughter-of-malcolm-x-decries-evidence-of-supremacy_us_5a1f3721c4b0dfff40bc0361f
- Hilton, A.A. (November 20, 2017). Leading professor contends that "many teachers are 'sympathetic destroyers' of Black boys dreams." *Huffington Post*, https://www.huffingtonpost.com/entry/leading-professor-contends-that-many-teachers-are_us_5a133f57c4b05ec0ac844491
- Hilton, A.A. (November 12, 2017). Prominent scholar calls growth mindset a "cancerous" idea, in isolation. *Huffington Post*, https://www.huffingtonpost.com/entry/prominent-scholar-calls-growth-mindset-a-cancerous_us_5a07f046e4b0f1dc729a6bc3
- Hilton, A.A. (November 9, 2017). Renowned professor calls for "desegregation of gifted education." *Huffington Post*, https://www.huffingtonpost.com/entry/renowned-professor-calls-for-desegregation-of-gifted_us_5a04b5d9e4b055dc8d096b80
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National Presentations (Refereed)

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Beale, T., McClean, C., Rudham, G., Hilton, A.A., Cameron, H.A., McCumney, D., Gray, A.I. (November, 2020). *Integrating diversity, equity, and inclusion into your workplace culture as an inclusive leader*. The Circle of Change Leadership Conference, virtually.

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- Whitaker, R., & Hilton, A.A. (November, 2018). *Beyond the veil: Truly seeking and supporting minority students who attend predominately White institutions*. Paper presented at the Greater Pittsburgh Higher Education Diversity Consortium Professional Development Conference, Pittsburgh, PA.
- Thomas, M., McClain, K., Outten, D., & Hilton, A.A. (February, 2018). *Black masculinity, pop culture, media, and higher education*. Paper presented at the annual National Association of Student Affairs Professionals Conference, Charleston, SC.
- Thomas, M., Boykin, T.F., Hilton, A.A., & Palmer, R.T. (February, 2018). *Professional education at historically Black colleges and universities: Trends, experiences and outcomes*. Paper presented at the annual National Association of Student Affairs Professionals Conference, Charleston, SC.
- Platt, C.S., & Hilton, A.A. (February, 2018). *We came to win: Doctoral students of color and completing the Ph.D.* Paper presented at the annual National Association of Student Affairs Professionals Conference, Charleston, SC.
- Boykin, T.F., Hilton, A.A., & Palmer, R.T. (June, 2017). *Professional education at historically Black colleges and universities: Trends, experiences and outcomes*. Paper accepted for the NASPA Closing the Achievement Gap: Student Success in Higher Education Conference, Washington, D.C.
- Chambers, C.R., Hilton, A.A., & McClain, K. (April, 2017). *Post-racial already? Desegregation and interest divergence in a small liberal arts college, 1990-2010*. Paper presented at the annual American Educational Research Association Conference, San Antonio, TX.
- Thomas, M., Harris, R., Covington, M., & Hilton, A.A. (March, 2017). *Creating inclusive learning environments: A focus on Hispanic students*. Paper presented at the annual American College Personnel Association Convention, Columbus, OH.
- Ray, C.A., Hilton, A.A., Wood, J.L., & Hicks, T. (February, 2017). *Motivational factors for academic success: Prospectives of African American males at historically Black colleges and universities*. Paper presented at the annual National Association of Student Affairs Professionals Conference, Raleigh, NC.

- Charleston, I., Platt, C.S., Hilton, A.A., & Warmack, D. (April, 2016). *Navigating the paradox of doctoral socialization: Black males experiencing success in diverse doctoral programs*. Paper presented at the annual American Educational Research Association Conference, Washington, D.C.
- Felder, P.P., & Hilton, A.A. (April, 2016). *An analysis of doctoral student retention at selected historically Black colleges and universities in the United States*. Paper accepted at the annual American Educational Research Association Conference, Washington, D.C.
- Ingram, T.N., Greenfield, D., Carter, J.D., & Hilton, A.A. (April, 2016). *Examining the significance of historically Black colleges and universities and their inclusive climate*. Paper presented at the annual American Educational Research Association Conference, Washington, D.C.
- Moore, C., Thomas, M., & Hilton, A.A. (April, 2016). *Universal design instruction: How faculty employ inclusive teaching strategies*. Paper presented at the annual American Educational Research Association Conference, Washington, D.C.
- Bryant, C.J., Hilton, A.A., & Green-Powell, P. (March, 2016). *Professional development through mentoring: Preparing African Americans for the professoriate*. Paper presented at the annual American College Personnel Association Convention, Montreal, B.C.
- Ward, K.R., Burney, M., Hilton, A.A., & James, T. (March, 2016). *Everyone's favorite "R" word: Retention!* Paper presented at the annual American College Personnel Association Convention, Montreal, B.C.
- Ward, K.R., Burney, M., Hilton, A.A., & James, T. (March, 2016). *Diversity is being asked to the party: Inclusivity is being asked to dance*. Paper presented at the NASPA – Student Affairs Administrators in Higher Education Annual Conference, Indianapolis, IN.
- Farrner, E., Hilton, A.A., & Reneau, F.H. (February, 2016). *Variables to academic retention and graduation for African American females at an HBCU*. Paper presented at the National Association of African American Studies National Conference, Baton Rouge, LA.
- Farrner, E., Hilton, A.A., & Reneau, F.H. (February, 2016). *Success factors that influence academic retention and graduation for African American females at an HBCU*. Paper presented at the National Association of Student Affairs Professionals Annual Conference, Houston, TX.
- Hilton, A.A., Freeman, S., Lee, J.M., & McClain, K.S. (November, 2015). *The governing structures of state supported Historically Black Colleges and Universities*. Paper presented at the Association for the Study of Higher Education Conference, Denver, CO. *(funded through the Chancellor's Fund)*
- Perry, A.L., Hilton, A.A., & Dean, S. (November, 2015). *New faculty transitions and obstacles: An auto-ethnographic exploration*. Paper presented in a roundtable format at the Association for the Study of Higher Education Conference, Denver, CO. *(funded through the Chancellor's Fund)*
- Thomas, M., Hilton, A.A., & Ingram, T.N. (November, 2015). *Campus environments: Their importance and impact*. Paper presented at the Association for the Study of Higher Education Conference, Denver, CO. *(funded through the Chancellor's Fund)*

- Harrell, L.L., **Hilton, A.A.**, & Ingram, T.N. (March, 2015). *African American men at community colleges: Navigating their success*. Paper presented at the NASPA – Student Affairs Administrators in Higher Education Annual Conference, New Orleans, LA.
- Ingram, T.N., Coaxum, J., **Hilton, A.A.**, & Harrell, I.L. (November, 2014). *Persistence among African American men in the community college*. Paper presented at the University Council for Educational Administration Convention, Washington, DC. (funded through the Chancellor's Fund)
- Whitaker, R.W., **Hilton, A.A.**, & Hopson, R.K. (April, 2014). *Beyond the touchdowns and slam dunks: A critical examination of how revenue-playing African American male student athletes at predominately White institutions experience and perceive the climate on their campus*. Paper presented at the American Educational Research Association Conference, Philadelphia, PA.
- Palmer, R.T., & **Hilton, A.A.** (November, 2013). *Black graduate education at Historically Black Colleges and Universities: Trends, experiences, and outcomes*. Paper presented at the Association for the Study of Higher Education Conference, St. Louis, MO.
- Outten, D.L., & **Hilton, A.A.** (April, 2013). *How to identify, recruit and retain faculty of color in critical shortage teaching areas, when some administrators say they can't find qualified minorities*. Paper presented at the Keeping Our Faculty of Color Symposium, Minneapolis, MN.
- Outten, D.L., & **Hilton, A.A.** (March, 2013). *How to identify, recruit and retain faculty of color in critical shortage teaching areas, when some administrators say they can't find qualified minorities*. Paper presented at the 5th Annual University of Cincinnati Diversity Conference, Cincinnati, OH.
- Walker, L.N., Borum, V., & **Hilton, A.A.** (April, 2012). *The role of Black colleges in the development of mathematicians*. Paper presented at the American Educational Research Association Conference, Vancouver, British Columbia, Canada.
- McGaskey, F., **Hilton, A.A.**, & Ingram, T.N. (April, 2012). *Factors affecting the research productivity of Black Ph.D. students at predominantly White institutions*. Paper presented at the American Educational Research Association Conference, Vancouver, British Columbia, Canada.
- Carter, J., **Hilton, A.A.**, Hirt, J., Palmer, R. T., & Saddler, T. (March, 2012). Using research on historically Black colleges and universities (HBCUs) to create possibilities for the future Symposium presented at the annual American College Personnel Association Convention, Louisville, KY.
- Summers, E., & **Hilton, A.A.** (March, 2012). *Students and the 21st century: Changes and need to provide more*. Proposal presented at the National Association of Presidential Assistants in Higher Education conference, Los Angeles, CA.
- Hilton, A.A.**, Gasman, M., & Wood, J.L. (November, 2011). *The impact on the One Florida Initiative on Florida law schools: A critical race theory analysis*. Paper presented at the Association for the Study of Higher Education Conference, Charlotte, NC.
- McGaskey, F., **Hilton, A.A.**, & Ingram, T.N. (November, 2011). *Uneven playing fields: Using Bourdieu's*

social field theory to examine the experiences of Black male doctoral students in higher education programs. Paper presented at the Association for the Study of Higher Education Conference in a roundtable format, Charlotte, NC.

- Williams, K., Burt, B., & Hilton, A.A. (November, 2011). *Fixing the leaky pipeline to STEM major choice: Identifying the factors that influence early achievement in math and science.* Paper presented at the Association for the Study of Higher Education Conference, Charlotte, NC.
- Wood, J.J., Hilton, A.A., & Harrell, I.L. (April, 2011). *African American males and the community college: Peer relationships and academic success.* Paper presented at the annual Council for the Study of Community Colleges Conference, New Orleans, LA.
- Lee, J. M., Daniels, B.D., Harrell, I.L., Hilton, A.A., & Palmer, R.T. (April, 2011). *Voice of African American male PhD recipients: Strategies for supporting African American men to completion.* Research proposal presented at A Dream Deferred: The Future of African American Education Meeting – The College Board, Philadelphia, PA.
- Gasman, M., & Hilton, A.A. (April, 2011). *Mixed motivations, mixed results: A history of law, interest convergence and historically Black colleges and universities.* Paper presented at the annual American Educational Research Association Conference, New Orleans, LA.
- Gasman, M., & Hilton, A.A. (April, 2011). *A 25-year history of the American Association of University Professors' perspective on shared governance at historically Black colleges and universities.* Paper presented at the annual American Educational Research Association Conference, New Orleans, LA.
- Wood, J.L., Palmer, R.T., Lee, J.M., Ingram, T.L., Hilton, A.A., & Stephans, N. (April, 2011). *African American males in higher education: Examining their experiences in diverse contexts.* Paper presented at the annual American Educational Research Association Conference, New Orleans, LA.
- Carter, J., Hilton, A.A., Palmer, R.T., Saddler, T., & Strayhorn, T. (March, 2011). *Using HBCU research to 'be more' effective in working with students.* Symposium presented at the annual American College Personnel Association Convention, Baltimore, MD.
- Hallam, J., Larkin, W.D., & Hilton, A.A. (March, 2011). *President's office manual: Dissecting the complexities of a president's office.* Session presented at the annual National Association of Presidential Assistants in Higher Education Conference, Washington, DC.
- Hilton, A.A., & Summers, E. (March, 2011). *Promoting campus inclusion as a presidential assistant.* Proposal presented at the annual National Association of Presidential Assistants in Higher Education Conference, Washington, DC.
- Daniels, B.D., Lee, J.M., Harrell, I.L., Hilton, A.A., Ingram, T.N., & Palmer, R.T. (October, 2010). *From high school to higher education: Supporting African American males.* Research symposium presented at the annual College Board National Forum, Washington, DC.
- Daniels, B.D., Harrell, I.L., Hilton, A.A., Ingram, T.N., Lee, J.M., & Palmer, R.T. (March, 2010). *Voices from the ebony and ivory tower: The stories of persistence of Black male PhD recipients.* Symposium presented at the annual American Association of Blacks in Higher Education Conference, Atlanta, GA.

- Ingram, T.I., & Hilton, A.A. (November, 2009). *Strategies for success: Examining social capital among African American male doctoral students at predominantly White institutions*. Paper presented at the annual Association for the Study of Higher Education Conference, Vancouver, BC.
- Hilton, A.A. (March, 2009). *The perceptions of administrators concerning the One Florida Initiative*. Paper presented at the annual meeting of the American Association of Blacks in Higher Education, Atlanta, GA.
- Palmer, R. T., Hilton, A.A., Harrell, J.E., & Jackson, T. (March, 2009). *Highlighting exemplary STEM initiatives promoting the success of minority students*. Paper presented at the annual meeting of the American College Personnel Association, Washington, DC.
- Palmer, R. T., Hilton, A.A., & Jackson, T. (March, 2009). *The impact of remedial education on the academic success of Black males*. Paper presented at the annual meeting of the American College Personnel Association, Washington, DC.
- Green-Powell, P., Hilton, A.A., & Joseph, C.L. (February, 2009). *The impact of community relations and partnerships on low performing schools*. Paper presented at the National Association of African American Studies, Baton Rouge, LA.
- Palmer, R.T., Hilton, A.A., & Green-Powell, P. (October, 2008). *Using a tenet of critical theory to explain the African American male achievement disparity*. Paper presented at the 3rd Annual Brothers of the Academy Think Tank for African American Progress, Memphis, TN.
- Hilton, A.A., Green-Powell, P., & Palmer, R.T. (October, 2008). *An analysis of one state's use of race neutral policies to achieve diversity*. Paper presented at the 3rd Annual Brothers of the Academy Think Tank for African American Progress, Memphis, TN.
- Palmer, R. T., Davis, R. J., McClendon, S. A., & Hilton, A. A. (March, 2008). *Remediation under siege: Threatening access to higher education for Black male students*. Paper presented at the American Education Research Association annual meeting, New York, NY.
- Palmer, R. T., & Hilton, A.A. (March, 2008). *The impact of the synergy created by a Black college community and its influence on challenging acting White*. Paper presented at the 20th Annual National Black Graduate Student Conference, Chicago, IL.
- Palmer, R.T., & Hilton, A.A. (March, 2008). *New conceptualization of the African American male achievement disparity*. Paper presented at the annual National Association of Student Personnel Administrators Annual Meeting, Boston, MA.
- Hilton, A.A., & Green-Powell, P. (February, 2008). *The perceptions of law school administrators concerning the One Florida Initiative*. Paper presented at the annual National Association of African American Studies Conference, Baton Rouge, LA.
- Palmer, R.T., & Hilton, A.A. (May, 2007). *Achieving success in college: Against all odds*. Paper presented at the American College Personnel Association Institute for College Male: Creating and Achieving Successful Outcomes, Atlanta, GA.
- DeSousa, D.J., Palmer, R.T., & Hilton, A.A. (April, 2007). *Student engagement and African American*

college men. Paper presented at the National Association of Student Personnel Administrators and the American College Personnel Association Joint Meeting, Orlando, FL.

Palmer, R.T., & Hilton, A.A. (March, 2007). *Affirmative action: Implications for higher education from a critical race theorist perspective*. Paper presented at the annual National Black Graduate Student Conference, Baltimore, MD.

Hilton, A.A., & Palmer, R.T. (February, 2007). *HBCUs: Key factors that promote academic achievement for Black males*. Paper presented at the annual National Association of Student Affairs Professionals Conference, Savannah, GA.

Hilton, A.A., & Palmer, R.T. (January, 2007). *HBCUs: Factors promoting student retention*. Paper presented at the annual National African American Student Leadership Conference, Holly Springs, MS.

Hilton, A.A., & Palmer, R.T. (January, 2006). *Strategy for success: Morgan M.I.L.E.* Paper presented at the annual National African American Student Leadership Conference, Holly Springs, MS.

Hilton, A.A. (January, 2005). *How changes in affirmative action have impacted public management?* Paper presented at the annual National African American Student Leadership Conference, Holly Springs, MS.

Regional Presentations (Refereed)

Boykin, T.F., Hilton, A.A., & Palmer, R.T. (October, 2017). *Professional education at Historically Black Colleges and Universities: Past trends and future outcomes*. Paper presented at the Southern Association for College Student Affairs Conference, Chattanooga, TN.

Burke, M.G., & Hilton, A.A. (October, 2017). *What you don't know could hurt you: The top skills entry-level professionals should have in their professional toolbox*. Paper presented at the Southern Association for College Student Affairs Conference, Chattanooga, TN.

Perry, A.L., Perry, L., & Hilton, A.A. (October, 2017). *Holistic strategies for student success: Moving into, through, and beyond college*. Paper presented at the Southern Association for College Student Affairs Conference, Chattanooga, TN. *(funded through the Webster Staff Alliance Professional Development Fund)*

Boykin, T.F., & Hilton, A.A. (November, 2016). *Legal aspects of student affairs practice: The role of "first responders" in compliance*. Paper presented at the Southern Association for College Student Affairs Conference, Jacksonville, FL.

Charleston, J.J., Boykin, T.F., Hilton, A.A., Farmer, E.D., & Couch, M. (November, 2016). *Within the experiences of African American male doctoral students at HBCUs*. Paper presented at the Southern Association for College Student Affairs Conference, Jacksonville, FL. *(funded through SACS Research Grant)*

Farmer, E.D., Hilton, A.A., & Reneau, F.H. (November, 2016). *Academic retention and graduation success for African American females at an HBCU*. Paper presented at the Mid-South Educational Research Association, Mobile, AL.

Burke, M.G., Cannonier, C., Carter, J.D., Hilton, A.A., & Mutakabbir, Y. (November, 2015).

Considering the complexities: An examination of diversity on historically Black college and university campuses. Paper presented at the Southern Association for College Student Affairs Conference, Greenville, SC.

Hilton, A.A., & Burke, M.G. (November, 2015). *Navigating the field of student affairs: Building your professional portfolio.* Paper presented at the Southern Association for College Student Affairs Conference, Greenville, SC.

Ray, C.A., Hilton, A.A., Adams-Dunford, J., & Burton, C. (November, 2015). *Creating a collaborative campus climate through the application of an interdisciplinary, institutional theme.* Paper presented at the Southern Association for College Student Affairs Conference, Greenville, SC. *(with current student in HESA program)*

Ward, K., Hilton, A.A., & Childs, J.I. (November, 2015). *How do we retain them?: A theoretical framework of best practices employed for African American and Hispanic males at a Predominantly White Institution.* Paper presented at the Southern Association for College Student Affairs Conference, Greenville, SC.

Joseph, C.L., Green-Powell, P., & Hilton, A.A. (October, 2009). *Mentoring as professional development toward the professoriate.* Paper presented at the annual Southern Regional Council of Educational Administration Conference, Atlanta, GA.

Hilton, A.A., & Green-Powell, P. (February, 2008). *The perceptions of law school administrators concerning the One Florida Initiative.* Paper presented at the annual Southeast Evaluation Association Conference, Tallahassee, FL.

Hilton, A.A., & Green-Powell, P. (November, 2007). *The perceptions of law school administrators concerning the One Florida Initiative.* Paper presented at the annual Southern Regional Council on Educational Administration Conference, Kansas City, MO.

Coleman, C.R., & Hilton, A.A. (November, 2006). *Using public relations to maximize your student organization's goals.* Paper presented at the American College Unions International Region 4 Conference, Baltimore, MD.

State Presentations (Refereed)

Congleton, R., Mallory, J., & Hilton, A.A. (March, 2021). *PERSISTENCE!: Barriers and best practices for students of color at PWIs.* Pennsylvania Black Conference on Higher Education, virtually.

Hilton, A.A., & Platt, C.S. (September, 2017). *Building a professional portfolio.* South Carolina College Personnel Association Conference, Clemson University, Clemson, SC.

Hilton, A.A. (October, 2015). *Motivations to succeed: The voices of Black men in college.* North Carolina College Personnel Association Conference, Elon University, Elon, NC. *(funded through the Professional Development Grant)*

Ogaldez, T.J.M., Covington, M., & Hilton, A.A. (October, 2015). *Undergraduate research experiences as an approach to engaging students.* North Carolina College Personnel Association Conference, Elon University, Elon, NC. *(with current student in HESA program)*

Ward, K.R., Burney, M., Hilton, A.A., & James, T. (October, 2015). *The two key factors: Retention and race*. North Carolina College Personnel Association Conference, Elon University, Elon, NC.

Ward, K.R., Burney, M., Hilton, A.A., & James, T. (October, 2015). *What is diversity without majority?* North Carolina College Personnel Association Conference, Elon University, Elon, NC.

Invited Presentations and/or Keynotes

Hilton, A.A. (November, 2021). *A national reckoning: Exploring racial justice in higher education*. The Hope Center, Temple University. Virtual. ([Panelist](#)).

Hilton, A.A. (August, 2021). *Black Lives Matter: Discussion on the state of Black America*. MAC 49th Annual Session. Virtual. ([Keynote](#)).

Hilton, A.A. (June, 2021). *Branding 101: How to develop an effective personal brand*. Rising Leaders Institute, American Association for Blacks in Higher Education. Virtual. ([Keynote](#)).

Hilton, A.A. (February, 2021). *How to be authentically yourself in a predominantly White environment*. Indiana University of Pennsylvania's I.R.A.D@IUP Conference. Virtual. ([Keynote](#)).

Hilton, A.A. (July, 2020). *Leveraging resources to navigate careers in White spaces*. Greater Pittsburgh Higher Education Diversity Consortium and Pennsylvania Black Conference on Higher Education, Professional Development Retreat. Virtual. ([Panelist](#)).

Hilton, A.A. (July, 2020). *Theatre of the oppressed*. Musical Theatre Education Association's Race, Equity and Inclusion Session. Virtual. ([Keynote](#)).

Hilton, A. A. (July, 2019). *How to disseminate your dissertation or master's thesis findings?* Northeastern University Graduate School of Education, Boston, MA. ([Keynote](#)).

Hilton, A.A. (May, 2019). *Approaches and strategies to addressing diversity, equity and inclusion issues in higher education*. Wiley Publishing, The Learning House, Louisville, KY. ([Keynote](#)).

Hilton, A.A. (April, 2019). *An objective approach to a collaborative effort*. Presented at the Undergraduate Research Conference, Seton Hill University, Greensburg, PA. ([Keynote](#)).

Hilton, A.A. (April, 2019). *The all in approach for student success*. Presented at Carlow University, Pittsburgh, PA. ([Keynote](#)).

Hilton, A.A. (March, 2019). *Navigating the field of higher education: How to climb the ladder*. Presented at Indiana University of Pennsylvania. ([Keynote](#)).

Hilton, A.A. (November, 2018). *Engaging African American males in community college*. Presented at the Book signing at Sister's Uptown Bookstore, New York, NY. ([Panelist](#)).

Hilton, A.A. (July, 2018). *A time for renewal: Eagles soaring as champions*. Presented at the Biannual Scott Branch High School Alumni Reunion. Miami, FL. ([Keynote](#)).

- Hilton, A.A. (February, 2018). *Writing academic opinion articles and blogs*. Presented at the University of Idaho's Writing for Publication course, Moscow, ID. (Keynote).
- Hilton, A.A. (June, 2017). *Beyond the BootCamp: Career trajectories and success in the academy*. Presented at the Black Male Doctoral Research BootCamp, Florida State University, Tallahassee, FL. (Panelist).
- Hilton, A.A. (June, 2017). *Publishing your research*. Presented at the Black Male Doctoral Research BootCamp, Florida State University, Tallahassee, FL. (Keynote).
- Hilton, A.A. (April, 2017). *Panel discussion on the Asa G. Hilliard III and Barbara A. Sizemore Research Course on African Americans and Education Alumni*. Presented at the American Educational Research Association Annual Meeting. (Panelist).
- Hilton, A.A. (April, 2016). *The evolution of accounting: How the accounting profession has fared in the past, opportunities available to students who enter into the accounting profession, and how the accounting profession will shape the future of businesses*. Presented at the annual National Association of Black Accountants banquet, Grambling State University, Grambling, LA. (Keynote).
- Hilton, A.A. (April, 2016). *The governing structures of state supported historically Black colleges and universities*. Presented at Texas Southern University, Seminar on Governance in Higher Education (EDHE 942), Houston, TX. (Keynote).
- Hilton, A. A., & Covington, M. (January, 2016). *Racism Module*. Presented at the Social Justice Institute at Western Carolina University, Cullowhee, NC. (Panelist) (*with current student in HESA program*)
- Covington, M., & Hilton, A.A. (October, 2015). *Reaching students not like you*. The College of Education & Allied Professions, Office of Field Experiences, Professional Development Day. Western Carolina University, Cullowhee, NC. (Panelist). (*with current student in HESA program*)
- Hilton, A.A. (September, 2015). *Hats Off!* Jackson County Chapter of the National Association for the Advancement of Colored People, Humanitarian Awards Celebration, Dillsboro, NC. (Keynote).
- Hilton, A.A. (September, 2015). *Ferguson: A report from occupied territory*. Western Carolina University, Cullowhee, NC. (Panelist).
- Hilton, A.A. (April, 2015). *Resiliency: Factors leading to success for Latin@ students*. 2015 Latin@ Appreciation Student Organization RACTES event, Western Carolina University, Cullowhee, NC. (Keynote)
- Hilton, A.A., & McClain, K.S. (March, 2015). *Racism*. College of Education & Allied Professions Diversity Dialogue Series, Western Carolina University, Cullowhee, NC. (Panelist) (*with current student in HESA program*)
- Ray, C.A., & Hilton, A.A. (February, 2015). *What would you sit-in for?* Tar Heel Tour. Cullowhee, North Carolina. (Panelist) (*with current student in HESA program*)
- Ray, C.A., McClain, K.S., & Hilton, A.A. (February, 2015). *What is leadership?* WheelLead Conference. Cullowhee, North Carolina. (Panelist) (*with current students in HESA program*)

- Hilton, A.A., & McClain, K.S. (January, 2015). *Racism*. Social Justice Institute, Western Carolina University, Cullowhee, NC. (Panelist) (*with current student in HESA program*)
- Hilton, A.A. *Why Western Carolina University?* (January, 2015). Kappa Sigma of Kappa Alpha Psi Fraternity, Inc. Retreat, Western Carolina University, Cullowhee, NC. (Keynote).
- Hilton, A.A. (October, 2014). *Unarmed: Ferguson, MO*. Organization of Ebony Students event, Western Carolina University, Cullowhee, NC. (Panelist)
- Hilton, A.A. (October, 2014). *African American males in the academy*. Guest scholar for the Aztec Research Fellowship Program, San Diego State University, San Diego, CA. (Keynote).
- Hilton, A.A. (September, 2014). *Creating your significance: Are you ready to be a brand*. Georgia Leadership Conference, Emory University, Atlanta, GA. (Panelist)
- Hilton, A.A. (August, 2014). *Resiliency: Factors leading to success in college*. 2014 Project C.A.R.E. Retreat, Western Carolina University, Cullowhee, NC. (Keynote)
- Hilton, A.A. (July, 2014). *Building the brand of the HBCU researcher: Translating scholarship into media influence*. 2014 HBCU Media Summit, Dillard University, New Orleans, LA. (Keynote)
- Hilton, A.A. (April, 2014). *Black males in postsecondary education: Examining their experiences in diverse institutional contexts*. *HBCUs Can Maximize Minority Student Achievement and Success*. "Roc The Mic" Program, Bethune-Cookman University, Daytona Beach, FL. (Keynote)
- Hilton, A.A. (November, 2013). *Real talk: What you really need to know to be successful*. Vanderbilt University, Enhancing Diversity in Graduate Education program, Nashville, TN. (Panelist)
- Hilton, A.A. (November, 2013). *To the PhD and beyond: Celebrating diversity now and throughout your career*. Vanderbilt University, Enhancing Diversity in Graduate Education program, Nashville, TN. (Panelist)
- Hilton, A.A. (October, 2013). *Diverse, driven and determined*. Annual Michigan College Personnel Association Meeting, Grand Rapids, MI. (Keynote)
- Hilton, A.A. (October, 2013). *Last tango in halifax screening - WGVU*. Grand Rapids, MI. (Panelist)
- Hilton, A.A. (October, 2013). *The art of networking*. Women! Let's hear it from the men conference, Grand Rapids, MI. (Panelist)
- Hilton, A.A. (October, 2013). *Local best practices on retaining students of color*. West Michigan Presidents' Compact Committee Professional Development Day, Grand Rapids, MI. (Panelist)
- Hilton, A.A. (October, 2013). *Mobilizing the whole community to maximize minority student achievement and success*. 2nd Annual African American Male Student Achievement and Success Symposium, Houston, TX. (Keynote)

- Hilton, A.A. (September, 2013). *Diversity begins with Upper Iowa University*. Upper Iowa University's Diversity Series, Fayette, IA. (Keynote)
- Hilton, A.A. (March, 2013). *Black males in postsecondary education: Examining their experiences in diverse institutional contexts*. 16th Annual Regional NBCTJ Summit on Retention, Ocean City, MD. (Keynote)
- Carter, T., Clark, I., Hilton, A.A., & Johnson, B. (March, 2013). *Leadership and Mentoring Institute* panel discussion. American Association of Blacks in Higher Education Annual Meeting, Atlanta, GA. (Panelist)
- Palmer, R.T., Hilton, A.A., & Fountaine, T.P. (February, 2013). *Black graduate education at Historically Black Colleges and Universities: Trends, experiences, and outcomes*. Council of Historically Black Graduate Schools Conference, Greenville, SC.
- Hilton, A.A. (April, 2012). *Building relationships within the Board*. Association of Governing Boards, Workshop for Board Professionals, National Harbor, MD.
- Hilton, A.A. (April, 2012). *Life after board professional*. Association of Governing Boards, Workshop for Board Professionals, National Harbor, MD.
- Hilton, A.A. (March, 2012). *Working with Boards for Trustees*. National Association of Presidential Assistants in Higher Education conference, Los Angeles, CA.
- Hallam, J.A., Hilton, A.A., & Larkin, W.D. (March, 2012). *The President's Office Manual*. National Association of Presidential Assistants in Higher Education conference, Los Angeles, CA.
- Hilton, A.A. (November, 2011). *The path to the Ph.D.* Vanderbilt University, Enhancing Diversity in Graduate Education program, Nashville, TN. (Panelist)
- Hilton, A.A. (November, 2011). *Career choices for Ph.D.s*. Vanderbilt University, Enhancing Diversity in Graduate Education program, Nashville, TN. (Panelist)
- Hilton, A.A. (October, 2011). *Capturing the educational experiences of young men of color*. The College Board Forum, New York, NY. (Panelist)
- Hilton, A.A. (October, 2011). *The importance of the student affairs profession*. Iowa Student Personnel Association Conference, Waverly, IA. (Keynote)
- Hilton, A.A. (October, 2011). *Navigating the field of higher education: How to climb the ladder?* Iowa Student Personnel Association Conference, Waverly, IA.
- Hilton, A.A. (April, 2011). *Doing more with less in the Board Office*. Association of Governing Boards, Board Professional Workshop, Los Angeles, CA.
- Kipp, M., DiJohn, A., & Hilton, A.A. (October, 2010). *What is leadership?* Upper Iowa University, Office of Student Development, Fayette, IA.
- Hilton, A.A. (October, 2010). *Diversity in the classroom*. Upper Iowa University, Division of Education

and Health, Physical Education, and Recreation, Fayette, LA.

- Hilton, A.A. (September, 2010). *White privilege, Critical Race Theory, and interest convergence in the 21st century*. Upper Iowa University, Division of Education and Health, Physical Education, and Recreation, Fayette, LA.
- Hilton, A.A. (March, 2010). *Managing the President's calendar*. National Association of Presidential Assistants in Higher Education 23rd Annual National Conference, Phoenix, AZ.
- Hilton, A.A. (June, 2009). *The power of the vote: Change*. Clarion University of Pennsylvania, 7th Annual Juneteenth Celebration. Clarion, PA. (Keynote)
- Hilton, A.A. (June, 2009). *The perceptions of administrators concerning the One Florida Initiative*. Clarion University of Pennsylvania, Clarion, PA.
- Hilton, A.A. (June, 2009). *The perceptions of administrators concerning the One Florida Initiative*. Clarion University of Pennsylvania, Venango Campus, PA.
- Harrell, I.L., & Hilton, A.A. (May, 2009). *How to get the job?* The Art Institute of Washington Career Services Division, Alexandria, VA.
- Hilton, A.A. (April, 2009). *Brother, sister beware: Negotiating challenges to African American academic success, social responsibility, and civic leadership*. Coppin State University Black Male Initiative and African American History Month Committee, Baltimore, MD. (Panelist)
- Hilton, A.A., & Turnipsced, I.B. (November, 2008). *Dissertation and thesis writing: How to get over the slump and just get it done*. National Black Graduate Student Association Northeastern Regional Conference, Bloomsburg University, Bloomsburg, PA.
- Hilton, A.A. (August, 2007). *Peer advising on the graduate level*. Morgan State University Faculty Institute, Baltimore, MD.
- Hilton, A.A. (July, 2007). *Factors leading to success in college*. The Pre-College Program at Morgan State University, Baltimore, MD. (Keynote)
- Hilton, A.A. (September, 2006). *The challenges of a graduate student*. Morgan State University Graduate Student Orientation, Baltimore, MD.
- Hilton, A.A., & Davenport, E.K. (February, 2005). *Is affirmative action still needed and its influence on public management: One Florida Initiative?* The Florida Senate, Tallahassee, FL.
- Hilton, A.A. (October, 2004). *What is the experience of a graduate student?* Florida A&M University Graduate Feeder Seminar, Tallahassee, FL.
- Hilton, A.A. (July, 1999). *Civil rights activist: Highlighting the life of Medgar Wiley Evers*. The National Association for the Advancement of Colored People National Convention, New York, NY. (Keynote)

Poster Presentations (Refereed)

- Hilton, A.A., McClain, K.S., Ray, C.A., & Childs, J.L.** (March, 2016). *HBCUs Can Maximize Minority Student Achievement and Success*. Poster presented at the annual American College Personnel Association Convention, Montreal, B.C. (with current student in HESA program)
- Ray, C.A., Hilton, A.A., Wood, J.L., & Hicks, T.L.** (March, 2016). *Motivational factors for academic success: Perspectives of African American males at historically Black colleges and universities*. Poster presented at the annual American College Personnel Association Convention, Montreal, B.C. (with current student in HESA program)
- Ward, K.R., Davis, D.J., & Hilton, A.A.** (November, 2015) *How do we retain them? A theoretical framework of best practices employed for African American and Hispanic males at a Predominately White Institution*. Poster presented at the Association for the Study of Higher Education Conference, Denver, CO. (with current student in HESA program)
- Hilton, A.A.** (September, 2007). *The perceptions of administrators concerning the One Florida Initiative*. Poster presented at the National Black Graduate Student Association Northeastern Regional Conference, University of Maryland College Park, MD.

UNIVERSITY SERVICE

- Southern University at New Orleans Chancellor's Cabinet Member, 2021 – Present
 Southern University at New Orleans COVID-19 Committee Member, 2021 – Present
 Southern University at New Orleans Homecoming Committee Member, 2021 – Present
 Southern University at New Orleans Athletic Taskforce Committee Member, 2021 – Present
 Southern University at New Orleans Commencement Committee Member, 2022 – Present
 Southern University at New Orleans Vice-Chancellor for Academic Affairs Search Committee Member, 2021
 Southern University at New Orleans Chair of Nursing Search Committee Member, 2021
 Southern University at New Orleans Men's Head Basketball Coach and Athletic Director Search Committee Member, 2021
 Southern University at New Orleans Women's Head Basketball Coach Search Committee Member, 2021
- Seton Hill University, Charity Formation Participant, 2018 – 2021
 Seton Hill University, Health Benefits Working Group, 2019 – 2021
 Seton Hill University, Mission and Identity Committee, 2018 – 2021
 Seton Hill University, Student Affairs Leadership Team, 2018 – 2021
 Seton Hill University, Title IX Deputy Investigator, 2018 – 2021
 Seton Hill University, Presidential Task Force for Diversity, Equity and Inclusion, Co-Chair, 2020 – 2021
 Seton Hill University, CARE Team Member, 2018 – 2021
 Seton Hill University, Policy Committee, 2020 – 2021
 Seton Hill University, Class of 2022 Co-Advisor, 2018 – 2021
 Seton Hill University, Greater Pittsburgh Higher Education Diversity Consortium Professional Development Meeting, Moderator, 2019
 Seton Hill University, Assistant Professor of Nursing, Search Committee Member, 2020
 Seton Hill University, Nurse, Search Committee Member, 2020
 Seton Hill University, Graduate and Professional and Adult Programs Counselor, Search Committee Member, 2019
 Seton Hill University, Director of Graduate and Professional and Adult Programs, Search Committee Member, 2018
 Seton Hill University, Director of the Math Enrichment Center, Search Committee Member, 2019

Webster University, Proctored National Counselor Examination for Licensure and Certification (NCE), 2017
 Webster University, Department of Professional Counseling, Advisory Board Member, 2017 – 2018

Grambling State University, President's Cabinet Member, 2016
 Grambling State University, President's Extended Cabinet Member, 2016
 Grambling State University Athletic Director Search Committee Member, 2016
 Grambling State University Strategic Planning Committee, Co-Chair, 2016
 Grambling State University Commencement Committee Member, 2016
 Grambling State University Emergency Response Committee Member, 2016
 Grambling State University Bayou Classic Committee, Co-Chair, 2016

Clemson University Best Practices Conference Advisory Board Member, 2012 – 2013

Morehouse College HBCU-UP Education Research External Advisory Committee Member, 2011 – 2012

North Carolina College Personnel Association, Mock Interview Team Member (for Graduate Students), 2015

Western Carolina University, First Generation College Student Advisory Board Member, 2015
 Western Carolina University, Homecoming Interview Selection Panel, 2015
 Western Carolina University, Fraternity and Sorority Life Pillars of Excellence Committee, 2015
 Western Carolina University, Chief Diversity Officer Search Committee Member, 2015
 Western Carolina University, Assistant Professor of Educational Research Search Committee Member, 2015
 Western Carolina University College of Education & Allied Professions, Advancement Council Member, 2015
 Western Carolina University College of Education & Allied Professions, Co-Chair Diversity Committee, 2014 - 2015
 Western Carolina University College of Education & Allied Professions, Department of Human Services, Curriculum Committee Member, 2014 – 2015
 Western Carolina University College of Education & Allied Professions, Department of Human Services, Administrative Support Associate Search Committee Member, 2014
 Western Carolina University College of Education & Allied Professions, Department of Human Services, Department Chair Search Committee Member, 2015
 Western Carolina University Division of Student Affairs, Director of Intercultural Affairs, Search Committee Member, 2015
 Western Carolina University Division of Student Affairs, Associate Director of Intercultural Affairs, Search Committee Member, 2015
 Western Carolina University Division of Student Affairs, Associate Director for Fraternity and Sorority Life, Search Committee Member, 2015
 Western Carolina University First Generation Mentoring Program, Mentor, 2014 – 2015
 Western Carolina University, Kappa Sigma Chapter Co-Advisor, Kappa Alpha Psi Fraternity, Inc., 2014; Advisor, 2015
 Western Carolina University, University Club Member, 2015
 Western Carolina University, Participant, Fall Commencement, 2014
 Western Carolina University, Participant, Spring Commencement, 2015
 Western Carolina University, Participant, Fall Convocation, 2014, 2015

Grand Valley State University, Rho Xi Chapter Co-Advisor, Phi Mu Alpha Sinfonia Fraternity of America, Inc., 2012 - 2013

Grand Valley State University Latino/a Initiative Committee Member, 2012 -- 2013

Grand Valley State University WGVSU Engage, Inclusion Committee, Member 2012 -- 2013

Grand Valley State University Freshman Academy Committee Member, 2012 - 2013

Grand Valley State University, Inclusion Champion, 2012 - 2013

University of Northern Iowa, Nu Kappa Chapter Co-Advisor, Kappa Alpha Psi Fraternity, Inc., 2010 - 2012

Upper Iowa University, President's Society Member, 2011

Upper Iowa University Carnegie Community Engagement Classification Application, Principal Investigator, 2010

Upper Iowa University, AACRAO Program Advisory Team Member, 2011

Upper Iowa University, Stadium Design Committee Member, 2011

Upper Iowa University, Administration and Staff Handbook Committee Member, 2011

Upper Iowa University, Diversity Council Chair, 2011

Upper Iowa University, Homecoming Committee Member, 2011

Upper Iowa University, Assistant Director of Residence Life and Coordinator for Educational Initiatives Search Committee Member, 2011

Upper Iowa University, Vice President for International Programs Search Committee Member, 2011

Upper Iowa University, Editorial Services Director Search Committee Member, 2012

Upper Iowa University, Assistant Dean/Director of Counseling Services Search Committee Member, 2011

Upper Iowa University, Assistant Professor of Geosciences Search Committee Member, 2012

Upper Iowa University, Director of Planned Giving Search Committee Member, 2012

Upper Iowa University, Director of Corporate Foundations Search Committee Member, 2012

Upper Iowa University, Director of Annual Giving Search Committee Member, 2011 Upper Iowa University President's Cabinet, Member, 2009 -- 2012

Upper Iowa University Enrollment Management Steering Committee, Member, 2010 -- 2012

Upper Iowa University Career Development AQIP Committee, Member, 2011 - 2012

Upper Iowa University Food Service Selection Committee, 2010

Upper Iowa University Commencement Committee Member, 2009 -- 2012

Upper Iowa University Peacock Connection (Book Store) Advisory Committee, 2009 -- 2010

Upper Iowa University Ribbon Cutting Committee, 2010

Upper Iowa University Honors and Awards Committee, 2010 -- 2012

Upper Iowa University Black Student Union, Co-Advisor, 2009 -- 2010

Upper Iowa University Web-Team, Member, 2009 -- 2012

Upper Iowa University, Assistant Professor of Chemistry, Search Committee Member, 2010

Upper Iowa University, Interim Vice President of Marketing and Communications, Search Committee Member, 2009

Upper Iowa University, Executive Director of Marketing and Communications, Search Committee Member, 2009

Upper Iowa University, Academic Quality Improvement Program of the Higher Learning Commission - North Central Association of Colleges and School Reviewer, 2009

Maryland State Department of Education DECA Competition, Judge, 2009

Morgan State University, Middle States Self Study Review Team, 2006 -- 2008

Morgan State University Counseling Center, Proctored Praxis, National Board
 Certifications and LSAT examinations, 2006 - 2007
 Morgan State Graduate Student Association, President, 2006 - 2007
 Morgan State University Council, Graduate Student Representative, 2006 - 2007
 Morgan State University Council, Academic and Student Affairs Committee, 2006 - 2007
 Morgan State University Graduate Student Concerns Advisory Committee, 2006 - 2007
 Morgan State University Judicial Board, Member, 2005 - 2007
 Morgan Male Initiative on Leadership & Excellence, Senior Mentor, 2005 - 2007

Florida A&M University Graduate Student Association, Treasurer, 2004 - 2005
 Florida A&M University Graduate Class Cabinet, Parliamentarian, 2004 - 2005

Morehouse College Student Government, Elections Committee Member, 2002 - 2003
 Morehouse College Senior Class, Secretary, 2002 - 2003
 Atlanta University Center Council, Member, 2001 - 2002
 Morehouse College Junior Class, Secretary, 2001 - 2002
 Morehouse College Executive Mentorship Program, Participant, 2001 - 2002
 Morehouse College Student Government Association, Deputy Director of Community
 Service, 2000 - 2001

DISSERTATION/DISQUISITION/THESIS COMMITTEES

Wilmington University

In Progress Nicole M. Paternoster, *Academic success: Black males and community college*.
 Ed.D., Higher Education (Chair)

Arizona State University

November 2021 Craig L. Jackson, Jr., *Social invest and the march toward equality: Preparing
 managers to enact diversity and inclusion policies*. Ed.D., Higher Education (Committee
 Member)

Northeastern University

March 2021 Lafayette J. Hood, *Hiding behind faith: An interpretive phenomenological
 analysis of the experiences of Black leaders at a catholic PWI*. Ed.D., Higher Education
 (Committee Member)

Northeastern University

December 2020 Kam Wing Chow, *An interpretative phenomenological analysis of the lived experiences
 of successful startup leaders and their perception on identity*. Ed.D., Organizational
 Leadership Studies (Chair)

The University of New Orleans

August 2020 Kevin S. McClain, *Get rich or die tryin': Media and Black male academic identity
 development*. Ph.D., Educational Administration (Higher Education) (Committee

Member)

The University of Pittsburgh

August 2020

Tracy Bowman, *Improving health programs for Seton Hill University first-generation college student-athletes*. Ed.D., Health and Physical Activity (Committee Member)

Northeastern University

June 2020

Eric H.C. Chow, *Effectiveness of introductory coding education on the self-efficacy beliefs of Hong Kong liberal arts students: A case study*. Ed.D., Organizational Leadership Studies (Chair)

Northeastern University

June 2020

Michael A. Pinnock. *Any port in a storm: How African American men use relationships to navigate corporate America*. Ed.D., Organizational Leadership Studies (Chair)

Northeastern University

March 2020

Shannon Joseph Fairley-Pittman. *Understanding the motivation behind the success of first-generation college students*. Ed.D., Organizational Leadership Studies (Chair)

2021 Outstanding Dissertation Award Recipient, National Association for Diversity Officers in Higher Education

Northeastern University

March 2020

Locksley Knibbs. *Characteristics, attributes, and qualifications public institutions of higher education seek in presidential candidates*. Ed.D., Higher Education Administration (Committee Member)

Rowan University

February 2020

Ajeenah Nuriddin-Little. *The forgotten voices: African American male adult learners and their experiences in higher education*. Ed.D., Educational Leadership (Committee Member)

Northeastern University

July 2019

Katherine Lynch. *Financial Aid Award Notification Design: Understanding Student Social and Cultural Capital to Improve Transparency of College Costs*. Ed.D., Higher Education Administration (Chair)

Northeastern University

June 2019

Field Chakudzidwa Ruwe. *Demystifying African American entrepreneurial gap: A phenomenological approach*. Ed.D., Organizational Leadership Studies (Chair)

Northeastern University

June 2019 Anna-Theresa C. Wise. *Stress of intercultural communication and international student participation in student organizations*. Ed.D., Higher Education Administration (Chair)

Northeastern University

June 2019 Michael R. Williams. *#AMIMANENOUGH: Black male racial and masculine identity development in the digital landscape of Twitter*. Ed.D., Higher Education Administration (Chair)

2019 American Association for Blacks in Higher Education Dissertation of the Year Honorable Mention

Northeastern University

May 2019 Rebecca L. Simon. *Using a faculty community of practice to support college students with mental health needs*. Ed.D., Higher Education Administration (Chair)

Pepperdine University

April 2016 Floyd Hardin. *African American gay male entrepreneurs: A study of enabling and inhibiting factors impacting entrepreneurial success*. Ed.D., Organizational Leadership (Committee Member)

Western Carolina University

February 2016 Amy Cooke, Penny Cross, and Sara Newcomb. *Interventions to increase success of nontraditional students in higher education*. Ed.D., Educational Leadership (Committee Member)

San Diego State University

October 2014 Jason E. Allen. *Social predictors of valuing academic achievement among Black males in secondary education*. Ed.D., Post-Secondary Education Leadership (Committee Member)

Duquesne University

July 2014 Ronald W. Whitaker, II. *Beyond the touchdowns and slam-dunks: A critical examination of how revenue playing African American male students athletes at Predominately White Institutions experience and perceive the climate on their campus*. Ed.D., Educational Leadership (Committee Member)

SELECTED PROFESSIONAL SERVICE

Series Editor, African American Male Series: Guiding the Next Generation Through Mentoring, Teaching and Counseling, *Information Age Publishing*, 2021 – Present
 Editorial/Advisory Board, *Journal of Negro Education*, 2013 – Present

Editorial Board, *College Student Affairs Journal*, 2016 – Present
 Editorial Board, *Journal of Minority Achievement, Creativity, and Leadership*, 2019 – Present
 Editorial Board, *Di Kan: The Journal of HBCU Leadership*, 2020 – Present
 Chicora Rotary Club, Public Relations Committee Member, 2017 – 2018
 Discussant, American Educational Research Association Conference, 2017
 Editorial Board, Rowman & Littlefield Publishing, *Studies in Anti-Intellectualism & Academic Achievement Series*, 2013 – 2015
 Advisory Board, *Journal of African American Males in Education*, 2012 – Present
 Editorial Board, *Journal of the International Association for the Study of the Global Achievement Gap*, 2010 – 2012
 Section Editor for Education Policy, *Journal of African American Males in Education*, 2009 - 2012
 Young Scholars Editorial Board, *Journal of Negro Education*, 2010 - 2012
 Reviewer, Emerald Press (Book)
 Reviewer, Routledge, Taylor & Francis (Journal)
 Reviewer, *Trends in Diversity*
 Reviewer, *Educational Researcher*
 Reviewer, *Journal of African American Studies*
 Reviewer, *Journal of Black Studies*
 Reviewer, *Journal of Economic Psychology*
 Reviewer, *Journal of College Student Retention: Research, Theory and Practice*
 Reviewer, *Journal for Multicultural Education*
 Reviewer, *Journal of the Professariate*
 Reviewer, *Council of Undergraduate Research Quarterly Review*
 Reviewer, *National Journal of Urban Education and Practice*
 Session Chair, Hawaii International Conference on Education, Education Policy & Leadership, 2010
 Leadership & Mentoring Institute Committee Member, American Association of Blacks in Higher Education, 2010 – 2016, Alumni Relations Committee Member, 2014 – 2016
 Doctoral Student Award Committee Member, American Association of Blacks in Higher Education, 2009 – 2012
 Proposal Reviewer, Critical Race Studies in Education Association Conference, 2010
 Proposal Reviewer, American College Personnel Association Conference, 2010, 2011
 Proposal Reviewer, Association for the Study of Higher Education Conference, 2007, 2008, 2009, 2010, 2013
 Reviewer, The Center for African American Research and Policy, Occasional Paper Series 2009
 Proposal Reviewer, American College Personnel Association, Leadership Educators Institute 2008
 Proposal Reviewer, National Association of Student Personnel Administrators Conference 2008
 Proposal Reviewer, American Education Research Association Conference, 2015, 2010, 2007
 Junior Moderator, Brothers of the Academy 2006 Think Tank
 American College Personnel Association, Commission for Student Involvement Mentor, 2006 – 2010

CIVIC AFFILIATIONS

Kappa Alpha Psi Fraternity, Incorporated, Life Member
 Michael R. Moore Lodge #764, Free & Accepted Masonry, Prince Hall Affiliated
 Phi Mu Alpha Sinfonia Fraternity of America, Incorporated

OFFICES HELD IN PROFESSIONAL ASSOCIATIONS

American Educational Research Association, Multicultural/Multiethnic Education: Theory, Research, and Practice Special Interest Group, Immediate Past Chair, 2015 – 2016; Chair, 2014 – 2015, Vice Chair, 2010 – 2013

Southern Association for College Student Affairs, Chair, Faculty/Graduate Professional Preparation Programs, 2015 – 2017

South Carolina College Personnel Association, Diversity & Inclusion Chair, 2017 – 2018

National Association of Presidential Assistants in Higher Education, National Conference Committee Member, 2009; Treasurer, 2011 – 2012

American Educational Research Association, Division A, Affirmative Action Committee Member, 2009 – 2010

Association of Governing Boards, Board Professional Leadership Group, Vice Chair, Program Committee, 2011 – 2012; Chair, Program Committee, 2012

Kappa Alpha Psi Fraternity, Incorporated, Baltimore Alumni Chapter, Investment Committee Member, 2009

National Black Graduate Student Association, Co-Advisor for Corporate and Institutional Development, 2008 – 2010; Vice President for Conference Affairs, 2007 – 2008; Membership Committee Member, 2004 - 2005

Baltimore Morehouse Alumni Association, Corresponding Secretary, 2006 – 2009

Baltimore City Youth Commission, Youth Commissioner, 3rd District, 2007 – 2008

National Association of Black Accountants Collegiate Chapter, Vice President, 2000 – 2002

Phi Mu Alpha Sinfonia Fraternity of America, Incorporated, Special Events Coordinator, 2000 – 2001; Secretary, 2001 – 2002; Treasurer, 2002 - 2003

National Association for the Advancement of Colored People Collegiate Chapter, Vice President, 1999 – 2002

National Association for Student Affairs Professionals, Conference Co-Chair, 2015 – Present

National Association for Student Affairs Professionals Foundation Board (Melvin C. Terrell Foundation Board), Acting Secretary & Treasurer, 2015 - Present; Vice Chair, Budget & Finance Committee, 2016 – 2020

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

American Association of Blacks in Higher Education
 American College Personnel Association
 American Educational Research Association
 Association for the Study of Higher Education
 Brothers of the Academy
 International Association for the Global Achievement Gap
 Morehouse College National Alumni Association, Life Member
 Morgan State University National Alumni Association, Life Member
 National Alliance of Black School Educators
 National Association for the Advancement of Colored People
 National Association of Student Personnel Administrators
 National Association of Student Affairs Professionals
 100 Black Men of America, Incorporated, Tallahassee Area Chapter

LETTERS OF RECOMMENDATION AND TRANSCRIPTS AVAILABLE UPON REQUEST

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION
NUMBER

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

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

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

Previous Employee _____ Southern University at New Orleans _____ Reason Left _____
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment 10/1967 _____ To 10/12/2022 _____
 Effective Date 10/01/2022 _____

Name Dr. Brenda L. Jackson _____ SSN XXX-XX-6106 Sex Female Race* Black _____

Position Title: VC. Resea/Strat. Init. & Title Dev. Ex. Dir. _____ Department: Same _____

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

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

Years Experience 40+ _____ Southern University Experience 40+ _____

Degree(s)	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	B. S. Business Education	SU - New Orleans	1973
	M.Ed. School Administration	SU - Baton Rouge	1978
	Ph. D. HE Admin. & Supervision	Univ. of New Orleans	2000

Current Employer _____

Personnel Action

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

Recommended Salary \$140,000 _____ Salary Budgeted \$140,000 _____

Source of Funds Federal/State _____

Identify Budget: 420257/420328/411001 _____ Location _____
 Form Code _____ Page _____ Item # _____

Change of:

	From	To
Position	_____	_____
Status	_____	_____
Salary Adjustment	\$96,490	\$140,000

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
420229-41410-61002-46000	\$57,894
411001-45010-61002-46000	\$38,596

*See Reverse Side

Graduate School signature (if applicable):

Signature <i>James H. Saunders, Jr.</i>	Date 10/12/2022	Signature <i>James H. Saunders, Jr.</i>	Date 10/12/2022
Signature <i>Kathryn Jones</i>	Date 10/12/2022	Signature <i>Kathryn Jones</i>	Date 10/12/2022
Signature <i>[Signature]</i>	Date	Signature <i>[Signature]</i>	Date
Signature <i>[Signature]</i>	Date	Signature <i>[Signature]</i>	Date
Signature <i>[Signature]</i>	Date	Signature <i>[Signature]</i>	Date

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

Monday - Friday, 8 am to 5 pm

EMPLOYEE DIRECT SUPERVISOR:

Chancellor

NUMBER OF EMPLOYEES SUPERVISED, (if any)

5

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

<u>TYPE</u>	<u>CODES</u>	<u>EXPIRES</u>
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
I-1 Visa (Exchange Visitor Program)	I1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	P0	

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

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

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

DR. BRENDA L. JACKSON
Vice Chancellor for Research/Strategic Initiative and
Executive Director, Title III Programs
Southern University at New Orleans
New Orleans, Louisiana 70126
(504) 286-5274
Email: bjackson@suno.edu

EDUCATION:

B.S. – Business Education (Magna Cum Laude)
Southern University at New Orleans

M.Ed. – School Administration and Supervision
Southern University at Baton Rouge

Ph.D. – Higher Education Leadership
University at New Orleans

Dissertation Topic: The Relationships of Motivational Beliefs and Learning Strategies to the Academic Performance of Undergraduate Students at a Historically Black University

EMPLOYMENT:

Vice Chancellor for Research/Strategic Initiatives and Executive Director
Title III Programs (HBCU, SAFRA, FUTURE ACT, HEERF-CARES) – 2017 - Present

Director, Title III Programs – HBCU, SAFRA, CCRAA
Southern University at New Orleans (1974-2017)

Adjunct Instructor/Evening & Weekend College
College of Business (Office Management/Secretarial Sciences)
Southern University at New Orleans (1976-1996)

Coordinator, General Computer Laboratory
Southern University at New Orleans (1989-90)

Coordinator, Professional Development and Enhancement
Southern University at New Orleans (1980-present)

Dr. Brenda L. Jackson
Southern University at New Orleans

RELATED COMMITTEE ASSIGNMENTS:

Member, Chancellor's Executive Cabinet
Member, SACS-COC Leadership Team
Chair, SUNO Strategic Plan (2017-2017-2019)
Chair, SUNO Master Plan Committee (2006-2010)
Chair/Co-chair, Honors and Awards Day Committee (2001-present)
Co-chair, Commencement Committee (2006-present)
Co-chair, University Conference Committee (2006-present)
Co-chair, University Logistics Committee (2006-present)
 SACS-COC Accreditation Visit (2011)
 NCATE (Education) Accreditation Visit (2008)
 CSWE (Social Work) Accreditation (2012)
 AACSB, International (College of Business) Accreditation (2012)
 CAAIM (Health Information Management Systems) Accreditation
 (2013)
 AAFCS (Child Development and Family Studies) Accreditation
 (2014)
Chair, Women's History Program Committee (2008)
Chair, SACS-COC Standards for Title IV
Member, SACS-COC Student Achievement Standard
Co-chair, SACS Compliance Task Force (1995-2000)
Member, Strategic Planning Committee
Member, Teacher Education Council
Coordinator, Faculty/Staff Mentoring Committee
Advisory Board Member, Center for African and African American Studies
Managing Editor, *Africana Studies Review*
Member, Student Retention Committee (1995-2019)
Member, Student Yearbook Committee (2010-2013)
Member, University Catalog Committee (2000-2011)
Member, 50th Year Anniversary Committee
Member, University Fundraising Committee
Member, University Policies and Procedures Committee
Co-chair/Member, Homecoming Committee (2010-2021)
Mentor, Student Cohorts (2006-2009)
Mentor, First Year Student Mentoring Program (2009)
Member, Student Judicial Appeals Committee (2010-2013)
Advisory Council Member, Evening/Weekend College (2003-2005)
Co-chair, Faculty Retreat (2006)
Coordinator, Prospective Student/Parent Orientation Program (2010)

Dr. Brenda L. Jackson
Southern University at New Orleans

Campus Faculty Advisor, Alpha Kappa Alpha Sorority, Inc. (AKA) (2000-present)

OTHER:

Tutor, (evenings) Office of Community Services-New Orleans, LA (1995-2006)

School Improvement Plan-District Area Team (DAT) Leader
Orleans Parish School Board (2000-2001)

Title III Program Consultant/External Evaluator (1985- 2018)
Grambling State University
Tennessee State University
Florida A&M University
Elizabeth City State University
Paine College

PROFESSIONAL/COMMUNITY SERVICE:

SUNO Alumni Association:

Life Member
President (1995-1999)
Vice President (2005-2009)
Secretary (1990-1995)
Treasurer (2001-2004; 2009-2011;-2013-present)

Southern University at Baton Rouge – Alumni Association
Life Member

National Association of Title Three Administrators (NATTA)
Treasurer (1998-2005)

National Association of Title III HBCU Administrators, Inc. (NAT3A)
Vice President (2007-2011)
Treasurer (2003-2007 and 2015-2018)
Member at large (2001-2003)
Co-chair, Title III HBCU Strategic Planning Committee (2005-2008)
Chair, Title III HBCU Strategic Planning Committee (2008-2009)
Chair, Title III NAT3A Workshop Planning Committee (2007-2013)
Member, Title III NAT3A Assessment Committee (2007-2012)

Dr. Brenda L. Jackson
Southern University at New Orleans

National Association of Negro Business and Professional Women's Organization (NANBPW), New Orleans Chapter
President (1991-1999)

Founding Member and Treasurer, National Association for Multi-cultural Education, New Orleans, 2014-present

Board Member, Duplitchain University (2008-2014)

President/Commissioner, Homeowners' Association (2005-present)

Vice President/Commissioner, Eastern New Orleans Neighborhood Association Commission (ENONAC) (2012-present)

Alpha Kappa Alpha Sorority, Inc., (Alpha Beta Omega Chapter) Life Member, Golden Soror and 1st Vice President

National Association for the Advancement of Colored People (NAACP – Life Member, Education Chair, Member-at-Large, Freedom Fund Co-chair

AWARDS:

Southern University System Outstanding Service Award (2014)

Outstanding Service Award for Hard Work and Dedication, Southern University at New Orleans (2010)

Ernest G. Chachere Graduate Fellowship (University at New Orleans) - 1995

Distinguished Alumni Award, the National Association for Equal Opportunities in Higher Education – Presidential Citation (NAFEO) (1997)

Certificate of Appreciation, U.S. Department of Education (Division of Institutional Development) (2003)

Outstanding Alumni Award, SUNO Alumni Association (2011)

Outstanding Woman in the Community Award, YWCA (2003)

Most Outstanding Grant Writer, Southern University at New Orleans (Office of Grants and Sponsored Programs)

Dr. Brenda L. Jackson
Southern University at New Orleans

Exceptional Sponsored Program, Southern University at New Orleans (Office of Grants and Sponsored Programs)

Million Dollar Club Member, Southern University at New Orleans (Office of Grants and Sponsored Programs), 2011-Present

Most Funded Proposals, Southern University at New Orleans (Office of Grants and Sponsored Programs) (2013, 2015,2017, 2018,2019)

SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive

New Orleans, LA 70128

Phone: (504) 286-5311 Fax: (504) 286-5000

www.suno.edu



Office of the Chancellor

October 5, 2022

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

Dear President-Chancellor Shields:

I am pleased to recommend Ms. Melinda Roberts Perry for the Executive Online Director position at Southern University at New Orleans (SUNO).

Ms. Perry currently serves as the Online Program Coordinator/Advisor in the Bachelor of Interdisciplinary Studies Online Degree Program in the Office of eLearning (SU Online) at Southern University at Baton Rouge (SUBR). Prior to this role, Ms. Perry served as the Faculty/PRAXIS Coordinator in the Department of Curriculum and Instruction at SUBR. Ms. Perry graduated from South Carolina State University with a Bachelor of Arts degree in Arts and Humanities (Professional English) and Lesley University with a Master of Education in Curriculum and Instruction.

Ms. Perry brings a wealth of knowledge in online course development, Moodle Learning Management System (LMS), Microsoft Office, Internet Research and Banner. During her tenure at SU Online, Ms. Perry has recruited faculty and students, assisted faculty by facilitating professional development, assisted faculty with creating course shells, provided guidance with curriculum alignment and implemented the Campus Quality Matter (QM) Plan. Ms. Perry has attained the Curriculum Design for Quality Instruction (SUNO Faculty Talent Development Institute) certificate and Quality Matters Applying the QM Rubric and Teaching Online certificate. As a certified QM Coordinator, Ms. Perry provided training for SUBR and SUNO faculty.

I recommend Ms. Melinda Roberts Perry for this position with a salary of \$90,000. The effective date of this appointment is November 1, 2022.

Thank you for considering this request and submitting it for approval at the October 21, 2022 Board of Supervisors meeting.

With kind regards,

A handwritten signature in cursive script that reads "James H. Armons, Jr.".

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

APPROVAL: _____

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

"An Equal Educational Opportunity Institution"

JOB CLASS		SOUTHERN UNIVERSITY SYSTEM	
JOB CODE		Personnel Action Form	POSITION NUMBER
CAL ID			

CAMPUS: SUS SUDR EBLAC SUAMEC SUNO SUSIA

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

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

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

Profile of Person Recommended

Length of Employment July, 2013 To October 31, 2022
 Effective Date November 1, 2022

Name Melinda Roberts Perry SSN XXX-XX-5322 Sex F Race A.A.

Position Title: Executive Online Director Department: Title III-Online Programs

Check One Existing Position New Position *Visa Type (See Reverse Side): _____
 Expiration Date: _____
 (Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience _____ Southern University Experience 7 years

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>M.A. - Education</u>	<u>Lesley University</u>	<u>2011</u>
	<u>B.A. - English</u>	<u>South Carolina State University</u>	<u>1998</u>

Current Employer _____

Personnel Action

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

Recommended Salary \$90,000 Salary Budgeted \$90,000

Source of Funds Title III-Online Programs

Identify Budget: 420246-41410-61002-4600 Location _____
 Form Code: _____ Page _____ Item # _____

Change of: _____
 From _____ To _____

Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if applicable):

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

Source of Funds	Amount
<u>420246-41410-61002-46000</u>	<u>\$90,000</u>

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

_____ Signature	10/3/2022	_____ Signature	10/3/2022
_____ Signature	10/3/2022	_____ Signature	10/3/2022
_____ Signature	10/3/2022	_____ Signature	10/4/2022
_____ Signature	10/3/2022	_____ Signature	
_____ Signature		_____ Signature	

Director/Personnel _____ Date _____
 Business Affairs/Comptroller _____ Date _____
 President _____ Date _____
 Chairman/S.U. Board Of Supervisor _____ Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

White. Not of Hispanic origin. A person having origins in any of the original 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 Taiwan.

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

COMMENTS:**EMPLOYEE REGULAR WORK SCHEDULE:**

8:00 A.M. - 5:00 P.M.

EMPLOYEE DIRECT SUPERVISOR:

Dr. Gregory Ford

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

Melinda Roberts Perry

OBJECTIVE

To accomplish appointed tasks, build strong, working relationships, and benefit from and provide an atmosphere conducive for productivity and consistent opportunities for growth and continuous training and development

EDUCATION

Lesley University, Cambridge, MA (Charleston, SC)
Master of Education -- Curriculum and Instruction 05/2011

South Carolina State University, Orangeburg, SC
Bachelor of Arts -- Arts and Humanities (Professional English) 12/1998

Minor, Radio Broadcasting
Honor Graduate, Magna cum laude

TECHNOLOGY

Microsoft Office, Internet Research, Moodle Learning Management System, Banner

CERTIFICATION

Curriculum Design for Quality Instruction (SUNO Faculty Talent Development Institute), Quality Matters Applying the QM Rubric and Teaching Online

EMPLOYMENT

November 2022-Present
Southern University and A & M College, Baton Rouge, LA
SU Faculty Liaison and BIS Online Program Coordinator/Advisor
Office of eLearning (SU Online)

- Developed course module for the Culturally Responsive Teaching (CRT) course as new initiative approved by the Louisiana Board of Regents
- Co-facilitated TOI-equivalent symposium for professional development for SUBR Online and SU Online faculty
- Assisted with the program development for onboarding online degree programs
- Serve as facilitator for Culturally Responsive Teaching (CRT) online course
- Assist SU Online faculty with the development of QM-compliant Moodle course shells
- Served on the grant writing team for new initiative, online CRT Course
- Recruit faculty to teach SU Online courses
- Verify adjunct academic credentials for SACSCOC compliance
- Provide guidance regarding curricular alignment and assessment strategies
- Coordinate professional development and training opportunities for online faculty
- Serve as certified Quality Matters Coordinator to implement the Campus Quality Matters Plan
- Monitor and maintain records of online teaching certifications
- Coordinate faculty teaching appointments, issue appointment letters, and prepare EPAPs for Southern University Online
- Coordinate annual campus-wide peer reviews of all online courses
- Serve as Program Coordinator for the BIS online degree program to include advising and recruiting students
- Teach one online course annually for Southern University Online
- Provide online training to SUNO faculty members

Melinda Roberts Perry

robertsmael2015@gmail.com

- Assisted with adding minor options for the BIS online program degree
- Serve on Concourse Taskforce

April 2019-Present

Southern University and A & M College, Baton Rouge, LA

Bachelor of Interdisciplinary Studies (BIS) Online Degree Program Coordinator/Advisor
Office of eLearning (SU Online)

- Provided B.I.S. online program degree students with curriculum plan guides/degree audits to guide them in their program completion efforts
- Worked with the associate dean of the College of Humanities and Interdisciplinary Studies to develop an online orientation course for Southern University
- Revamped aspects of the BIS degree program

August 2016-November 2020

Southern University & A & M College, Baton Rouge, LA

Faculty/PRAXIS Coordinator

Department of Curriculum and Instruction

- Developed online courses in Moodle, applying tested design instructional theories, practice, and methods in alignment with the Quality Matters Model
- Incorporated technology and instructional strategies to engage students and cultivate and support students' interests
- Coordinated Praxis Core workshops
- Collaborated with workshop facilitators to ensure the successful delivery of Praxis workshops
- Identified consistent, up-to-date resources that assisted teacher education majors with obtaining teaching credentials
- Designed and produced materials to increase student awareness with regards to Praxis requirements
- Updated and managed information about Praxis exams on the School of Education's University web page

July 2015-June 2016

Southern University & A & M College, Baton Rouge, LA

Director's Assistant/Writing Liaison of the SU QEP Writing Center

Office of the SU Quality Enhancement Plan (QEP)

- Assisted director of the Office of the QEP with office development and other duties regarding office operations
- Assisted faculty with the development of writing enhanced assignments for continual assessment of students' writing skills
- Collaborated with faculty to ensure student writing skill improvement
- Developed and updated manual for QEP Writing Center operations
- Developed and updated QEP logo, Q & A guide for campus-wide distribution, and QEP website for educational and information purposes
- Developed improvement plan to address identified student deficiencies in writing
- Provided training resources to writing assistants/peer tutors
- Developed writing-related workshop content geared toward improving student/university constituents' writing skills
- Hosted QEP writing-related workshops

Melinda Roberts Perry

robertsmel2015@gmail.com

- Assisted SU graduate, undergraduate, and SU Law School students with writing assignments and provided one-on-one tutoring sessions to ensure continuous improvement

August 2005 – December 2014

Denmark Technical College, Denmark SC

Interim Director of the Quality Enhancement Plan (QEP)

- Assisted with writing and developing the QEP
- Aided with the development of the QEP topic and logo
- Made campus-wide/out of state QEP presentations to educate students and college constituents
- Facilitated QEP implementation and marketing meetings
- Facilitated QEP campus-wide, student-oriented activities
- Produced and distributed QEP information for educational purposes
- Prepared and made QEP presentation for SACSCOC on-site team for reaffirmation of accreditation

Instructor – Developmental English

- Assisted students with mastery of English competencies necessary for transition into major degree programs
- Served as academic advisor for designated students
- Served as lead instructor for the Division of Transitional Studies
- Served as advisor for the gospel choir, Student Christian Association
- Served on the Curriculum and Instruction and Community Outreach committees
- Engaged with other subject matter experts to review and develop developmental English courses, creating realistic objectives for learning or performance for students and instructors
- Created engaging learning activities and compelling course content that enhanced retention and transfer

January 2002 – August 2005

South Carolina State University, Orangeburg, SC

News and Public Affairs Director – WSSB 90.3 FM

- Served as news and public affairs director
- Co-produced live remotes
- Produced public service announcements and press releases
- Supervised students, staff, and community volunteers
- Promoted music concerts and on-air give-a-ways
- Planned special events
- Produced community-oriented programs
- Conducted pre-recorded and live interviews with local, state and national leaders
- Forged partnerships with community members and local businesses
- Served as the only student pitcher at the 3rd annual membership drive

January 2003 – May 2004

Orangeburg Department of Public Safety, Orangeburg, SC

Host – Orangeburg's Most Wanted

- Hosted crime prevention show
- Worked closely with law enforcement agencies to provide community residents with information in relation to criminal activity, crime awareness, and crime prevention and reduction
- Assisted with show production

Melinda Roberts Perry

robertsmel2015@gmail.com

**ADDITIONAL
ACCOMPLISHMENTS/
POSITION**

Published author, free-lance editor

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

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

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

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

Previous Employer Gloria Moultrie Reason Left Retired
 Date Left 12/31/19 Salary Paid \$85,623.90

Profile of Person Recommended

Length of Employment 4.01.21 To Present

Effective Date 10.01.2022

Name Kim Ragon SS# xxx-xx- Sex _____ Race* _____

Position Title: Vice Chancellor for Advancement Department: office of the chancellor

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

New Position Expiration Date: _____

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

Years Experience _____ Southern University Experience _____

Degree(s)	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	Bachelor of Science	St. Mary's Dominican College	1984
	Master of Business Administration	University of New Orleans	2003
	Doctor of Philosophy	Jackson State University	2011

Current Employer _____

Personnel Action

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

Recommended Salary \$140,000 Salary Budgeted \$140,000

Source of Funds State

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

Change of: _____ From _____ To _____

Position _____

Salary Adjustment \$170,000 \$140,000

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
411001-41210-61002-4600	\$140,000

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

Approved by: <u>James H. Summers, Jr.</u> Date: <u>10/12/2022</u> Suggested by: _____ Date: _____ Approved by: <u>James H. Summers, Jr.</u> Date: <u>10/12/2022</u> Vice Chancellor: _____ Date: _____ Approved by: <u>Kelina Jones</u> Date: <u>10/12/2022</u> Director/Personnel: _____ Date: _____	Approved by: <u>James H. Summers, Jr.</u> Date: <u>10/12/2022</u> Dean/Unit Head: _____ Date: _____ Approved by: <u>James H. Summers, Jr.</u> Date: <u>10/12/2022</u> Chancellor: _____ Date: _____ Approved by: _____ Date: <u>10/12/2022</u> Vice President/Finance: _____ Date: _____ Business Affairs/Comptroller: _____
President _____ Date _____	Chairman/S.U. Board Of Supervisor _____ Date _____

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

M-F, 8:00 am TO 5:00 pm

EMPLOYEE DIRECT SUPERVISOR:

James H. AMMONS, Jr. Ph.D.

NUMBER OF EMPLOYEES SUPERVISED, (if any)

5

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

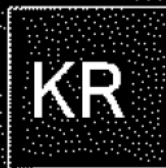
CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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



KIM RUGON, PH.D.

EDUCATION

Bachelor of Science	Accounting, St. Mary's Dominican College, May 1984
Master of Business Administration	University of New Orleans, December 2003
Doctor of Philosophy	Urban Higher Education, Jackson State University, August 2011 Dissertation entitled <i>Perceptions of High School Students in Dual Enrollment Programs on Understanding the Role of a College Student</i>

LEADERSHIP EXPERIENCE

Vice Chancellor of Institutional Advancement

Southern University at New Orleans, LA | 2021 – Present

Responsibilities

- Manage Institutional Advancement, Public Relations and Communications, and Career Services and Placement
- Develop a visionary strategic plan for fund development and alumni relations.
- Establish, monitor, and manage goals for each area of the strategic plan and assume responsibility for meeting these goals.
- Identify unmet institutional needs/opportunities both internally and externally. Research, facilitate and design viable solutions to meet those needs.
- Identify and cultivate new sources of funding including private, public and corporate/foundation sources.
- Build and manage a portfolio of principal and major gift prospects and coordinate solicitation strategies with the chancellor's office and the deans of each college.
- Participate in development activities including individual meetings with donors, prospects and campus constituent groups.
- Act as primary development liaison to both campus communities and to the SUNO Foundation and the Southern System Foundation.
- Assure that best practices are in place and that relevant and innovative fundraising messages are developed for diverse demographic and geographic supporters.
- Monitor, analyze and report on overall fundraising results versus goals to internal and external constituencies.
- Make public presentations to support the University's advancement efforts.
- Oversee the preparation of marketing materials for print and electronic communications.
- Serves as the primary liaison between the university, its students and alumni, and potential employers on a state, regional, national, and international scale.
- Responsible for fiscal planning and management for career services, including all operations and staffing matters.
- Creates relationships with representatives of industrial, governmental, and educational employers to assist in the most effective use of career services' efforts. Also supports the marketing of other university college and departmental efforts.
- Develops new contacts with external organizations for the purpose of expanding employment opportunities for students and alumni.

- Supervises the on-campus recruitment and interviewing processes as well as resume referral and job-listing services for current students as well as alumni.
- Closely coordinates communication with deans, department chairs, and other faculty to ensure that the career services department is meeting the needs and desires of the academic colleges and departments, within the limitations imposed by the size of the staff and financial support provided by the university.
- Constantly monitors, analyzes, and evaluates current scope of services offered through career services and plans, implements, and directs new programs under the supervision of the dean of student development and services and in coordination with other directors of student services and student activities efforts.
- Oversee a \$478,000 STRADA Leadership Development grant
- Serves in a leadership role in various professional organizations including, but not limited to, the National Association of Colleges and Employers (NACE), Council for Advancement Support of Education (CASE), Association of Fundraising Professionals (AFD), and those regional affiliates which provide broad opportunities for job development activities and funding opportunities.
- Direct, supervise, and evaluate the work of support staff.

Accomplishments

- February 2021-present raised \$700,000 in public, private and foundation funding
- Increased the number of gifts to University by 47%.
- Increased Donor base by 44%
- Increased Alumni Giving by 262%.
- Wrote the school's Quality Enhancement Plan—a necessary document to secure SACSCOC Accreditation.
- Organized the University's Career Services Center, securing funding and hiring staff.
- Currently planning and securing sponsorships for the University's annual Scholarship Gala--\$60,000
- Wrote the Leadership Development Manual to be used by participants in the STRADA Leadership Program.
- Currently rebranding the University through all social media platforms and webpages.
- Currently preparing for the statewide Southern System Worship/Ecumenical Fundraiser—SUNO's goal is \$30,000.
- Jointly work with the Chancellor of the University to increase SUNO's footprint throughout the city to breakdown image barriers.

Vice President of Workforce Development/Institutional Advancement

Goodwill Industries of Southeastern Louisiana, Inc. | 2012 – Present

Responsibilities

- Serve as the senior leader of 3 workforce development offices in New Orleans, Baton Rouge and Houma, Louisiana serving over 3,500 clients yearly.
- Serve as the Chief Academic Officer of the Goodwill Technical College which offers 3 technical skills training programs (Hospitality and Tourism, Medical Billing and Coding, and Medical Office Administration).
- Manage six (6) social services programs which include: re-entry, foster care, housing, disability services and STRIVE Job Readiness and employment services.
- Supervise Directors, Program Managers, case managers, employment specialist, college recruiter and program instructors.
- Responsible for the management, operation and integrity of the agency in its effort to deliver social services and educational programming to citizens within the service delivery area.
- Responsible for the stewardship and management of \$5 million operating budget comprised of private and public funding that promotes cost effective services while maintaining exemplary services to constituents.

- Participate in appropriate local, state, and national efforts to promote the interests of the agency's workforce development programs and technical college.
- Serve as an advocate to work with local leaders, accrediting and regulatory agencies, and other community and faith-based social services industries to promote the delivery of Goodwill services.
- Responsible for setting the strategic vision for workforce development and the technical college and communicating that vision to all internal and external stakeholders.
- Responsible for securing private and public sector funds necessary for the operation and growth of workforce development programs and the technical college.
- Responsible for working with board members and other senior team members to shape the vision and direction that closely aligns with the mission of the agency.
- Advocate for the disabled, homeless veterans, women and families, returning citizens, children aging out of foster care, and the nontraditional student populations.
- Serve as the spokesperson for workforce development programs and services to all constituencies, the general public and the media.
- Participate with senior team in creating annual budget to present to the board.
- Network with partnering agencies with similar missions to strengthen supportive and wrap around services.
- Maintain an effective and open line of communication with peers, President and board members to effectively share information and expertise.
- Maintain a strong relationship with Goodwill Industries International, Inc., the Council on Occupational Education and the Louisiana Board of Regents.
- Represent Goodwill with local and national business, nonprofit and government entities and officials.
- Responsible for creating policies and procedures for workforce and college programs.

Accomplishments

- Expanded service delivery from New Orleans, LA to Baton Rouge, LA and Houma, LA.
- Increased workforce development program offerings.
- Secured \$4 million in grant funds during the 2020 pandemic.
- Successfully secured approval through the Louisiana Board of Regents to open the Goodwill Technical College.
- Oversaw successful programs and grant audits with no findings.
- Increased the number of individuals served through social services and educational programs.
- Improved the fiscal health of the workforce development department with the acquisition of over \$14 million in public and private funding.
- Improved the brand of the organization and partnerships with city and state governments and other nonprofit, community and faith-based organizations by improving business and industry relationships.
- Served as the subject matter expert for the City of New Orleans re-entry initiative and the Department of Corrections LA PRI Steering Committee.
- Co-created the New Orleans Re-Entry Taskforce and the City of New Orleans' Opportunity Centers.
- Developed customized job readiness training, hospitality and tourism, Medical Coding and Billing and Medical Office Assistant, Broadband Technology and Digital Literacy programs.
- Successful accreditation of workforce development programs through Goodwill Industries International.
- Successful provisional accreditation through the Council on Occupational Education for the Goodwill Technical College.

Executive Dean of Technical Education

Delgado Community College | 2007 – 2012

Responsibilities

- Responsible for directing, administering and implementing all programs and activities.
- Provided academic leadership and direction to the Technical Division faculty and the site's educational programs, including on-site classes, business and industry courses, and off-site course offerings.
- Responsible for the oversight and delivery of Technical Education Programs and all aspects of operation for two campus sites with a student body of over 1200 students and 100 faculty and staff.
- Proposed and established priorities for submission of the site's annual operating and capital outlay budgets.

- Created and maintained a positive environment for students by extending the hours of student services; enhancing student learning opportunities and ensuring the facilities and grounds are conducive to learning and are well maintained.
- Developed accreditation documents and oversaw compliance reviews for Technical Division programs.
- Recruited and hired outstanding faculty, achieved retention and attendance goals, reviewed program curriculum and course syllabi, and monitored student satisfaction for Technical Division programs.
- Developed customized, relevant workforce development programs and initiatives.

Accomplishments

- Developed and implemented a Technical Division Business Plan with strategies to increase enrollment and improve safety and security of campus.
- Increased enrollment in dual enrollment course offerings to high school students.
- Developed a facility plan which increased the usage of the campus by 20%.
- Created a seamless transition of programs and student services after the merger of Louisiana Technical College and Delgado Community College.
- Hired skilled and experienced instructors.
- Increased usage of sites by offering general education courses, business courses and allied health courses.

Vice Chancellor

Louisiana Technical College - Region One | 2005 – 2007

Responsibilities

- Served as Chief Executive Officer of Louisiana Technical College, Region 1, a comprehensive multi-site institution with 5 campuses/sites serving more than 5,000 students and offering more than 50 technical diploma and associate degrees.
- Managed a \$15 million operating budget.
- Created a strategic vision for the college and communicated that vision to all internal and external constituencies.
- Oversaw the management, operation and integrity of the college in its efforts to deliver educational programming to citizens within the service areas of the college.
- Served as the college's chief spokesperson and represented the college to the general public.
- Participated in appropriate local, state, and national efforts to promote the interests of the college.

Accomplishments

- Assisted and co-authored the Force Majeure and Reduction in Force after Hurricane Katrina.
- Secured funds through the Bush Clinton fund to operate the college after Hurricane Katrina.
- Coordinated the rebuilding of the Jefferson, Slidell and Westbank campuses and worked with licensure and accrediting agencies to reinstate the Cosmetology, Barber Stylist and Automotive programs after Hurricane Katrina.
- Housed faculty and staff and provided wrap around services during Hurricane Katrina.
- Increased college enrollment by 20% after Hurricane Katrina.
- Lead a team of college personnel to recreate student files and records and merge those records into the community college database.
- Successfully accomplished the reaccreditation of Jefferson and West Jefferson campus through the Council on Educational Occupation after Hurricane Katrina.
- Collaborated with the Chancellor of Delgado Community College to lead a successful merger of the Louisiana Technical College and Delgado.
- Lead a team of college personnel to convert the technical college clock hours to college credit hours to meet requirements of SACSCOC.

Dean of Curriculum Instruction

Louisiana Technical College - Region One | 2005 – 2005

Responsibilities

- Created a positive, structured learning environment to ensure that students observe the college's core values, high expectations, and code of conduct.
- Designed, implemented and evaluated assessments that measure progress towards academic standards.
- Used assessment data to refine curriculum and inform instructional practices.
- Coordinated the instruction of students, designed curricula, and fostered a positive atmosphere for an academic institution.
- Served as liaison to other college divisions, areas and services; advisory committees; individual students and student groups; and appropriate university, school and community groups.
- Served on college/district committees as assigned.
- Worked with the Louisiana Technical College and the Louisiana Board of Regents to approve new curricula and change existing curricula.
- Provided leadership for and assisted with division program reviews, annual program review updates, action plans and the accreditation process.
- Managed and participated in the continued evaluation and improvement of assigned divisions, instructional areas and/or instructional support services.
- Facilitated and oversaw instructional program development and curriculum development to address the mission of the college.
- Assisted in the coordination of division and/or area programs with those of other institutions and in the development of partnerships with external agencies.

Accomplishments

- Designed curricula and received state approval for 13 new programs: *Electric Lineman Technology, Machine Tool Technology, Film and Video Technology, Bank Teller Technology and nine Avondale Shipyard Apprenticeship Programs.*

Dean of Jefferson Campus

Louisiana Technical College – Region 1 | 2003 – 2005

Responsibilities

- Responsible for providing leadership for the campus' educational programs, including on-campus classes, business and industry courses, and off-campus course offerings; directing, administering and implementing all programs and activities; and serving as lead administrator for a campus with a student body of over 1200 students and approximately 35 faculty and staff.
- Proposed and established priorities for submission of the campus' annual operating and capital outlay budgets.
- Served as liaison between the College and the Jefferson Parish community.
- Enhanced services to students by implementing evening hours for all student service areas including admissions, financial aid and registrar.

Accomplishments

- Sponsored the SkillsUSA competition yearly and had the highest number of award presentations
- Successfully created a partnership and hosted training for the Labor Union and Apprenticeships programs.
- Created a partnership with Jefferson Parish high schools to enroll high school students in dual enrollment programs.
- Obtained the highest number of completions and Licensure rates in Allied Health programs in the district.

INSTRUCTIONAL/TEACHING EXPERIENCE

Accounting Instructor, Louisiana Technical College - Sidney Collier Campus | 1997 – 2003

Business Instructor, Xavier Preparatory High School | 1992 – 1997

Accounting Instructor for JTPA, Sidney Collier Vocational School | 1986 – 1992

Responsibilities

- Prepared and delivered lectures to technical college students and high school students on topics such as basic accounting, intermediate accounting principles, costs accounting and tax accounting.
- Evaluated and graded students' class work, assignments, and papers.
- Prepared course materials such as syllabi, homework assignments, and handouts.
- Maintained student attendance records, grades, and other required records.
- Initiated, facilitated, and moderated classroom discussions.
- Planned, evaluated, and revised curricula, course content, course materials and methods of instruction.
- Maintained regularly scheduled office hours in order to advise and assist students.
- Kept abreast of developments in their field by reading current literature, talking with colleagues, and participating in professional organizations and conferences.
- Advised students on academic and vocational curricula, and on career issues.
- Selected and obtained materials and supplies such as textbooks.
- Collaborated with members of the business community to improve programs, to develop new programs, and to provide student access to learning opportunities such as internships.
- Participated in student recruitment, registration, and placement activities.
- Served on academic or administrative committees relative to institutional policies, departmental matters, and academic issues.
- Participated in campus and community events.
- Served as senior adviser.

PROFESSIONAL EXPERIENCE

Auditor

Touche Ross Certified Public Accountants | 1984 – 1986

Responsibilities

- Developed audit objectives, plans, and scope by reviewing available information and conducting research.
- Helped design, implement, and maintain internal audit procedures and risk assessment processes.
- Prepared audit findings, write audit reports, and develop recommendations.
- Ensured compliance with all applicable plans, policies, and standards.
- Kept abreast on industry trends and best accounting and audit practices.
- Ensured accuracy of financial information.
- Followed up on audit recommendations.

EXTERNAL FUNDRAISING AND MANAGEMENT EXPERIENCE

2012 | Co-authored *ReIntegration of the Ex-Offender Generation 5*
Department of Labor—Employment Training
\$1,025,000

Authored *Beyond Jobs – Goodwill International*
Walmart Foundation
\$132,000

Authored *NOLA for LIFE*
City of New Orleans Re-Entry
\$10,000

2013 | Authored *PeyBack*
Peyton Manning Foundation
\$10,000

Authored *Entergy Foundation Grant*

Entergy Foundation
\$5,000

Authored ***IMPACT 2014***
Greater New Orleans Foundation
\$15,000

2014 Authored ***IMPACT 2015***
Greater New Orleans Foundation
\$15,000

Authored ***Wisner Foundation***
City of New Orleans
\$10,000

2015 Co-authored ***Training to Work 3 - Adult Re-Entry***
Department of Labor
\$1,360,000

2016 Authored ***Good Guides Youth Mentoring Grant***
Department of Justice
\$240,000

Co-authored ***Life Launch Adult Demonstration Grant***
Department of Labor
\$680,000

Co-authored ***Baton Rouge Empowering Dads (BRED) Grant***
Department of Justice-Office of Juvenile Justice, Baton Rouge
\$350,000

Authored ***WIOA Out of School Youth Grant***
City of Baton Rouge
\$325,000

Authored ***Second Chance Grant***
Greater New Orleans Foundation
\$5,000

2017 Authored ***Capital Area United Way Grant***
Baton Rouge
\$65,000

Authored ***Huey and Angelina Wilson Foundation Grant***
Baton Rouge
\$75,000

Authored ***Workforce Innovation Fund***
New Orleans
\$428,000

2019 Authored ***Department of Corrections Louisiana Prison Re-Entry Initiative (LaPRI) Grant***
Orleans Parish
\$447,785

Authored ***Department of Corrections Louisiana Prison Re-Entry Initiative (LaPRI) Grant***

Terrebonne Parish
\$1,800,000

Authored *Huey and Angelina Wilson Foundation Grant*
City of Baton Rouge
\$50,000

2020 Authored *Pathway Home Grant*
Department of Labor
\$3,479,000

Authored *Rapid Housing Grant*
UNITY
\$474,000 (Renewal)

Authored *Aging Out-of-Foster Care*
Department of Children and Family Services, New Orleans Region
\$558,861 (Renewal)

Authored *Aging Out-of-Foster Care*
Department of Children and Family Services, Thibodaux Region
\$558,861 (Renewal)

Authored *Rapid Re-housing for Families*
UNITY, New Orleans
\$199,755 (Renewal)

Authored *Home at Last Veteran Housing Grant*
UNITY
\$500,000 (Renewal)

2021- Authored LCMC Health Care Pipeline
\$1,568.00 (Interview scheduled October 21, 2022)

2022 Authored *Louisiana Blue Cross/Blue Shield Foundation*
\$432,000

GNO, Inc. HBCU Entergy Training Grant
\$5000

Authored *Grow with Google Grant*
\$20,000

Wisner Grant Foundation Grant-SUNO Grief and Trauma Center
\$100,000

Jefferson Parish City Council Scholarship Fund
\$100,000

Alpha Kappa Alpha Sorority, Inc.
EAF HBCU award
\$25,000

Alumni Giving
\$250,000

PROFESSIONAL DEVELOPMENT AND LEADERSHIP TRAINING

- 2004 Jefferson Leadership Academy
- 2008 Lakin Institute for Mentored Leadership-President's Round Table
- 2016 Goodwill International Re-entry Round Table Discussion

AWARDS & HONORS

- 2013 Recognition for promoting the "Beyond Jobs" program for Building Brighter Futures for Women by the Metropolitan Council, City of Baton Rouge—East Baton Rouge Parish
- 2016 *REAL Innovator Award*, Re-Entry Alliance of Louisiana
- 2017 Connecting Links of Success - Celebrating Women of Achievement, P13 Foundation
- 2018 Recognition for outstanding community work on behalf of Louisiana House of Representatives, House Representative Joseph Bouie, Jr.
- 2018 *Honoree* at Historic St. James African Methodist Episcopal Church's "Salute to Women of Excellence"
- 2019 *Focus of Women Award*, Sigma Gamma Rho Sorority Inc.
- 2019 *Certificate of Special Congressional Recognition*, House Representative Cedric Richmond
- 2019 *City Proclamation for Outstanding Community Work*, Councilman Jay Banks

PUBLICATIONS

High School Students' Perceptions of Participation in Dual Enrollment Programs on Understanding the Role of a College Student *NASAP-JUSU WPHD Journal of Student Affairs*

PRESENTATIONS

- 2010 LCTCS Convention, Baton Rouge, LA
Responding to the Need—The Prince's Foundation of Sustainability
- 2011 National Career Pathways Conference, Orlando, FL
High School Students' Perceptions of Participation in Dual Enrollment Programs on Understanding the Role of a College Student
- 2013 National Crime Symposium Conference, New Orleans, LA
Education and Training and the Success on Crime Prevention
- 2015 Re-Entry Alliance of Louisiana, New Orleans, LA
Effective Case Management Strategies and Tools
- 2017 Goodwill International, Houston, TX and Rockville, MD
A Second Chance at a Better Life—Servicing the Formerly Incarcerated
- Housing Works Conference, United Way of Atlanta
Transitioning from Prison to Home: Best Practices for Reentry

COMMUNITY ACTIVITIES

- 2022 – Present UNITY of New Orleans Continuum of Care, **Board Member**
- 2021 – Present GNO, Inc., **Board Member**
- 2012 – Present UNITY of New Orleans Continuum of Care Consortium, **Member**
- 2020 – Present Greater New Orleans_ABO Charitable and Education Foundation, **President**
- 2013 – Present Alpha Kappa Alpha Sorority, Inc., **Member**
- 2016 – Present Children and Youth Planning Board, **Board Member**

2017 – Present Workforce Investment Board - Youth Council, First District Planning, **Board Member**
2017 – Present Department of Public Safety and Correction, Louisiana Prison Reentry Initiative (LA-PRR),
Steering Committee
2018 – Present UNITY of New Orleans Continuum of Care Consortium, Education Advisory Council,
Chairperson
2016 – 2020 Alpha Kappa Alpha Sorority, Inc., South Central Regional Leadership Team, **Corporate**
Development
2016 -2019 New Orleans Re-entry Taskforce, **Chairperson**
2009 – 2012 Citizens United for Economic Equality, **Board Member**
2009 – 2012 Youth Council of New Orleans, **Member**



Office of the Chancellor

SOUTHERN UNIVERSITY AT NEW ORLEANS

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

October 5, 2022

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

Dear President-Chancellor Shields:

I am requesting authorization to appoint Ms. Shannon Williams as Interim Associate Vice Chancellor for Administration & Finance. Her salary will be \$81,000 annually and her start date will be November 1, 2022. This personnel action will help to ensure stability in the Administration and Finance Office at SUNO until the Vice Chancellor's position is filled permanently. Approval of the Interim appointment would immediately provide additional oversight and the functional support needed in order to maintain consistent control over the University's financial resources.

The responsibilities associated with the position will be related to the broader needs of the division. Specific duties will include:

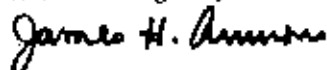
- Providing assistance with divisional administrative leadership activities
- Representing the Division on committees and task forces
- Serving as the divisional executive in charge, in the Vice Chancellor's absence.
- Leading divisional initiatives such as business process reengineering, creation of measurement systems, generating performance dashboards, and other related activities.
- Confirming the availability of funds for purchases
- Assisting in the preparation of financial statements
- Reviewing and approving financial reconciliations

Ms. Williams has over 20 years of higher education finance experience. She holds a Bachelor of Science in Accounting from Southern University at New Orleans, a Master's of Business Administration, a Master's of Accounting, and she is a Certified Fraud Examiner. Over the years, Ms. Williams has been a driving force in keeping our University community informed and up-to-date on various State of Louisiana policies and

procedures. In addition, she is one of our primary policy enforcers. To accomplish this major task, she has personally provided departmental and campus-wide training.

I believe that this personnel action will help to provide strength and stability in the Division of Administration and Finance as we continue to move the University forward. It will also add critical resources for the Division and permit the Interim Vice Chancellor to focus more on the strategic initiatives of the University.

With kind regards,



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

APPROVAL: _____

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

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form POSITION NUMBER

CAMPUS: SUS _____ SUMN _____ SULAC _____ SUARRC _____ SUNO X SUBLA _____

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

Academic X Non-Academic Civil Service
 Tenureless 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 Shawn M. Charles Reason Left Promotion

Date Left August 31, 2022 Salary Paid \$90,000.00

Profile of Person Recommended

Length of Employment January 15, 2003 To Present

Effective Date October 1, 2022

Name Shannon M. Williams BS# XX-XX-2937 Sex F Race Black

Position Title: Interim AVC for Admin & Finance Department: VC for Administration & Finance

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

New Position Expiration Dates _____

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

Years Experience 24 Southern University Experience 19

Degree(s)	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BS - Accounting</u>	<u>Southern University at New Orleans</u>	<u>1997</u>
	<u>Master's of Business Admin</u>	<u>University of New Orleans</u>	<u>2018</u>
	<u>Master's of Accounting</u>	<u>University of New Orleans</u>	<u>2021</u>

Current Employer Southern University at New Orleans

Personnel Action

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

Recommended Salary \$81,000.00 Salary Budgeted \$90,000.00

Source of Funds General Fund

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

Change of:
 Position Chief Accountant From Interim AVC for Admin & Finance To
 Status Permanent Permanent
 Salary Adjustment \$62,192.00 \$81,000.00

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
<u>411001-44110-61002-46000</u>	<u>\$81,000.00</u>

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

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

_____ Date	<u>10/4/2022</u>	_____ Date	<u>10/4/2022</u>
_____ Date	<u>10/4/2022</u>	_____ Date	
_____ Date	<u>10/4/2022</u>	_____ Date	
_____ Date		_____ Date	
_____ Date		_____ Date	
_____ Date		_____ Date	

Shannon M. Williams, MBA, MAcc, CFE

TEAM LEADERSHIP

FINANCIAL OPERATIONS

POLICY DEVELOPMENT

Enterprising Accounting & Financial Operations Manager with 20+ years of extensive experience in stringent financial controls, accounting, and regulatory compliances. Proven track record of partnering with senior management and liaising between internal and external stakeholders to recommend solutions for issues in accounting and auditing. Ensures payment and reporting in adherence to federal and state regulations. Directs and mentors personnel leading to increased productivity and growth.

Daily Operations • Policies & Procedures • Financial Planning & Reporting • Accounting Practices
Budget Management • Accounts Payable • Accounts Receivable • Cashiering (Treasury)
Account Reconciliations • Cost Benefit Analysis • Grants Management • General Ledger • Capital Assets
Forecasting • Employee Development • Facility Rentals • Data Analysis

RELEVANT EXPERIENCE

Southern University at New Orleans – New Orleans, LA

2003 - Present

CHIEF ACCOUNTANT (2021 - PRESENT)

Promoted to liaise between Associate Vice Chancellor for Administration & Finance and Comptroller and subordinate positions. Manage activities of Accounts Payable, Payroll, and Travel divisions. Assist with preparing the Annual Financial Report, auditing University travel, enforcing policies per guidelines, and articulating complex accounting and financial statements.

- Monitor/Audit program expenditures up to \$21M, recommend budget revisions, and control expenses to achieve efficient operations and identify financial trends
- Perform account reconciliations totaling \$11.8M - Office of Group Benefits (\$3.4M), Tuition and Fees (\$6.4M), Housing (\$1M), and Meal Plans (\$1M)
- Report on \$51M HEERF grant per U.S. Dept of Education requirements and ensure appropriate spending in various categories (ex., Student Aid, Technology purchases, etc.)
- Reduce cash flow issues by verifying financial system reports, ensuring accurate GL posting, and outlining discrepancies
- Develop policies and procedures for Accounts Payable, Contracts, and Travel and Purchase Card programs
- Partner with other departments/campuses and build cooperative relationships to assist with complex transactions and accomplish organizational goals

ACCOUNTANT 3 (2017 - 2021)

Promoted to manage daily workflow for the AP department. Audit and oversee 200+ travel transactions monthly. Monitored, recorded, and reconciled 2K purchases made with Procurement Card, Travel Card, and Controlled Billed Account programs.

- Analyzed and reconciled revenue recognition of \$2M, travel advance accounts, 3rd party lease agreements, and housing payroll deductions
- Received commendation by Office of State Travel and recognition by the State of Louisiana for oversight of travel operations and administration of top procurement card program
- Produced designated monthly reports mandated by the State of Louisiana for procurement cards, i.e. Tax Audit, Single Day Transaction Limit, Online Merchants, Vendor Payment, Open Invoice, Bank Interfund Account Control, GASB Extracts, etc.

ACCOUNTANT 2 | ACCOUNTANT 1 (2003 - 2017)

Supervised AP Department and served as AP Lead for finance software conversion. Coordinated, directed, and processed \$21M in disbursements (excluding payroll).

- Achieved efficient operations by monitoring funds and providing recommendations to utilize other fund accounts, ensure expenditure is in the proper fiscal year, or revise specific account code/category expenses

Shannon M. Williams, MBA, Macc, CFE

- Validated account deposits and reconciled account against rosters from student loan originators by reviewing Electronic Funds Transfers and Investment account statements

City of New Orleans – New Orleans, LA

1998 - 2003

ASSISTANT AUDITOR (2002 – 2003)

Reviewed sales tax codes, sales, and occupational tax returns, and laws for compliance. Researched business considered for audits. Reviewed, analyzed, and validated tax return submissions.

ADMINISTRATIVE ANALYST | ACCOUNTANT (1998 – 2002)

Served as liaison between complainants filing accident claims and the law department. Maintained balance sheets of manual contributions for 5 agencies. Composed agreements/contracts between the department and 3rd parties.

- Balanced and inputted 500 retirement contributions bi-weekly and calculated benefits for beneficiaries and retirees
- Prepared capital budget and coordinated 140 - 150 projects, i.e. composing specifications, obtaining bids, and locating sites
- Verified 60 employee refunds and aided with retirement sign-up, options, and contribution amounts

EDUCATION & CERTIFICATIONS

Certified Fraud Examiner ▪ Association of Certified Fraud Examiners ▪ 2021
Master of Science, Accounting ▪ University of New Orleans – New Orleans, LA
Master of Business Administration ▪ University of New Orleans – New Orleans, LA
Bachelor of Science, Accounting ▪ Southern University at New Orleans – New Orleans, LA

PRESENTATIONS

Southern University at New Orleans: Administration and Finance Training, Grant Management Seminar, State of Louisiana Travel, Procurement Card Training, Travel Card Training, New Hire Orientation

PROFESSIONAL AFFILIATIONS

Institute of Internal Auditors	2020 - Present
Association of Certified Fraud Examiners	2018 - Present
AGA	2015 - Present
▪ Co-Director of Membership Citizen-Centric Reporting Reviewer	
▪ Professional Development Training Host Committee Chapter Training	
National Association of College and University Business Officers	2015 - Present
▪ Annual Meeting Future Business Officers Program	
Southern Association of College and University Business Officers	2015 - Present
▪ Women's Leadership Conference Host Committee Annual Meetings Fall Workshops	
Ellucian Live Annual Conferences	2011 - Present
James M. Singleton Charter School Education Advisory Committee	2021 2022
College Business Management Institute	2016 2022
Louisiana Banner Users Group Annual Meetings	2013 - 2019
Southern University System Banner Consolidation	2018



SOUTHERN UNIVERSITY
 AND AGRICULTURAL & MECHANICAL COLLEGE
 College of Humanities and Interdisciplinary Studies

College of Humanities and Interdisciplinary Studies
 W.W. Stewart Hall, Room 122
 P.O. Box 9571

SOUTHERN UNIVERSITY
 COLLEGE OF HUMANITIES AND INTERDISCIPLINARY STUDIES
 2022 OCT 5 PM 3:12

October 5, 2022

Dr. Bijoy K. Sahoo
 Executive Vice Chancellor/Provost
 Southern University and A&M College

RE: Position Waiver for Co-Activity Directors (Digital Media Arts Program, a Title III project) - ACAD AFFRS
 2022 OCT 5 PM 3:32

Dear Dr. Sahoo,

Respectfully, I request authorization and approval to waive the search for the two Co-Activity Directors that are necessary for the development of the Digital Media Arts Degree program in the College of Humanities and Interdisciplinary Studies. As this is a newly approved Title III project, program development began on October 1, 2022. As such, there is a dire need to fulfill these roles, and ensure that the activity adheres to the designated and approved timeline. I highly recommend the appointment of Professor Harry E. Anderson, Sr. and Professor Darrell Roberson to serve in these roles, as they possess the professional knowledge and background to ensure successful implementation of this important project. Both professors were instrumental in the development of the Digital Media Arts Title III proposal, and I recommend their appointment without reservation.

Sincerely,

Cynthia Downing Bryant, Ph.D.
 Dean, College of Humanities and Interdisciplinary Studies
 Southern University and A&M College

Signatures:

 Huey Lawson, Title III Director

10/5/2022

 Date

 Bijoy K. Sahoo, Ph.D., Executive Vice Chancellor/Provost

10/5/22

 Date

 Dennis J. Shields, President-Chancellor

10/5/22

 Date

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Co-Activity Director 2022 OCT - AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Digital Media Arts Department
 (Department or Unit)

REC'D EUG-ACAD AFFRS
 2022 OCT 5 PM 3:32

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

Management of this activity will be led by two co-directors. They will oversee the daily operations of the project including overall administrative planning, staff and policy direction to ensure timely completion of annual objectives.

Salary/Range: \$70,000 Previous Incumbent (if replacement):
X Approved Disapproved Cynthia Bryant 10/5/22
 Department Head Date
X Approved Disapproved JL 10/5/22
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<u> </u> Yes	<u> </u> No
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<u> ✓ </u> Yes	<u> </u> No
Employee Class: <u>MU</u>	Job Class: <u>22840</u>
<u>Mithale Williams</u>	<u>10/5/22</u>
Verified By:	Date:

 ✓ Approved Disapproved [Signature] 10/5/22
 Vice Chancellor Date
 ✓ Approved Disapproved [Signature] 10/5/22
 Chancellor/Vice President Date
 ✓ Approved Disapproved [Signature] 10/5/22
 President Date

An Equal Opportunity Employer

POS CLASS				
EMP CLASS				
HI	RF	LV		

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

REC'D IUC-ACAD AFFERS
2022 OCT 5 PM 3:32

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

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

TYPE OF APPOINTMENT:
 Academic (Fac) _____ Non-Academic (Inst) _____ Civil Service _____
 Temporary _____ Part-time (_____ % of Full Time) _____ Restricted _____
 Tenured _____ (must be indicated if less than 100%) _____ Detail # of mos _____
 Tenured Track _____ Undergraduate Student _____ Job Appointment _____
 Other (Specify) _____ Graduate Assistant _____ Probationary _____
 _____ Retiree Return To Work _____ Permanent Status _____

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

Profile of Person Recommended

Length of Employment October 1, 2022 To _____
 Effective Date of Employment October 1, 2022

Name Harry E. Anderson Sr. SSN U-01219810 Sex MALE Race* BLK
 (Last 4 digits only)

Position Title: Co-Director Digital Media Arts Department: Visual & Performing Arts-Music

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

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

Years Experience	<u>35</u>	Southern University Experience	<u>20</u>
Degrees(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BS MUSIC PERFORMANCE</u>	<u>SUBR</u>	<u>1982</u>
	<u>BS MUSIC EDUCATION</u>	<u>SUBR</u>	<u>1983</u>
	<u>MASTERS SECONDARY ED-MUSIC</u>	<u>SUBR</u>	<u>1985</u>

Current Employer SUBR

Personnel Action

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

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

Pay Cycle: _____ Biweekly _____ X Monthly _____ Faculty _____

Source of Funds: TITLE GRANT III Identify Budget: _____ Location: _____

Change of: _____ From _____ To _____

Position: _____
 Name: _____
 Salary Adjustment: _____

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

Source of Funds (Current)	Amount

Comments: (Use back of form)

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

Supervisor: _____ Date: 10/5/22
 Vice Chancellor: _____ Date: 10/5/22
 Director of Personnel: _____ Date: 10/5/22
 President: _____ Date: 10/5/22

Deputy/Unit Head: _____ Date: 10/5/22
 Chairman: _____ Date: 10/5/22
 Vice President/Finance: _____ Date: _____
 Business Affairs/Comptroller: _____ Date: _____
 Chairman/S.U. Board of Supervisors: _____ Date: _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

COMMENTS:

CO-ACTIVITY DIRECTOR POSITION INCLUDES TEACHING ONE (1) CLASS PER SEMESTER.

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: MONDAY-FRIDAY 8AM-5PM

EMPLOYEE DIRECT SUPERVISOR: Dr. Cynthia Bryant

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-3631

NUMBER OF EMPLOYEES SUPERVISED, (if any) 5

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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



Harry E. Anderson Sr.

Objective

To assist students in attaining their highest level of creativity and performance enabling them to be competitive in the music industry.

Experience

2003-Present – Southern University, Baton Rouge, LA
Director of The Alvin Batiste Jazz Institute
2003-2007 Bassist – Greater King David Baptist Church
2000-2003 University of West Florida
Director of Jazz Program

- Direct Jazz Band
- Direct Jazz Combo(s)
- Teach Applied bass
- Faculty Advisor to the UWF Gospel Choir

1996-2000 Delta Queen Steamboat Company

- Bassist with house band
- Backed a variety of Professional guest artist
- Peggy Lee, Ink Spots, Four Aces, Connie Jones, The Sherells

1995-1996 Brownsville Academy of Arts and Sciences

- Band Director
- 1985 – Present - Freelance Musician

Education

1978-1985 Southern University, Baton Rouge, LA

- 1982 Bachelor of Music, Performance
- 1983 Bachelor of Music Education
- 1985 Master of Secondary Education, Music

**Recording/
Performance**

The Harper Brothers, Wynton Marsalis, Irene Reed, Alvin Batiste, Wess Anderson, David Seering and others.

- The Lincoln Center, The Apollo, Town Hall, The Village Vanguard, The Blue Note, Carnegie Hall
- Performed in Fourteen (14) countries
- The Tonight Show with Johnny Carson

Studied With

Alvin Batiste, Frank Chmely, Milt Hinton, Rufus Reid

**AREAS OF
SPECIALIZATION**

String and Electric Bass, Tuba, Jazz, Classical, Sacred and
Dixieland Performance, Private and Classroom Instruction

Master Classes

Dr. Billy Taylor, Jazz pianist and Historian
Dizzy Gillespi, Jazz Trumpet
Clark Terry, Jazz Trumpet
Frank Foster, Count Basie's Big Band
Michael Carvin, Jazz Drums
Jimmy Heath, Jazz Sax and Composition
Leon Bales, Concert Pianist
Natalie Hinderas, Concert Pianist

Specialized Training

Pro Tools 10 Operator Certification (Summer 2012)
Fox Mountain Productions Studio, Nashville, TN

Professional Memberships

American Federation of Musicians
Phi Mu Alpha Professional Music Fraternity
Kappa Phi Kappa Professional Education Fraternity

Board Member

River City Jazz Coalition
Baton Rouge Blues Foundation

HARRY E. ANDERSON, SR

A native of Pensacola, Florida, Harry began his musical career singing with the Greater Union Baptist Church Male chorus at the age of six, of which his mother, Victoria Anderson was Organist/Pianist and Director. He and his sister, Dr. Fannie C. Free (DMA) studied piano with Harry Newkirk. Upon entering the seventh grade, Harry began learning to play the Tuba. He continued on tuba throughout his collegiate term. His leadership skills led him to the position of Band Captain for the Booker T. Washington Wildcat Marching Band and the Southern University Marching Band. In his junior year of college he was advised to pursue the bass in addition to the tuba. Harry brought an electric bass in 1980 and a string bass in 1981 affording him the opportunity to study with Alvin Batiste and become the Bassist with the Southern University Jazz Ensemble.

After receiving his Masters in Secondary Education, he moved to Old Bridge, New Jersey to infiltrate the music scene in the New York area. While in Old Bridge, he was employed as a substitute teacher and Assistant Band Director at Cedar Ridge High School. He also substitute taught for the Orange Board of Education in Orange, New Jersey. His east coast gigging experiences started with vocalist "Little Jimmy Scott" at the Uptown Jazz Cafe in New York City. Following is a list of Vocalist, Groups, Festivals, Shows and Countries that Harry has performed with, on and in.

At Southern University

Alvin Batiste
Dizzy Gillespie
Frank Foster
Michael Carvin
Nat Alderly
Max Roach
Ellis Marsalis
Clark Terry
Jimmy Heath
Dr. Billy Taylor

At the Lincoln Center

Itzhak Perlman
Milt Hinton
Savion Glover

Vocalist

Sandra Reeves-Phillips
Ernie Andrews
Gloria Lynn
Irene Reid
Lea Chase
Topsy Chapman
Little Jimmy Scott
Audry Shakir
Vanessa Rubin

Groups

The Harper Brothers
WBGO Jazz All Stars
Louis Heyes
Alvin Batiste Quartet
Ray Bryant Trio
The Mannhattans
James Brown

Shows

Lady Day at Emerson's Bar and Grill
(Crossroads Theater, New Brunswick, NJ)
Late Great Ladies of Blues and Jazz
(Bern, Switzerland)
Purle (Southern University)

Television

The Tonight Show with Johnny Carson
TNN Network w/ Pastor Stanley Porter

Festivals

New Orleans Jazz and Heritage Festival
North Sea Jazz Festival
Playboy Jazz Festival
Montreaux Jazz Festival
Concord Jazz Festival
Newark Jazz Festival
World Fair (New Orleans, La.)
Pensacola Jazz Festival
Vancouver Jazz Festival
 Mellon Jazz Festival (Pittsburgh, Pa.)
Drum Rhythm Festival
Curacao Caribbean Jazz Festival
Molde International Jazz Festival
du Maurier Jazz Festival
JVC Jazz Festival
The Jazz Mobil (New York, NY)
Montreaux (Detroit, MI)

Countries

Japan
Germany
Spain
Italy
Austria
Sweden
Norway
Jamaica
Canada
England
Holland
Switzerland
Dominican Republic
Mexico

Additional Shows

The Wiz
Dames at Sea
Ain't Misbehavin
Rocky Horror Show
Dr. Jeckyl & Mr. Hyde
Hair
Vinegar Tom

Concerts

David "Fathaad" Newman
Monica Mancini
William Warfield
Audrey Shafir

Festivals

Mobile Bay Festival
Springfest, Pensacola, FL
Jazz in the Plaza, Daphne, AL
Jazz in the Pass, Pass Christian, MS

Recordings

The Harper Brothers
Irene Reid
Greater King David Male Course
David Seering
Ray Bryant
Roderick Paulin



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

Office of the Executive Vice Chancellor and Provost

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

September 27, 2022

Bijoy K. Sahoo, Ph.D.
Executive Vice Chancellor/Provost
Southern University and A&M College

REC'D EVC-ACAD AFFAIRS
2022 SEP 28 AM 7:53

RE: Position Waiver- Ex. Admin Asst to AVC/ Director of University College Special Programs (Title Change Only)

Dear Dr. Sahoo,

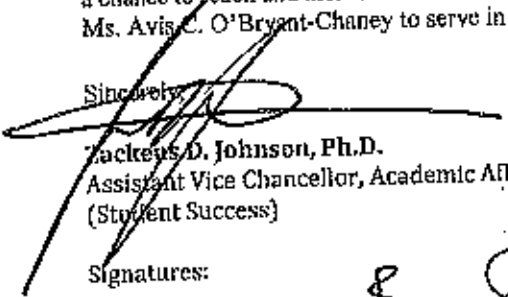
This letter stands as a waiver to fulfill the role for the Executive Assistant to the Assistant Vice Chancellor of Academic Affairs and Director for University College Special Programs for Title III position at Southern University and Agricultural and Mechanical College.

Since the spring semester of 2017, Ms. Avis C. O'Bryant-Chaney has served in different capacities at Southern University. From the Director of the SU Writing Center, Academic Advisor for the College of Sciences and Engineering to the Director of First- & Second-Year Experience programs for University College, she has made a major impact on students, parents, and faculty alike. Her love and devotion for student success has propelled her as one of the most respected administrators on the Southern University, Baton Rouge campus. With her stern but loving approach of serving students in their academic needs, she has managed to meet students where they are, pushing them to greater success. It is because of Ms. Avis C. O'Bryant-Chaney we have students who continue to flourish at Southern University and grow into wiser young adults. Her motherly instinct radiates across the blmIT, showing each student the possibility of becoming great.

Ms. O'Bryant-Chaney has worked on several projects, assisted in other departments concerning student success and served on numerous committees throughout her five years at Southern University. She has also served as an advisor to the Collegiate 100 Women of Southern University and is serving as the Historically Black College and University (HBCU) liaison for the Baton Rouge Chapter of the Links, Incorporated.

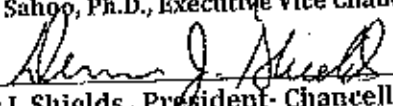
The love, understanding and compassion for every student is the key in promoting a positive outcome for our students at Southern University and Agricultural & Mechanical College. The opportunity to serve as the Executive Assistant to the Assistant Vice Chancellor of Academic Affairs and Special Programs for Title III would grant Ms. Avis C. O'Bryant-Chaney a chance to reach and assist more students, as they search for a brighter future. I am strongly suggesting this waiver, asking for Ms. Avis C. O'Bryant-Chaney to serve in capacity.

Sincerely,


Zackery D. Johnson, Ph.D.
Assistant Vice Chancellor, Academic Affairs
(Student Success)

Signatures:


Bijoy K. Sahoo, Ph.D., Executive Vice Chancellor/Provost


Dennis J. Shields, President- Chancellor

Date

Date

9/29/22

10/5/22

Beal
10/4/22

POS CLASS				
EMP CLASS				
HI		RT		LV

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

CAMPUS: SUS _____ SUBR X SUIAC _____ SUAREC _____ SONO _____ SUSLA _____

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

TYPE OF APPOINTMENT:

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

Previous Employer: SAMS Reason Left _____
 Date Left: Present Salary Paid _____

Profile of Person Recommended

Length of Employment: October 1, 2022 To _____
 Effective Date of Employment: October 1, 2022

Name: Ayla C. O'Bryant-Chancy SS#: 001433459 Sex: F Race: _____
(Last 4 digits only)

Position Title: Executive Asst to Asst. VC for Academic Affairs/Director of University College Special Programs Department: University College-Academic Affairs

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

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

Years Experience: 15 Southern University Experience: 5

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Bachelor of Arts-History</u>	<u>Moreh College</u>	<u>2003</u>
	<u>Master of Education-History</u>	<u>Troy University</u>	<u>2006</u>
	<u>Ph.D. Public Policy</u>	<u>Southern University and A&M College</u>	<u>2017-Present</u>

Current Employer: SUBR

Personnel Action

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

Annual Salary: \$61,125 Salary Budgeted: \$61,125 Hourly Rate, if applicable: N/A

Pay Cycle: _____ Biweekly X Monthly _____ Faculty

Source of Funds: Title III Grant Identify Budget: _____ Location: _____

Change of:

From: Ex. Admin Asst to AVCD/Director-Emerging Leaders To: Ex. Admin Asst to AVCD/Director at University College Special Programs
 Position: _____
 Status: _____
 Salary Adjustment: _____

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds (Current)	Amount

*See Reverse Side

Graduate School signature (if applicable):

Supervisor: [Signature] Date: 9/30/22
 Vice Chancellor: [Signature] Date: 10/4/22
 Director/Personnel: [Signature] Date: 10/5/22
 President: [Signature] Date: 10/5/22
 Dean/Dept Head: [Signature] Date: 9/30/22
 Vice President/Finance: [Signature] Date: 10/4/22
 Business Affairs/Comptroller: [Signature] Date: _____
 Chairman/S.U. Board of Supervisors: _____ Date: _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

This position is a new appointment and Mrs. O'Bryant will be appointed. Note that the Emerging Jaguar Program no longer exist within the Title III program. This will be a title change only.

Must be completed by hiring supervisor:

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

EMPLOYEE DIRECT SUPERVISOR: Zackery D. Johnson, Ph.D.

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225.771.2166

NUMBER OF EMPLOYEES SUPERVISED, (if any) Ex. Adult Aid to AWC Director of University College Special Programs will supervise 1 employee.

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H-1-B and J-1 visas, passport, and I-9/I-94/I-20. The latter seven (7) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
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- Criminal/Background Check Process (forms completed by employee/ submitted to State Police)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment Form (completed by hiring supervisor)
- Proposed Employee Clearance Form (completed by hiring supervisor)
- Letter of Justification for Restricted/ Job Appointment/Detail/CS Rule 6.5g appointments
- Citizenship/Visa Status Verified, I-20/I-94 provided, if applicable

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Ex. Admin Asst to AVC/ Director University College Special Programs AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR University College- Academic Affairs
 (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Executive Assistant to the Assistant Vice Chancellor for Academic Affairs and Director for University College Special Programs is responsible for managing and supporting general operations for the Assistant Vice Chancellor of Academic Affairs and Student Success including planning and coordinating meetings and events on behalf of the Assistant Vice Chancellor as well as the University College Department. The Executive Assistant to the Assistant Vice Chancellor for Academic Affairs and Director for University College Special Programs assists with various administrative duties, many confidential in nature. This position is also responsible for assisting with special projects, drafting correspondence, managing the calendar, and scheduling appointments. The ideal candidate can manage a large, diverse workload, prioritize tasks, and meet deadlines in a fast-paced environment.

Salary/Range: 61,125 Previous Incumbent (if replacement): _____

X Approved _____ Disapproved _____
 _____ Department Head _____ Date 9/27/22

X Approved _____ Disapproved _____
 _____ Dean/Director/Supervisor of Budget Unit _____ Date 9/27/22

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>[Signature]</u>	<u>10/4/2022</u>
Signature	Date
Budget Number	<u>220466-22622</u>

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <u>MU</u>	Job Class: <u>23735</u>
<u>[Signature]</u>	<u>10/4/22</u>
Verified By:	Date:

____ Approved _____ Disapproved _____
 _____ Vice Chancellor _____ Date 9/30/22

____ Approved _____ Disapproved _____
 _____ Chancellor/Vice President _____ Date _____

____ Approved _____ Disapproved _____
 _____ President [Signature] _____ Date 10/5/22

An Equal Opportunity Employer

Vacancy Announcement System (VAS)

Position Vacancy Announcement Request

Date: 09/26/2022 Department: University College-Academic Affairs

SUS SUBR SULC SUAREC SUNO SUSLA

Application Deadline: WAIVED Date position to be filled: WAIVED

Position Title: Executive Asst to AVC/Director of UC Special Programs Civil Service Pay level: _____

Salary (annual): \$1,125 or Salary Range: _____ to _____

Please check all categories that apply to this position:

<p>Status:</p> <p><input type="checkbox"/> Part-time <input checked="" type="checkbox"/> % of time <input checked="" type="checkbox"/> Full-Time</p>	<p>Faculty Position</p> <p><input type="checkbox"/> Temporary <input type="checkbox"/> Tenure <input type="checkbox"/> Tenure Track (Probationary) <input type="checkbox"/> Grant <input type="checkbox"/> Contract</p>	<p>Unclassified Position</p> <p><input type="checkbox"/> Administrative <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Grant <input type="checkbox"/> Contract</p>
<p>Classified Position</p> <p><input type="checkbox"/> Probationary <input checked="" type="checkbox"/> Job Appointment <input type="checkbox"/> Provisional Appointment</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <p>FOR HR USE ONLY: CS Job Code: _____</p> </div>		

Contact Person: Zackeus D. Johnson, Ph.D. Telephone No: 225-771-2166

Contact Email Address: Zackeus.johnson@sus.edu

Contact e-mail address is for:
 Human Resources utilization only posting to VAS website

Brief job description [Maximum 12 lines @ 250 characters (including spaces) per line]:
 The Executive Assistant to the Assistant Vice Chancellor for Academic Affairs and Director for University College Special Programs is responsible for managing and supporting general operations for the Assistant Vice Chancellor of Academic Affairs and Student Success including planning and coordinating meetings and events on behalf of the Assistant Vice Chancellor as well as the University College Department. The Executive Assistant to the Assistant Vice Chancellor for Academic Affairs and Director for University College Special Programs assists with various administrative duties, many confidential in nature. This position is also responsible for assisting with special projects, drafting correspondence, managing the calendar, and scheduling appointments. The ideal candidate can manage a large, diverse workload, prioritize tasks, and meet deadlines in a fast-paced environment.

Additional questions (less than 12 lines @ 250 characters (including spaces) per line):
 Remarks to Apply (letter of application, curriculum vita, resume, references, etc.) (Maximum 12 lines @ 250 characters (including spaces) per line):

- Bachelor's degree required; Master's degree preferred.
- Experience working with post-secondary students
- Ability to collaborate and work well with people throughout all levels of the organization with diplomacy and tact
- Ability to act as gatekeeper and escalate relevant information as needed
- Working knowledge of the Southern University's System
- Excellent organizational and problem-solving skills.
- Excellent oral and written communication skills.
- Excellent computer and interpersonal relationship skills.
- Ability to handle multiple tasks under pressure and work flexible schedule.
- Ability to work effectively with faculty, staff (co-workers), and students.
- Demonstrated comparable knowledge, skills

Maximum 12 lines @ 250 characters (including spaces) per line):
 Submit letter of application, curriculum vita, resume, references, etc. via Human Resources Dynamic Forms

Note: Approved Position Vacancy Authorization form(s) must be received in the Office of Human Resources before vacant positions will be announced.

Avis C. O'Bryant-Chaney

OVERVIEW A high-energy, motivated, peak-performer with a verifiable record of leadership skills within diverse environments. An effective teacher, highly creative, recognized as a results-oriented and solution-focused individual. Areas of strength include:

Decision-Making Skills
Conflict Resolution Skills
Organizational Skills
Computer Literate
Motivating & Coaching Skills

Team-Building Skills
Strong Communication Skills
Excellent Public Speaker
Time Management Skills
Research Abilities

EXPERIENCE

Southern University and A & M College
Director of First- and Second-Year Programs
Director of the Emerging JAG Program Special Programs for Title III

Baton Rouge, LA
May 2020 to Present

- Implemented programs to cultivate First/Second Years students
- Encouraged Keys to Success Workshops such as Time Management, Test Taking Skills, etc.
- Provided tutoring services for students in need
- Promoted the Motivational Speaker Series
- Supervised student Mentoring Program: 50 students selected to mentor freshmen students during the first years of college.
- Help build student/faculty relationships within the First/Second Year Program
- Worked closely with all Academic Departments and student driven organizations to enhance a better transition for first- and second-year students
- Organized and Executed New Student Orientation
- Provided Early Alert Program for Emerging JAG students
- Taught College Success Skill courses, implementing the 7 Habits of Highly Effective College Students

Avis C. O'Bryant-Chaney

Southern University and A & M College
Associate Director of First/Second Year Experience Programs

Baton Rouge, LA
August 2019 to May 2020

- Supported the entire structure of First/Second Experience Programs
- Mentored over 50 students in the FYE/SYE Mentoring Program
- Produced Empowerment Workshops
- Writer/Editor of the FYE/SYE monthly newsletter
- Provided leadership support for student mentors during the academic school year
- Taught Freshmen Seminar Courses, implementing the 7 Habits of Highly Effective College Students
- Connected with community schools/leaders to encourage enrollment for Southern University
- Partnered with Southern University Laboratory Virtual School on several recruiting projects
- Provided mental support to freshmen students in need via Southern University Counseling Center

Southern University and A & M College
Academic Coach for the
Center for Student Success

Baton Rouge, LA
April 2018 to present

- Supporting the holistic development of the student through assisting them in planning a program consistent with their abilities and interest.
- Met with students and prospective students to provide accurate, current curricula information on undergraduate programs;
- Monitor the progress of students in the assigned college to improve graduation and retention rates by meeting with them 3-4 times per semester to discuss progress, needs, degree requirements; other performance indicators and track all students and maintain data for reporting purposes.
- Worked closely with the instructors in the College of Science and Engineering, ensuring success for every incoming engineering freshman
- Taught Freshman Seminar classes and facilitated Empowerment Workshops

Avis C. O'Bryant-Chaney

Southern University and A & M College
Writing Center Director

Baton Rouge, LA
January 2017 to April 2018

- The Writing Center Director help students at all stages of the writing process, from prewriting to polishing. During consultations, writers learn to analyze, question and discuss their writing, encourage experimentation; engaging writers in conversations about ideas and provide feedback to help clarify their thoughts and make informed decisions about their own writing.

College of Southern Nevada
Adjunct Professor of College (College Success)

Las Vegas, NV
January 2013 to December 2017

- This course is designed to assist the student in obtaining skills and knowledge necessary to reach his/her educational objectives. Topics include memory development, time/priority management, test-taking skills, communication skills, study techniques, critical thinking techniques, understanding diversity and career issues that face many college students.

Denmark Technical College
Adjunct Professor of History

Denmark, SC
August 2008 to January 2009

- Taught courses in Western Civilization, African American History and Freshman Seminar to upper-level students.
Executive Assistant to the Director of Student Affairs
- Assist the Director of Student Affairs with providing direction for campus wide clubs, organizations, student government activities.
- Provide opportunities for student leadership and development, cultural sensitivity awareness and personal growth.
- Assisted in developing programs and activities which helped student to build strong leadership training and increase accountability while serving in leadership.
- Provided leadership in planning student activities, while meeting the needs of the student body in relation to the school and the community.
- Promoted a sense of belonging, ownership and relevance, which led into the development of social, interpersonal and intrapersonal skills.

Avis C. O'Bryant-Chaney

HiTek Learning Systems, Inc.
Education Support Specialist

Charleston, SC
September 2005 to January 2006

- Coordinate, facilitate, evaluate and direct the training and development of youth approximately 14-18-year-olds in an alternative school setting and as old as 21 (re-motivating out-of-school youth),
- Provide substantial professional training and development in four components within integrated efforts: Rebuilding Academic Skills, Work Readiness, Career Exploration, and Mentoring.

EDUCATION

Morris College
Bachelor of Arts in History

Sumter, SC
May 2003

Troy University
Master of Education with a concentration in History

Troy, AL
December 2006

Southern University and A & M College
Ph.D. Public Policy student

Baton Rouge, LA
August 2017-present

MEMBERSHIPS & AFFILIATIONS

- Member of Alpha Kappa Alpha Sorority, Inc. 2001-present
Served on the Executive Committee as a Member-At-Large
2014-16 Scholarship Chairperson
Attended the 2015 AKA Leadership Conference -- received Chapter President Certification
- Member of Top Ladies of Distinction, Inc. -- Starlight Chapter 2010-2017
Recording Secretary
Advisor for Top Teens of America, Inc.
- Member of the Las Vegas (NV) Chapter of Links, Incorporated 2016-2018
- Member of the Baton Rouge (LA) Chapter of the Links, Incorporated 2018-present
- Chief Operating Officer of The Renaissance Fellowship of Las Vegas, NV 2018-present
- Chief Operating Officer of The Renaissance Fellowship, Inc of Las Vegas, NV 2019-present
- Member of the National Baptist Convention, USA, Inc. 1998-present
- Member of the National Baptist Congress of Christian Education 2016-2020
Assistant General Secretary



SOUTHERN UNIVERSITY

AND AGRICULTURAL & MECHANICAL COLLEGE

Office of the Executive Vice Chancellor and Provost

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

Minimum Qualifications

- Bachelor's degree required; Master's degree preferred.
- Experience working with post-secondary students
- Ability to collaborate and work well with people throughout all levels of the organization with diplomacy and tact
- Ability to act as gatekeeper and escalate relevant information as needed
- Working knowledge of the Southern University's System
- Excellent organizational and problem-solving skills.
- Excellent oral and written communication skills.
- Excellent computer and interpersonal relationship skills.
- Ability to handle multiple tasks under pressure and work flexible schedule.
- Ability to work effectively with faculty, staff (co-workers), and students.
- Demonstrated comparable knowledge, skills and

Position Description

The Executive Assistant to the Assistant Vice Chancellor for Academic Affairs and Director for University College Special Programs is responsible for managing and supporting general operations for the Assistant Vice Chancellor of Academic Affairs and Student Success including planning and coordinating meetings and events on behalf of the Assistant Vice Chancellor as well as the University College Department. The Executive Assistant to the Assistant Vice Chancellor for Academic Affairs and Director for University College Special Programs assists with various administrative duties, many confidential in nature. This position is also responsible for assisting with special projects, drafting correspondence, managing the calendar, and scheduling appointments. The ideal candidate can manage a large, diverse workload, prioritize tasks, and meet deadlines in a fast-paced environment.

This position will also oversee the Testing Managers for students who are transitioning into the University College with low/no test scores.

Other Duties

- Responsible for further implementation of Accuplacer Testing for students with no ACT/SAT scores
- Responsible for reporting and ensuring the Office of Admissions and Recruitment have all test scores for every semester and a file stored within the University College Testing Center.
- Manages personnel actions by preparing memos, appointment letters, salary letters; preparing and maintaining personnel action forms, termination records; ensures adherence to university's sensitive personal information policies and procedures.
- Facilitates group meetings for the Assistant Vice Chancellor by scheduling meetings, overseeing preparation of materials, developing timelines as requested for projects and assigning them to participants; monitoring deadlines to assure project tasks are completed.
- Manages personnel actions by preparing memos, appointment letters, salary letters; preparing and maintaining personnel action forms, termination records; ensures adherence to university's sensitive personal information policies and procedures.
- All other duties as assigned



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

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Baton Rouge, Louisiana 70813
Office: 225 771-2360

October 4, 2022

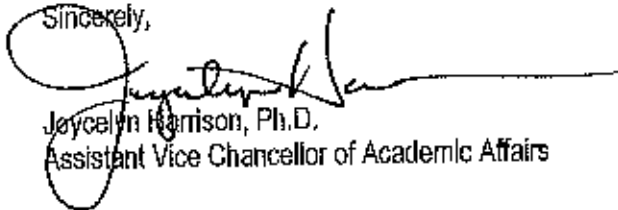
Dennis J. Shields, President-Chancellor
Southern University System
Southern University and A & M College
801 Harding Boulevard
Baton Rouge, LA 70813

Dear President-Chancellor Shields:


This letter requests Dr. Jennifer Page to serve as Interim Online Instructional Designer/Concourse Syllabus Management System Coordinator at Southern University and A & M College (SUBR) from September 19, 2022, through October 31, 2022, pending the SU Board of Directors' approval. After which, Dr. Page will become classified as a permanent on November 1, 2022. The annual salary is \$75,000.00. This position pays monthly (the last day of the month) and includes fringe benefits.

The position will require Dr. Page to work with faculty to create expertly designed courses with engaging, accessible course content delivered via the Learning Management System (LMS). Duties and responsibilities will vary based on campus needs. Still, the core responsibilities include designing online course templates, creating standardized course content, conducting regular course reviews for content quality and accessibility, ensuring that course content is accessible, assisting faculty with course alignment, and improving teacher-student interaction. She will periodically facilitate virtual and live faculty professional development training sessions. Additionally, Dr. Page will be required to assist the Office of Academic Affairs with implementing the Concourse Syllabus Management System.

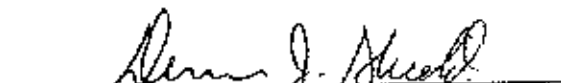
Sincerely,


Joycelyn Harrison, Ph.D.
Assistant Vice Chancellor of Academic Affairs

Approval:


Eljoy K. Saneer, Ph.D.
Executive Vice Chancellor/Provost for Academic Affairs

Date: 10/04/22


Dennis J. Shields, President-Chancellor

Date: 10/05/22

POS CLASS			
EMP CLASS			
HT	RF	LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	7	B	Y	9
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CAMPUS: SUS _____ SUBR SULAC _____ SUAREC _____ SUND _____ SUSLA _____

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

TYPE OF APPOINTMENT:

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

Previous Employee: Jennifer Page Reason Left: Resignation
 Date Left: 7/20/2021 Salary Paid: 75,000.00

Profile of Person Recommended

Length of Employment: 03/19/2022 To _____
 Effective Date of Reemployment: 03/19/2022

Name: Jennifer K. Page SSN: XXX-XX-4070 Sex: Female Race: _____ Write _____
 (Last 4 digits only)

Position Title: Instructional Design/Course Systems Management System Coordinator Department: SU Office of Learning

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

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

Years Experience	Southern University Experience		
7		1	
Degree(s)	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
Ph.D. - English		University of Louisiana/Lafayette, LA	2014
MA - English		University of Louisiana/Lafayette, LA	2009
BA - English		Nicholls State University - LA	2000

Current Employer: Louisiana State University

Personnel Action

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

Annual Salary: 75,000.00 Salary Budgeted: 75,000.00 Hourly Rate, if applicable: _____

Pay Cycle: _____ Biweekly _____ Monthly _____ Faculty _____

Source of Funds: Title III - 93.33% Identify Budget: Please see below Location: _____
 General Fund - 6.67% 220447-22002-81000-24100 - \$72,600.00
 211001-22011-810002-21000 - \$2,200.00

Change in _____ From _____ To _____

Position: _____
 Status: _____
 Salary Adjustment: _____

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

Source of Funds (Current)	Amount	Date
220447-22002-81000-24100	\$72,600.00	
211001-22011-810002-21000	\$2,200.00	

Comments: (Use back of form)

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

Supervisor: _____ Date: 10/4/2022
 Vice Chancellor: _____ Date: 10/4/2022
 Director/Personnel: _____ Date: 10/5/22
 President: _____ Date: _____
 Dean/Unit Head: _____ Date: 10/6/22
 Chancellor: _____ Date: 10/4/22
 Vice President/Finance Business Affairs/Comptroller: _____ Date: _____
 Chairman/S.U. Board of Supervisors: _____ Date: _____



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

Office of the Executive Vice Chancellor and Provost

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

September 27, 2022

Bijoy K. Sahoo, Ph.D.
Executive Vice Chancellor/Provost
Southern University and A&M College

REC'D EVC-ACAD AFFRS
2022 SEP 28 AM 7:56

RE: Position Waiver- Director, Transfer Center

Dear Dr. Sahoo,

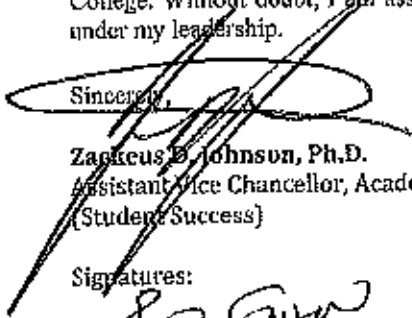
As the University College implements their transfer center, Ms. Veronica Richardson would be the best candidate to serve in the referenced position. With extensive experience in Academic Advising, Student Success, and Student Advocacy, Ms. Richardson would greatly thrive, as she will be able to continue her passion, which is to support students in their matriculation through the Southern University System.

Ms. Richardson has an impact on nurturing first year transfer students and has the knowledge and ability to navigate barriers that Transfer students face as they transition to Southern University. This position requires a vibrant, yet innovative leader with years of experience to create a safe space for all students. Most notably, recommenders shared that Mrs. Richardson has astounding customer service abilities.


Ms. Richardson holds a great wealth of knowledge as she has been employed with the University for 33 years. Having assisted students with academic advising in all the Southern University's six (6) primer colleges, she will be a great asset to students transitioning into the university. In addition, she has collaborated with different departmental efforts in assisting with pioneering strategies for first- and second-year growth and development.

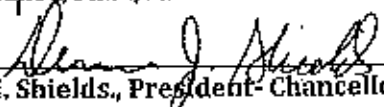
You will find her to be energetic, confident, personable and has great organizational skills. She is the type of person on whom faculty and students have come to respect and rely on. Ms. Veronica G. Richardson is sure to provide an innovative approach to advising and student success for all transfer students who choose to complete their degree at Southern University and A&M College. Without doubt, I am assertive Ms. Richardson will continue to surpass all expectations for the University College under my leadership.

Sincerely,


Zephirus B. Johnson, Ph.D.
Assistant Vice Chancellor, Academic Affairs
(Student Success)

Signatures:


Bijoy K. Sahoo, Ph.D., Executive Vice Chancellor/Provost


Dennis J. Shields, President-Chancellor

9/29/22

Date

10/5/22

Date

*Best
10/4/22*

POS CLASS				
FMP CLASS				
III		RT		LV

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER					
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CAMPUS: SUS _____ SUDR X SULAC _____ SUAREC _____ SUNO _____ SIBLA _____

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

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

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

Profile of Person Recommended

Length of Employment October 1, 2022 To Present
 Effective Date of Employment October 1, 2022

Name Veronica Richardson SS# U01761147 Sex F Race* Black
 (Last 4 digits only)

Position Title: Director, Transfer Center Department: University College - Academic Affairs

Check One X Existing Position X New Position *Visit Type (See Reverse Side): N/A
 Visa Expiration Date: _____
 (Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing FAF, if applicable.)

Years Experience 32 Southern University Experience 33
 Degree(s): Type/Discipline (BA-Education): Bachelor of Science - Rehab Psychology Institution/Location (SU-Baton Rouge): Southern University and A&M College Year: 1986
Master of Education Counseling Southern University and A&M College 1989

Current Employer SUJR

Personnel Action

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

Annual Salary \$62,500 Salary Budgeted \$62,500 Hourly Rate, if applicable: N/A

Pay Cycle: _____ Biweekly X Monthly _____ Faculty

Source of Funds: Title III Grant Identify Budget: _____ Location: _____

Change of: _____
 Position: Associate Director, Academic Advising From _____ To Director, Transfer Center
 Status: _____
 Salary Adjustment: _____

List total funds currently paid this employee by Southern University:

Source of Funds (Current)	Amount

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

Financial Aid signature (if applicable): _____
 Graduate School signature (if applicable): _____

Supervisor: [Signature] Date: 9/20/22
 Vice-Chancellor: [Signature] Date: 10/9/22
 Director/Personnel: _____ Date: _____
 Vice President/Finance: [Signature] Date: _____
 Business Affairs/Comptroller: _____ Date: _____
 President: _____ Date: _____
 Chairman/S.U. Board of Supervisors: [Signature] Date: 10/5/22

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

White, not of Hispanic origin. A person having origins in any of the original 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:

This position is a new appointment and Ms. Richardson will transfer into this new role. This will be a title change only.

Must be completed by hiring supervisor:

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

EMPLOYEE DIRECT SUPERVISOR: Zackers D. Johnson, Ph.D.

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225.771.2166

NUMBER OF EMPLOYEES SUPERVISED, (if any): Transfer Director will supervise 2 employees.

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Director, Transfer Center AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR University College- Academic Affairs
 (Department or Unit)

REC'D EUC-ACAD AFFRS
 2022 SEP 28 AM 7:58

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Director for the Transfer Center will be responsible for all incoming Transfer Students and maintain comprehensive Course Guidance and Transfer programs for undergraduate students. This employee will supervise, direct, and oversee one staff and perform related administrative, analytical, technical, and clerical functions. This employee is responsible with ensuring incoming Transfer students have courses articulated prior to meeting with an Academic Advisor. The Director will serve as a committee member for SUBR MOUs. Responsible for implementation of the Transfer Evaluation System.

Salary/Range: 62,500 Previous Incumbent (if replacement): _____

Approved _____ Disapproved _____ [Signature] Department Head 9/26/22 Date

Approved _____ Disapproved _____ [Signature] Dean/Director/Supervisor of Budget Unit 9/26/22 Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

<u>[Signature]</u>	<u>10/4/2022</u>
Signature	Date
Budget Number <u>2220466-22622-24100</u>	

Employee Class: <u>MU</u>	Job Class: <u>22840</u>
<u>[Signature]</u>	<u>10/4/22</u>
Verified By:	Date:

____ Approved _____ Disapproved _____ _____ Vice Chancellor _____ Date

____ Approved _____ Disapproved _____ _____ Chancellor/Vice President _____ Date

____ Approved _____ Disapproved _____ [Signature] President 10/5/22 Date

An Equal Opportunity Employer

Veronica G. Richardson

Veronica.richardso@sus.edu || veronica_richardson@subr.edu



PROFESSIONAL SUMMARY

Passionate leader in academic advising who is dedicated to the success matriculation and support of collegiate students; A proven advocate for academic advancement, student success, interpersonal development, and strategic planning. Trained professional who is dedicated to implementing, supporting, and maintain effective processes and procedures to aid students in their endeavors of Higher Education. Multifaceted leader who is committed to cultivating a practical, prosperous, and purposeful environment for all students

EDUCATION

Master of Education, Counselor Education
Southern University and A&M College
April 1989

Doctor of Science, Rehabilitation Psychology
Southern University and A&M College
May 1986

CORE AND TECHNICAL SKILLS

- Student Success & Advising
- Academic Counseling
- Complex Problem Solving
- Facilitation & Supervision
- Partnership Relation Maintenance
- Effective & Efficient Communication
- Critical Thinking
- Employee Training
- Time Management
- Ability to work with others
- Interpersonally Effective
- Microsoft Office Suite
- Banner 9
- Data Management

RELEVANT EXPERIENCE

Southern University and A&M College

October 2020- Present

Associate Director of Academic Advising/ Adjunct Instructor

- Supervise academic and personal support to college students in the area of advising
- Instruct Freshmen Seminar Courses to first time freshmen
- Assist students in utilizing University support services
- Create strategic planning portfolios to highlight students' academic tenure, including course selection, scheduling, and other academic requirements
- Educate students on University policies and procedures to ensure students meet graduation requirements
- Counsel students in career planning
- Monitor students progress in academic endeavors to decrease retention rates, meeting degree requirements, and other performance indicators

Associate Director of Center for Student Success

January 2018- October 2020

- Facilitated, trained, and evaluated employees' execution of job responsibilities to achieve goals and objectives
- Developed, implemented, and participated in advisory training programs to enhance academic advising efforts for student success
- Collaborated with Student Affairs staff in the execution of new student orientation process
- Developed and controlled the department budget within established policies and procedures
- Assisted with the development of production of program specific and department wide materials
- Participated in grant writing workshops and other essential workshops to enhance the departments operations

Academic Advisor/ Adjunct Instructor

September 1991-December 2017

- Assumed responsibility in teaching FRMN 110 Freshman Seminar and FRMN 111 Freshman Seminar
- Utilized Franklin Covey's 7 Habits of Highly Effective College Students Model for student success
- Interacted with new, continuing, and transfer students in all of the six(6) the Colleges regarding academic matters such as course selection and registration, course sequencing, and academic plan development
- Provided assistance to the executive director of student achievement and retention services in day-to-day operational duties
- Took charge of creating action plans and interventions, reviewing student data, as well as executing short- and long-term goals
- Kept records of student files using Banner Client, Banner Web, and Microsoft Excel
- Guided students in developing educational career plans through schedule planning for each semester and summer school
- Maintained involvement in various campus-wide events and recruitment trips to various cities in Louisiana and Texas

- Gained hands-on experience in completing classroom observations on high, medium-high, medium and low risk student population

Life Skills/Counselor/Instructor

March 2001-May 2002

- Advised trainees on academic and personal development
- Researched and implemented programs centered on retention, completion, and employability skills
- Instructed trainees in the areas of interpersonal skills, critical thinking, and problem solving
- Assisted trainees in developing communication and job research skills
- Assisted in participants and successful matriculation into workforce, many awarded OSHA certification

City of Baton Rouge

May 2010- September 2010

Counselor

- Provided customer service support in Workforce Development Initiatives
- Answered general questions concerning assigned program
- Interviewed, screened, and assisted in determining eligibility of applicants
- Assisted in preparation of paperwork to enroll participants
- Monitored activities of participants at the assigned worksites
- Verified time and attendance of participation at worksites; collected and submitted time sheets to payroll staff
- Maintained appropriate forms verifying master of work experience goals by participants along with any shortcomings and/or problems encountered
- Provided weekly report to Summer Youth Coordinator
- Provided referral to additional supportive services as deemed necessary

Center for Psychological Health Care
Mental Health Counselor

May 1989-May 1990

- Conducted individual, group, and family counseling sessions primarily with developmental clients
 - Assisted psychologist with psychological evaluations
 - Developed behavioral management plans
-

PROFESSIONAL AFFILIATIONS

- National Academic Advising Association (NACADA)
- Louisiana Association for Counseling and Development (LACADA)
- American Counseling Association
- National Society of Leadership and Success, Advisor
- Chi Sigma Iota, Counseling Academic and Professional Honor Society International
- Alpha Kappa Alpha Sorority, Incorporated



**SOUTHERN
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AND AGRICULTURAL & MECHANICAL COLLEGE

Office of the Executive Vice Chancellor and Provost

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

Minimum Qualifications

- Bachelor's degree required; Master's degree preferred.
- Experience working with post-secondary advising or student services desirable.
- Working knowledge of the Southern University's Articulation Agreements or MOUs.
- Excellent organizational and problem-solving skills.
- Excellent oral and written communication skills.
- Excellent computer and interpersonal relationship skills.
- Ability to handle multiple tasks under pressure and work flexible schedule.
- Ability to work effectively with faculty, staff (co-workers), and students.
- Demonstrated comparable knowledge, skills and

Preferred Qualifications

Position Description

The duties of this position include maintaining the college's orientation program, coordinating all first-year transfer student registration activities, overseeing the college's transfer advising model, and implementing retention strategies directly related to transfer majors. The director is also responsible for establishing connections with partners on the campus. Some of the responsibilities include:

- Establishing the newly created Transfer Center.
- Facilitating the college's transfer advising model.
- Coordinating efforts related to course planning and change of majors for transfer students.
- Collaborate with the Career Center to provide students with resources for major/career selection.
- Oversee the college's orientation program and ensure that the program is accessible in various delivery modes.
- Provide transfer students with opportunities on and off campus for transfer institution exploration.

POS					
CLASS					
EMP					
CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER					
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CAMPUS: SUS SUAR X SULAC SUAREC SUNO SUSLA

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

TYPE OF APPOINTMENT:
 Academic (Pac) Non-Academic (Title) Civil Service
 Temporary Part-time (% of Full Time) Restricted
 Tenured (must be indicated if less than 100%) Detail # of mos
 Tenured Track Undergraduate Student Job Appointment
 Other (Specify) Graduate Assistant Probationary
 Retiree Return To Work Permanent Status

REC'D - EUC - ACAD AFFRS
2022 OCT 5 PM 3:32

Previous Employee Reason Left
 Date Left Salary Paid

Profile of Person Recommended

Length of Employment October 1, 2022 To
 Effective Date of Employment October 1, 2022

Name Durrell Ruberson SS# 001761505 Sex M Race* Blac k

(Last 4 digits only)

Position Title: Co-Activity Director Department: Miss Commendation

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

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

Years Experience 32 Southern University Experience 27

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	Bachelor of Arts-Broadcasting	SU-Baton Rouge	1998
	Master of Arts-Miss Comm.	SU-Baton Rouge	1992

Current Employer SU-Baton Rouge

Personnel Action

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

Annual Salary \$78,000 Salary Budgeted \$78,000 Hourly Rate, if applicable:

Pay Cycle: Biweekly X Monthly Faculty

Source of Funds: Title III Grant Identify Budget: Location:

Change of: From To

Position:

Salary Adjustment:

Financial Aid signature (if applicable):

List total bank currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds (Current)	Amount

*See Reverse Side

Graduate School signature (if applicable):

Supervisor *[Signature]* Date 10/5/22
 Vice-Chancellor *[Signature]* Date 10/5/22
 Director/Personnel *[Signature]* Date 10/5/22
 President *[Signature]* Date 10/5/22
 Dean/Unit Head *[Signature]* Date 10/5/22
 Chancellor *[Signature]* Date 10/05/22
 Vice President/Finance *[Signature]* Date
 Business Affairs/Comptroller *[Signature]*
 Chairman/S.U. Board of Supervisors *[Signature]* Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Co-Activity Director position includes teaching one class per semester.

Must be completed by hiring supervisor:

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

EMPLOYEE DIRECT SUPERVISOR: Cynthia Bryant, Ph.D.

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225.771.3631

NUMBER OF EMPLOYEES SUPERVISED, (if any) 5

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUND SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Co-Activity Director AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Digital Media Arts Department
 (Department or Unit)

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

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

Management of this activity will be led by two co-directors. They will oversee the daily operations of the project including overall administrative planning, staff and policy direction to ensure timely completion of annual objectives.

Salary/Range: \$70,000

Previous Incumbent (if replacement):

Approved Disapproved [Signature] 10/5/22
 Department Head Date

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

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <u>MU</u>	Job Class: <u>22840</u>
<u>Michael Williams</u>	<u>10/5/22</u>
Verified By:	Date:

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

Approved Disapproved [Signature] 10/05/22
 Chancellor/Vice President Date

Approved Disapproved _____ Date
 President

Darrell Roberson
E-mail: darrellrob@gmail.com

PROFESSIONAL EXPERIENCE

SOUTHERN UNIVERSITY - BATON ROUGE, LOUISIANA

Assistant Professor/ Media Engineer (February 1996 - Present)

Maintain and manage the television studio, audio studio, and computer labs for the mass communications department. Teach broadcast journalism courses, supervise graduate assistants and/or student workers and oversee asset management. Duties include:

- **Assistant Professor** - Teach three broadcast journalism courses per semester. Electronic Field Production, TV Editing, and Multi-Camera Production.
- **Media Engineer** - Ensure studio equipment and audio equipment operate within the design parameters called for, install/supervise installation of new/replacement equipment. Supervise repair of faulty equipment. Work with department chair to enhance operations. Take and file yearly inventory report.
- **Network Manager** - Interact with faculty, staff, and students. Help, as needed with computer or software related issues. Day-to-day operations responsibility for the utilization, maintenance, software/hardware configurations, and installation of equipment.

SU UPCLOSE - TV - BATON ROUGE, LOUISIANA

Producer/Offline Editor/Videographer (August 2004 - May 2005)

Served as Producer of 30-minute magazine style public affairs television program that was broadcasted bi-weekly on local cable station. Duties included:

- **Producer** - Generated story ideas, wrote/and or edited scripts, created show rundown, collaborated closely with chancellor's office to shape the visual, editorial, and narrative content of shows.
- **Offline Editor** - Logged, archived, and edited all video material for television program.
- **Videographer** - Provided EFP support as needed.

SU UPCLOSE - TV - BATON ROUGE, LOUISIANA

Video Editor (August 2003 - August 2004)

Edited video for 30-minute magazine style public affairs television program that was broadcasted bi-weekly on local cable station. Duties included:

- **Offline Editor** - Logged, archived, and edited all video material for television program.

WVLA NBC 33 - Baton Rouge, Louisiana

Editor (March 1993 - April 1996)

Served as the online video editor for all station productions. Duties included:

- **Video editing** - Performed linear editing of commercial spots, public service announcements, training videos. Performed other duties as assigned.

Darrell Roberson / Page 2

WVLA NBC 33 - Baton Rouge, Louisiana

Master Control Operator (May 1990 - March 1993)

Monitored the on-air signal. Duties included:

- Switcher - Aired all station programs, commercials, and public service announcements at required times. Kept FCC station log, monitored and operated station transmitter, videotape operator for newscasts.
- Videotape dubber - Made copies of all commercials and to be aired during broadcasts, recorded all program satellite feeds.

WVLA NBC 33 - BATON ROUGE, LOUISIANA

Production Intern (January 1990 - May 1990)

EDUCATION

Master of Arts - Mass Communications, Southern University, May 1992

Bachelor of Arts - Liberal Studies (Broadcasting), Southern University, December 1990

Skills

- Experience with control room automation
- Prior television production experience
- Nonlinear editing
- Background experience in producing and directing television productions.
- Capable of handling multiple tasks
- Capable of maintaining a database for inventory control
- Teach broadcast journalism courses
- Assist faculty and lab users in instructional uses of computer labs
- Maintain security of desktop computer systems and network
- Supervise installation and maintain computer and network equipment and cabling systems
- Install software on desktop computers and network servers
- Create and maintain a system to monitor user accounts and system use.
- Apple Authorized Training Certificate of Achievement - Mac OS X Support Essentials 10.5
- Panasonic DVC Pro, Sony DVCAM, DV, HDV, HD and UHD formats
- Adobe Creative Cloud
- Final Cut Pro X

Professional Activities

- Jag Vision Scoreboard Production Crew
- Volunteer with the SU Civil Rights Commemoration Grassroots Documentation Project
- Former videographer/editor for Southern University distance learning/online course development project
- Advisor for Center of Empowerment for Families & Youth, Inc. child abuse PSA

Accomplishments/Awards

- Co-created Southern University's first closed-circuit TV channel
- Co-created Southern University's first Web based radio station
- Shot and edited year long documentary and training video for The Ascension Parish Recreation Center's Ascension Parish All Inclusive League, a league for children ages 4-13, both with and without developmental disabilities
- June 1995 WVLA Ch. 33 Employee of the Month
- May 1998 Southern University Outstanding Employee Broadcast Journalism
- 2003 Recognized as a Partner in Girl Scouting by Audubon Council
- 2011 International Radio and Television Society Faculty Seminar Participant
- 2013 Academy of Television Arts and Science Faculty Seminar Fellow
- 2017 Baton Rouge Area Association of Black Journalist Pioneering Journalist Honoree
- 2018 IRTS Faculty Seminar Fellow
- 2018 National Association of Television Program Executives (NATPE) Faculty Fellowship recipient
- 2019 Selected to join EF College Study and educators from across the nation for a weekend of professional development, networking, and innovative strategies in education.
- 2019 Shot and edited "The '90's Dolls Reunion" video.
- 2021 Freelance videographer for "Traveling with Denella" television show.

SOUTHERN UNIVERSITY SYSTEM
Personnel Action Form

REC'D EVC-ACAD AFFR
2022 SEP 7 PM 1:08

CAMPUS: SUS _____ SUBR _____ STLAC _____ SUARRC _____ SUNO _____ SUSLA _____
 EMPLOYMENT CATEGORY: 9-MONTH _____ 12-MONTH _____ OTHER _____ (Specify) _____
 TYPE OF APPOINTMENT:
 Academic (3rd) _____ Non-Academic (Uncl) _____ Civil Service _____
 _____ Part-time (_____ % of full time) _____ Restricted _____
 _____ Temporary (must be indicated if less than 100%) _____ Default # of mos _____
 _____ Tenured _____ Undergraduate Student _____ Job Appointment _____
 _____ Tenured Track _____ Graduate Assistant _____ Probationary _____
 _____ Other (Specify) _____ Refree Return To Work _____ Permanent Status _____

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

Profile of Person Recommended

Length of Employment July 1, 2022 _____ To June 30, 2023 _____
 Effective Date of Employment August 1, 2022 _____

Name Charstains Williams _____ SSN 101789099 _____ Sex Race* B _____
 (Last 4 digits only)
 Position Title: Director of Exec. Phil Program _____ Department: Nelson Mandela College _____

Check One Existing Position _____ *Visa Type (See Reverse Side):
 New Position _____ Visa Expiration Date: _____
 (Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 25 _____ Southern University Experience 25 _____

Degree(s)	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
BS	Sociology	ULM - Monroe	1996
MPA	Public Administration	Southern University - Baton Rouge	1998
PhD	Public Policy	Southern University - Baton Rouge	2022

Current Employer Southern University _____

Personnel Action

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

Annual Salary \$80,000 _____ Salary Budgeted \$80,000 _____ Hourly Rate, if applicable: _____

Pay Cycle: _____ Biweekly _____ Monthly _____ Faculty _____

Source of Funds: Public Policy _____ Identify Budget: 2244-940-22741 _____ Location: Public Policy _____

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

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

Source of Funds (Current)	Amount
Budget #2244-940	\$53,475
Budget # 22741	\$26,525

Comments: (Use back of form) _____

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

Supervisor: _____ Date: 8/3/22 _____
 Vice Chancellor: _____ Date: 9/07/22 _____
 Director/Personnel: _____ Date: 9/8/22 _____
 President: _____ Date: 9/19/22 _____

Dean/Unit Head: _____ Date: 8/31/22 _____
 Chancellor: _____ Date: _____
 Vice President/Finance: _____ Date: _____
 Business Affairs/Comptroller: _____ Date: _____
 Chairman/S.U. Board of Supervisors: _____ Date: _____

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Executive Ph.D. Director AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Executive Ph.D. Program

(Department or Unit)

Replacement New Position Unclassified State
 Civil Service Temporary Faculty Grant-In-Aid
 Tenured Probationary (For Faculty this is same as tenure track) System Revenue
 Agency Fund State

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Executive Ph.D. Program is new program in the Nelson Mandela College. The program is attracting applicants all over the nation and is the only such program in the State. It needs a director to manage the growing program. An applicant must have an earned Ph.D. in Public Policy and experience in managing a graduate program. Must have good organizational skills. Salary is from the Executive Weekend Ph.D. budget.

Salary/Range: \$80K Previous Incumbent (if replacement):

Approved Disapproved W. J. Williams May 31-22
 Department Head
 Approved Disapproved W. J. Williams May 31-22
 Dean/Director/Supervisor of Budget Unit

FINANCE/BUDGET OFFICE ONLY
 Funds Available
 Yes 2M No
 Signature _____ Date _____
 Budget Number 211001-2079/61002-21000

HUMAN RESOURCES OFFICE ONLY
 Existing/Approved Position
 Yes No
 Employee Class: MU Job Class: 23660
 Verified By: Michelle Williams Date: 06/03/2022

Approved Disapproved [Signature] 6/1/2022
 Vice Chancellor
 Approved Disapproved [Signature] 6/1/2022
 Chancellor/Vice President
 Approved Disapproved [Signature] 7/8/2022
 President

An Equal Opportunity Employer
7/6/22



**SOUTHERN[™]
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

Office of the Executive Vice Chancellor and Provost

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

September 26, 2022

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

Re: Request for SUS Board Approval to Waive Advertisement for Dean of Graduate Studies

Dear President-Chancellor Shields:

This communication comes seeking your support relative to the appointment of Dr. Ashagre Yigletu as Dean of the Southern University Baton Rouge (SUBR) Graduate School. Dr. Yigletu has dedicated more than 30 years of service to SUBR and has proven himself to be a true asset toward the continued advancement of our University and the students we serve. He has effectively served as the Interim Dean since December 12, 2020. During this time, the graduate program has continued to flourish and contribute immensely to the overall success and growth of Southern University and A&M College.

The University made a concerted effort to recruit a Dean of the Graduate School with two failed searches. On each occasion the search was chaired by the Dean of the College of Business. Although a finalist was selected we were unable to meet the minimum salary required for recruitment. In light of this and after two failed searches we decided to look for talent in house.

Therefore, I am requesting to waive advertisement for the SUBR Dean of Graduate Studies to appoint Dr. Yigletu as the Permanent SUBR Dean of Graduate Studies effective November 1, 2022 at an annual salary of \$160,000. I kindly request your approval and consideration at the convening of the October 2022 Board of Supervisors Meeting.

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

With Kindest Regards,

Bijoy K. Sahoo, Ph.D.
Executive Vice-Chancellor and Provost

Approvals:

Dennis J. Shields
President-Chancellor



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

October 4, 2022

Dr. Dennis J. Shields
President-Chancellor
Southern University system
Baton Rouge, LA 70813

Dear Dr. Shields:

The purpose of this correspondence is to recommend Ms. Davitra Stubbs for the position of Bursar.

Ms. Stubbs has an impressive educational background and has been working in the Bursar's Office for approximately one (1) year, which has provided her with both Banner and University experience.

I am requesting an annual starting salary of \$65,000 for this position, effective start date will be November 1, 2022, pending Board approval.

Your favorable consideration of this request is appreciated.

Sincerely,

A handwritten signature in black ink that reads 'Ben Pugh'.

Benjamin W. Pugh
VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

APPROVED: _____
Dr. Dennis J. Shields, President-Chancellor

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	8	0	1
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CAMPUS: SUS _____ SUBR SULAC _____ SUAREC _____ SUMO _____ SUSLA _____

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

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

Previous Employee Hannah Webb Reason Left Resigned
 Date Left August 17, 2022 Salary Paid \$65,000.00

Profile of Person Recommended

Length of Employment November 1, 2022 To _____
 Effective Date November 1, 2022

Name Daytrea Stubbs SSN 001494772 Sex Female Race* Black
(Last 4 digits only)

Position Title: Bursar Department: Comptroller's Office

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

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

Years Experience 5 Southern University Experience 1 year

Degree(s)	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Bachelor of Science - Business</u>	<u>Southern University and A&M College</u>	<u>2009</u>
	<u>Master of Public Administration</u>	<u>Southern University and A&M College</u>	<u>2015</u>
	<u>Bachelor of Science - Accounting</u>	<u>Southern University and A&M College</u>	<u>2017</u>

Current Employer Southern University - Baton Rouge

Personnel Action

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

Recommended Salary \$65,000 Salary Budgeted \$65,000

Source of Funds 211001-26102-61002-26000

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

Change at: _____ From _____ To _____

Position Collection Manager Bursar

Status _____

Salary Adjustment _____

Financial Aid signature (if applicable): _____

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
211001-26102-61002-26000	\$65,000

*See Reverse Side

Graduate School signature (if applicable): _____

Supervisor Monica Medelind Date 10/4/22
 Vice Chancellor Brittugh Date 10/4/22
 Director/Personnel Travis Webb Date 10/4/22
 President Allen J. Nicols Date 10/6/22
 Dept./Unit Head Brittugh Date 10/4/22
 Chancellor Blair Date _____
 Vice President/Finance Blair Date _____
 Business Affairs/Comptroller _____ Date _____
 Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

COMMENTS:

Employment may require occasional travel within the Southern University System campuses

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

EMPLOYEE DIRECT SUPERVISOR: Monica Mendle

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 771-3283

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 (see receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H-1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

CODE **EXPIRES**

FUNDS AVAILABLE

OFFICE OF THE COMPTROLLER
SOUTHERN UNIVERSITY SYSTEM

ICA
H1
J1
F1
FO

C: 10/5/2

2/1/00-2/6/02-6/1/00-2/6

GRANTS & CONTRACTS SECTION

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

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

DAVITRIA STUBBS, MPA

CONTACT



Education

Bachelor of Science in Accounting,

May 2017

Southern University A&M College,

Baton Rouge, LA

Master of Public Administration,

May 2015

Southern University A&M College,

Baton Rouge, LA

Bachelor of Science in Business

Management May 2009

Southern University A&M College,

Baton Rouge, LA

QUALIFICATION SUMMARY

Knowledgeable with experience in such diverse areas as statistical analysis, education, and client engagement. Proven ability to manage projects preparing detailed documents and reports while managing data collection and analysis responsibilities.

Summary of Skills:

- Data and statistical analysis
- Research
- Presentations
- Report generation
- PC MS Proficiency
- Interpersonal and cooperation skills
- Rapid learner with the aptitude to work in a fast-paced environment

Experience

- **COLLECTIONS MANAGER,
SOUTHERN UNIVERSITY AND A&M COLLEGE,
BATON ROUGE, LA
NOVEMBER 2021 -PRESENT**

-Manages a caseload of collection accounts, in accordance with the limit and scope of the authority and responsibility of this classification and in accordance with government standards, laws, regulations, court procedures and policies, while being held to production standards.

-Contacts debtors, update case records, explain diligently, factfully and diplomatically their legal obligations, any penalties for and consequences of non-payment, and regulations/rules/procedures related to payment of account.

-Reviews debtor's delinquent account records to determine balances; analyzes account to provide client with payment and fee/penalty information and to determine the need for payment plan modification, civil and/or criminal legal action.

-Prepares routine correspondence and reports.

References

Lauri Patterson – Accounting
Professor, Southern University and
A&M College, Baton Rouge, LA
Phone: 225-284-541

Jerry Jones – Economic
Development Director, City of
Richmond, TX
Phone: 318-419-2331

Michelle Snowden, MSIT –
Neurology Clerkship Coordinator,
Louisiana State University Health,
New Orleans, LA
Phone: 504-275-6228

-Maintains the confidentiality of all records, documents, and information in accordance with government standards, laws, regulations, processes, procedures and policies. Schedules court appearances for defendants

-Establishes and maintains effective working relationships and communication members of the public and others encountered in the course of work.

-Provides the highest quality of customer service by exercising tact, courtesy and excellent judgment at all times when communicating with members of the public and others encountered in the course of work from various socio-economic background.

• **LABOR MARKET SPECIALIST
(LABOR MARKET INFORMATION & OCCUPATIONAL
EMPLOYMENT STATISTICS SECTIONS),
LOUISIANA WORKFORCE COMMISSION,
BATON ROUGE, LA
AUGUST 2018 -AUGUST 2021**

-Collected, compiled, organized, analyzed, interpreted, and evaluated data used in developing labor market information such as employment, unemployment, earnings, population and occupational related information for the state, metropolitan statistical areas (MSA's), regional labor market areas (RLMA's) and other labor market areas.

-Utilized various computer software databases as analytical and research tools. Assembled, evaluated, performed research and interpreted area, industry and occupational data reflecting employment levels, commuting patterns, employment hiring trends and available facilities.

-Analyzed and performed research on employment data and figures and produced reports reflecting changes in labor market conditions for specific labor market areas, parishes, and statewide.

-Calculated estimates on employment and wages for delinquent and or non-reporting employers, average weekly wages, hours, earnings, and occupational data.

-Assembled, evaluated, performed research, and interpreted area, industry and occupational data reflecting employment levels, commuting patterns and employment hiring trends.

-Collected, researched, evaluated, and maintained data concerning specific Unemployment Insurance activities and Job Service activities.

-Generated annual benchmark data revisions as mandated by federal laws.

-Communicated with employers and employer representatives, human resource administrators, lawyers, educators and general public in providing, verifying, and exchanging data.

-Assisted in the production of regular and special labor market reports which present an analysis of data on employment and unemployment, labor demand and supply, and other related factors influencing the labor market.

Produced regular statistical reports on agency activities that are transmitted to the U.S. Department of Labor.

-Analyzed employer data for determination and assignment of proper industrial classification code.

• **LABOR MARKET SPECIALIST (OCCUPATIONAL SAFETY & HEALTH UNIT), LOUISIANA WORKFORCE COMMISSION, BATON ROUGE, LA MARCH 2013 -AUGUST 2018**

-Performed labor market analysis and statistical work and prepared labor market studies and reports for dissemination and use by local, state and national governments as well as private industry.

-Utilized various computer software databases as analytical and research tools.

-Under the delegation of the Bureau of Labor Statistics, U.S. Department of Labor and the Occupational Safety & Health (OSH) Unit, Louisiana Workforce Commission, collected data for the Survey of Occupational Injuries and Illnesses (SOI) and the Census of Fatal Occupational Injuries (CFOI).

-Produced publication, which involves statistical analysis of work related injuries, illnesses, and fatalities in the state of Louisiana.

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUDR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Bursar AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Bursar's Office - Unit of the Comptroller's Office
 (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Bursar assumes the day-to-day operational responsibilities for all cash collections in Student Information System (SIS) and the Financial Records System (FRS) and for the student billing and receivable, and and collections and receivables operations for SJBR. The Bursar is responsible for the direct supervisors for billing and receivable and collections and receivables operations for SUBR.

Salary/Range: \$65,000-\$75,000 Previous Incumbent (if replacement): Hannah Webb

Approved Disapproved Monica Mealie 8/18/22
 Department Head Date

Approved Disapproved Burt Pugh 8/18/22
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes <u>2M9801</u>	<input type="checkbox"/> No
<u>C. Joseph</u>	<u>8/19/22</u>
Signature	Date
Budget Number <u>211001-216102-</u>	

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	
Employee Class:	<u>MU</u>	Job Class:	<u>21820</u>
Verified By: <u>Nikhale Williams</u>		Date: <u>8/18/22</u>	

Approved Disapproved Burt Pugh 8/19/22
 Vice Chancellor Date

Approved Disapproved D. J. Shields 8/22/22
 Chancellor/Vice President Date

Approved Disapproved _____ _____ _____
 President Date

An Equal Opportunity Employer

SOUTHERN UNIVERSITY SYSTEM
Personnel Action Form

REC'D EUC-ACAD AFFRS
2022 SEP 7 PM1:03

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

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

TYPE OF APPOINTMENT:

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

Previous Employer: _____ Reason Left: N/A
 Date Left: N/A Salary Paid: N/A

Profile of Person Recommended

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

Name: Charmaine Williams SS# U01789099 Sex X Race* B
 (Last 4 digits only)

Position Title: Director of Exec. PhD Program Department: Nelson Mandela College

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

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

Years Experience: 25 Southern University Experience: 25

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
BS	Sociology	U.M - Monroe	1996
MFA	Public Administration	Southern University - Baton Rouge	1998
PhD	Public Policy	Southern University - Baton Rouge	2022

Current Employer: Southern University

Personnel Action

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

Annual Salary: \$80,000 Salary Budgeted: \$80,000 Hourly Rate, if applicable: _____

Pay Cycle: _____ Biweekly Monthly _____ Faculty

Source of Funds: Public Policy Identify Budget: 2248-940-2274 Location: Public Policy

Change of:

From: Technical Support/Counselor To: Director - Exec. Ph.D. Program

Position: _____ Status: _____ Salary Adjustment: _____

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

Source of Funds (Current)	Amount
Budget #2248-940	\$53,475
Budget # 22741	\$26,525

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

*See Reverse Side

Graduate School signature (if applicable):

	8/3/22		8/31/22
Supervisor	Date	Dean/Unit Head	Date
	8/10/22		
Vice Chancellor	Date	Chancellor	Date
	7/8/22		
Director/Personnel	Date	Vice President/Finance	Date
	9/19/22		
President	Date	Business Affairs/Comptroller	Date
		Chairman/S.U. Board of Supervisors	Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: This applicant will be responsible for managing all the complex operations related to the Executive Ph.D. program.

Must be completed by hiring supervisor:

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

EMPLOYEE DIRECT SUPERVISOR: Damien E. Igleri

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-3092

NUMBER OF EMPLOYEES SUPERVISED, (if any): 0

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94/I-20. The latter seven (7) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

Office of the Executive Vice Chancellor and Provost

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

September 26, 2022

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

Re: Request for SUS Board Approval to Waive Advertisement for Dean of Graduate Studies

Dear President-Chancellor Shields:

This communication comes seeking your support relative to the appointment of Dr. Ashagre Yigletu as Dean of the Southern University Baton Rouge (SUBR) Graduate School. Dr. Yigletu has dedicated more than 30 years of service to SUBR and has proven himself to be a true asset toward the continued advancement of our University and the students we serve. He has effectively served as the Interim Dean since December 12, 2020. During this time, the graduate program has continued to flourish and contribute immensely to the overall success and growth of Southern University and A&M College.

The University made a concerted effort to recruit a Dean of the Graduate School with two failed searches. On each occasion the search was chaired by the Dean of the College of Business. Although a finalist was selected we were unable to meet the minimum salary required for recruitment. In light of this and after two failed searches we decided to look for talent in house.

Therefore, I am requesting to waive advertisement for the SUBR Dean of Graduate Studies to appoint Dr. Yigletu as the Permanent SUBR Dean of Graduate Studies effective November 1, 2022 at an annual salary of \$160,000. I kindly request your approval and consideration at the convening of the October 2022 Board of Supervisors Meeting.

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

With Kindest Regards,

Bijoy K. Sahoo, Ph.D.
Executive Vice-Chancellor and Provost

Approvals:

Dennis J. Shields
President-Chancellor



Office of the Chancellor

Vladimir A. Appeaning, Ph.D.
Interim Chancellor

October 4, 2022

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

RE: Approval to waive search and appoint Ms. Amanda K. Flynn – Interim Executive Director for the Small Business Development Center (SBDC)

Dear President Shields:

This correspondence comes seeking your approval to waive search and appoint Ms. Amanda K. Flynn to serve in the role of the Interim Executive Director for the Small Business Development Center (SBDC) at Southern University at Shreveport (SUSLA). The incumbent in this position has tendered his resignation.

As reflected in her attached resume, over the last two years, Ms. Flynn has served as SUSLA's SBDC Business Consultant/Advisor. She served in a similar position with the Dallas Metropolitan SBDC. Ms. Flynn has the endorsement of Dr. Lonnie McCray, Interim Vice Chancellor for Academic Affairs and Workforce Development—the executive who has ultimate responsibility for the area, and the endorsement of Mr. Frank Williams, Interim Chief of Staff (see attached). Additionally, per the attached letter of endorsement, the recommended interim appointment of Ms. Flynn has the support of the State Director of the Louisiana Small Business Development Center, Mr. Bryan Greenwood.

Ms. Flynn possesses the knowledge, skills, and abilities necessary to perform the duties and responsibilities of this position. The period of this appointment is effective October 21, 2022, through June 30, 2023, or until further notice when a permanent chancellor is selected. The recommended salary for this position is \$80,000.

I am respectfully requesting your endorsement and that of the Southern University System Board of Supervisors during the October 2022 Board Meeting to move forward with this interim appointment.

Respectfully submitted,

Vladimir Alexander Appeaning, Ph.D.
Interim Chancellor

APPROVED: _____

Dennis J. Shields
President-Chancellor, Southern University System

APPROVED: _____

Attorney Edwin M. Shorty Jr.
Chairman, Southern University System Board of Supervisors

Attached:

- Letter of Endorsement – Mr. Frank Williams, Interim Chief of Staff
- Letter of Endorsement – Dr. Lonnie McCray, Interim Vice Chancellor for Academic Affairs and Workforce Development
- Letter of Endorsement – Mr. Bryan Greenwood, State Director of the Louisiana Small Business Development Center

3050 MARTIN LUTHER KING, JR. DRIVE • SHREVEPORT, LOUISIANA 71107
PHONE: (504) 670-8312 • FAX: (504) 670-8374
TOLL FREE: 1-800-458-1472, EXT 8312
www.SUSLA.edu



Vladimir A. Appeaning, Ph.D.
Interim Chancellor

October 4, 2022

Vladimir A. Appeaning, Ph.D.
Interim Chancellor
Southern University at Shreveport
3050 Martin Luther King Jr. Drive
Shreveport, Louisiana 71101

RE: Approval to waive search and appoint Ms. Amanda K. Flynn – Interim Executive Director for the Small Business Development Center (SBDC)

Dear Dr. Appeaning:

This correspondence comes seeking your approval to waive search and appoint Ms. Amanda K. Flynn to serve in the role of the Interim Executive Director for the Small Business Development Center (SBDC) at Southern University at Shreveport (SUSLA). The incumbent in this position has tendered his resignation.

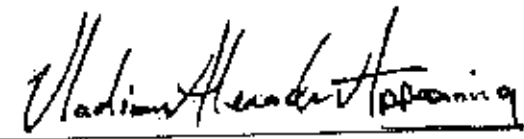
Over the last two years, Ms. Flynn has served as SUSLA's SBDC Business Consultant/Advisor. She served in a similar position with the Dallas Metropolitan SBDC. Ms. Flynn has the endorsement of Dr. Lonnie McCray, Interim Vice Chancellor for Academic Affairs and Workforce Development – the executive who has ultimate responsibility for the area (see attached). Additionally, per the attached letter of endorsement, the recommended interim appointment of Ms. Flynn has the support of the State Director of the Louisiana Small Business Development Center, Mr. Bryan Greenwood.

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I am respectfully requesting your endorsement and that of the Southern University System Board of Supervisors during the October 2022 Board Meeting to move forward with this interim appointment.

Respectfully submitted,


Frank Williams
Interim Chief of Staff

APPROVED: 
Vladimir A. Appeaning, Ph.D.
Interim Chancellor - Southern University at Shreveport

Attached: Letter of Endorsement – Dr. Lonnie McCray, Interim Vice Chancellor for Academic Affairs and Workforce Development

Letter of Endorsement – Mr. Bryan Greenwood, State Director of the Louisiana Small Business Development Center

3050 Martin Luther King, Jr. Drive • Shreveport, Louisiana 71107
Phone: (337) 870-8311 • Fax: (337) 870-8974
Toll Free: 1-800-458-1472, Ext 6512
WWW.SUSLA.EDU

Southern University at Shreveport does not discriminate on the basis of race, color, national origin, gender, age, disability or any other protected class. Title IX Coordinator: Dr. Tuesday W. Maloney, Fine Arts Building, Room C34, (337) 870-8221. Section 504 Coordinator: Dr. Arjelica Hart, RCB Building, Room 118, (337) 870-9367.

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

Previous Employee Darrin Dixon Reason Left Resigned
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment July 1, 2022 To June 30, 2023
 Effective Date 10/21/2022

Name Amanda K. Flynn SSN xxx-xx-8078 Sex F Race* B
 (Last 4 digits)

Position Title: Interim Executive Director, Small Business Development Center Department: Finance

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

(Position vacancy notification form must be processed and approved to an existing and new position. Position must be advertised before processing PAI, if applicable.)

Years Experience 16 Southern University Experience 2
 Degree(s):
 Bachelor's Degree Financial Analysis Institution/Location LSU - Shreveport Year: 2003
 Master of Business Administration (MBA) LSU - Shreveport 2012

Current Employer Southern University at Shreveport

Personnel Action

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

Recommended Salary \$80,000 Salary Budgeted \$80,000

Source of Funds State General Fund and Grant Fund

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

Change of: From _____ To _____

Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if applicable): _____

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

Source of Funds	Amount
525030-55110-61002-53800	17,776 (Grant Fund)
511001-55120-61002-54100	62,224 (State General Fund)

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

Supervisor [Signature] Date _____
 Vice Chancellor [Signature] Date _____
 Director/Personnel _____ Date _____
 President _____ Date _____

Deputy/Acting Head [Signature] Date 10/21
 Chancellor _____ Date _____
 Vice President/Finance Business Affairs/Comptroller _____ Date _____
 Chairman/ U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or 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:)

EMPLOYEE REGULAR WORK SCHEDULE: 40 Hours
 EMPLOYEE DIRECT SUPERVISOR: Jaimes Sneed
 SUPERVISOR/DEPARTMENT CONTACT NUMBER: 318-670-9470
 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 (tax 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 E-1/L-94. The letter 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. J-1 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!

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




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Office of Academic Affairs and Workforce Development

Interoffice Memorandum

To: Dr. Vladimir Appeaning
Interim Chancellor

From: Dr. Lonnie McCray 
Interim Vice-Chancellor of Academic Affairs and Workforce Development

Date: October 4, 2022

Re: Recommendation for Amanda Flynn

Dr. Appeaning:

Upon the recommendations of Mr. Bryan Greenwood, State Director of the Louisiana Small Business Development Center (SBDC), and Mrs. Janice Sneed, Associate Vice Chancellor of Academic Affairs and Workforce Development, I support the appointment of Mrs. Amanda Flynn to serve as Interim Center Director for the SBDC at Southern University at Shreveport. Mrs. Flynn worked under the direction of the former director, Mr. Darrin Dixon, and she has the experience and knowledge to serve in this capacity.

Based on her experience and knowledge of the SBDC and Southern University Shreveport operations, her appointment will move the Center forward during this transitional time. The Louisiana SBDC has approved an annual salary of \$80,000 with an effective date of September 1, 2022.

Please let me know of any questions or concerns.

Respectfully,



Interim Vice-Chancellor of Academic Affairs and Workforce Development
Dean of Arts, Humanities, Social Sciences, and Education
Associate Professor of English

Cc: Carolyn O'Neal; Linzola Winzer

3050 MARTIN LUTHER KING, JR. DR. SHREVEPORT, LOUISIANA 71107
PHONE: (318) 670-9315 FAX: (318) 670-6338 TOLL FREE: 1-800-458-1472
www.susla.edu

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Louisiana Small Business Development Center
8000 Innovation Park Dr
Baton Rouge, LA 70820
(866) 782-4159

October 4, 2022

Dr. Vladimir Appeaning
Southern University at Shreveport
3050 Martin Luther King, Jr. Drive
Shreveport, LA 71107

RE: Letter of Support for the Interim Appointment of Amanda Flynn as Center Director for Louisiana SBDC at Southern University Shreveport

Dear Dr Appeaning:

The role of the Louisiana SBDC State Office is to carry out the U.S. Small Business Administration's (SBA) mission of supporting small business growth and formation in the state of Louisiana. The Louisiana SBDC State Office does this through subcontracts to participating institutions. In addition, the Louisiana SBDC State Office is responsible for service center leadership continuity with the center director role. Darrin Dixon held the role of center director until his retirement on August 31, 2022. It is our request that an interim center director be named to manage the affairs of the LSBDC at Southern University Shreveport (SUSLA) for the foreseeable future.

Amanda Flynn is currently a business consultant employed in the center. Ms. Flynn has been with the LSBDC at SUSLA since the center was awarded the initial contract and assigned territory to operate in, approximately two years ago. The Louisiana SBDC State Office is requesting that Ms. Flynn be appointed as the Interim Center Director of the Louisiana SBDC at SUSLA and based on the recommendation of Mrs. Sneed. Before coming to the LSBDC, she was the owner of Network 360, a business consulting firm that provided consulting services to small businesses that included business valuations, financial statement preparation and analysis, business planning and development, professional writing, accounting, and training. Additionally, she worked for the Dallas Metro Small Business Development Center where she performed duties that are consistent with what the Shreveport Center has to offer.

Based on her experience and current performance, I am requesting that Amanda Flynn be appointed Interim Center Director at LSBDC at SUSLA effective September 1, 2022. The LSBDC State Office has approved an annual salary of \$80,000 during the interim period.

Should you have any questions please do not hesitate to contact me.

Sincerely,


Bryan Greenwood (Oct 4, 2022 09:34 CDT)

Bryan Greenwood
State Director

Cc: Janice B. Sneed
Associate Vice Chancellor for Academic Affairs and Workforce Development
Lonnie McCray
Vice Chancellor for Academic Affairs and Workforce Development

Amanda K. Flynn, MBA, BCA

ADDRESS 5674 Mirador Circle, Shreveport, LA 71119 | PHONE 469-449-8164 | EMAIL aflynn81381@gmail.com

Profile

Experienced Strategic Planner and Financial Analyst with excellent understanding of financial modeling and forecasting, process improvement, business valuation, and overall business operations. Specialize in conducting and compiling research in a variety of business subjects, industries, and operations to complete business proposals/presentations, professional writing/editing projects, business/strategic plans, develop financial statements/projections, facilitate custom training sessions, and/or other business development activities. Enthusiastic and creative person, passionate about spearheading and managing projects from inception to completion. Ability to motivate, excite, and keep team members focused. Excellent project management and time management abilities.

Education

MASTER OF BUSINESS ADMINISTRATION | 2012 | LOUISIANA STATE UNIVERSITY, SHREVEPORT
BACHELOR OF SCIENCE, FINANCIAL ANALYSIS | 2008 | LOUISIANA STATE UNIVERSITY, SHREVEPORT
BUSINESS CERTIFIED APPRAISER (BCA) | 2019 | INTERNATIONAL SOCIETY OF BUSINESS APPRAISERS (ISBA)

Experience

BUSINESS ADVISOR/CONSULTANT | SBA SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

SOUTHERN UNIVERSITY SHREVEPORT SBDC | OCT 2020 TO PRESENT

DALLAS METROPOLITAN SBDC | FEB 2018 TO NOV 2019

- Generate Economic Impact by developing client/business owner relationships to assess small business needs - areas of focus include Business Model/Plan Development, Start-up Capital Needs Assessment, Financial Projections • Develop relationships with city officials, Economic Development entities, as well as lender/bankers to remain knowledgeable of their respective small business programs, incentives, and sources/requirements for funding

OWNER & LEAD CONSULTANT | NETWORK 360 CONSULTING SERVICES, LLC | MAR 2009 TO PRESENT

- Provide small business and non-profit consulting services, including, but not limited to, business valuations, financial statement preparation/analysis, business planning and development, professional writing, accounting, and training • Accumulate and analyze information regarding the local small business environment to assist municipalities, and other related organizations in developing collaborative strategies and sourcing potential opportunities. • Interact with local government and community leaders to identify opportunities and initiatives to positively impact the economic, social, and educational issues.

MANAGING PARTNER | SS TRANSPORT OF LOUISIANA, LLC | 2011 2014

- Provide start-up consulting and business planning services, driver selection, bookkeeping, and financial statements.
- Assist in the overall business operations of the company.

FINANCIAL ANALYST | GENERATIONAL EQUITY MERGERS AND ACQUISITIONS | 2006 TO 2010

- Interview clients to gain full understanding of their business. Prepare financial projections, as well as a business valuation and offering memorandum for clients. • Analyze complete financial statements and/or tax statements. Conduct discounted cash flow analysis as well as analyze revenue and earnings multiples in private acquisitions to determine an entity's fair market value.

GRANTS COORDINATOR | CONSORTIUM FOR EDUCATION, RESEARCH, & TECHNOLOGY | 2004 TO 2006

- Managed multiple federal, state, and private sources of funding • Established agency's QuickBooks accounting system and provided monthly financial statements. Prepared financial components of proposals submitted for external funding.

Skills & Abilities

BUSINESS VALUATION | STRATEGY | PROCESS IMPROVEMENT | FINANCIAL ANALYSIS | PROFESSIONAL WRITING



Position: Louisiana Small Business Development Center Director

Employee Name:	Department Name: Community & Workforce Development
Reports To (Supervisor's Name and Title): Janice Sneed, Associate Vice Chancellor for Academic Affairs & Workforce Development	Physical Work Location of Incumbent: 3050 Dr. Martin Luther King Jr. Drive Shreveport, LA 71107

POSITION SUMMARY:

The LSBDC Director will provide assistance, coaching, and strategic direction for new business startups or business expansions in the greater region; oversee professional training class delivery; represent the LSBDC at regional professional events and associations; and work with other directors and management within the University to raise additional funding as required to expand services and offerings to small business owners. This is a grant-funded position contingent upon availability of grant funds. The LSBDC is part of the Louisiana SBDC Network, a partnership program of the U.S. Small Business Administration and Delta Community College.

PRIMARY RESPONSIBILITIES:

- Assesses, determines, and designs timelines, programs and services that meet the requirements of the local funders, the LSBDC Network, and the US Small Business Administration (SBA).
- Recruits, trains, and supervises full and part-time staff to support administrative, consulting and training operations in the defined LSBDC service area as funding allows.
- Contributes to the development, implementation, and updating of the LSBDC's strategic plan. Ensure that organizational goals and objectives are accomplished in a timely and thorough manner. Develops, monitors and reports on annual budgets and performance milestones established in conjunction with funding and programmatic schedules.
- Designs and distributes business marketing material developed in conjunction with host university publications and materials
- Identify and apply for grants relevant to entrepreneurship and business development to support the LSBDC's continued operations and growth. Prepares statistical reports and funding proposals targeting state and local support for business counseling, mentoring, and customized entrepreneurial programs. Initiate co-sponsorship of programs with private businesses, economic development organizations, and other government entities.
- Maintain efficient and effective operation of LSBDC office, including management of office hours, personnel, budget, and other resources. Ensure that administrative policies are followed, that

programs are innovative and responsive, and that top-quality services are delivered. Use client and management feedback in striving for continuous improvement. Uphold contractual obligations with other organizations.

- Establish and manage an advisory board comprised of funders, community stakeholders, and small business leaders.
- Document client advising and training activities via Center IC in a timely, accurate, and comprehensive manner. Collect and transmit consolidated client data. Maintain adequate client files as per LSBDC Network Lead Office and SBA guidelines.

Program

- Counsels prospective and existing small business owners/managers and coordinates delivery of services throughout the service region. Analyze situations, make recommendations, and educate clients with regard to business plans, market feasibility, financial viability, operations management, COVID-19 response and recovery, and legal structures, to name but a few topics. Maintain an appropriate level and mix of clients as noted by annual deliverables and strategic plan objectives.
- Develop and deliver high-quality, business training programs that are responsive to the needs of the business community served. Generate curricula for business programs, seminars, conferences, etc. responsive to the local business interests. Determine topics, agendas, instructors, instructional materials, location, time, and other resources required. Serve as an instructor of business training programs, and secure qualified outside instructors, as needed.
- Responsible for the LSBDC/SBA required annual site visits, quarterly meetings, monthly conference calls, and reports as required throughout the service area.

Outreach

- Coordinates media and publicity initiatives with the host university, LSBDC Network and the SBA office to generate visibility and support of local services and programs.
- Presents LSBDC information to local chambers, banks, business associations, and other key community groups to generate awareness of and referrals for counseling/training programs. Meets regularly with community representatives to identify counseling and training needs of area.
- Convenes and meets regularly with Advisory Board and other partner groups to discuss impact of current business services and programs, and future collaborations.
- Maintain relationships and resources in government/public and private business sectors to assist LSBDC clients.

Leadership Skills

- Demonstrated experience driving business growth through innovation and the implementation of technology.
- An entrepreneurial mindset; able and interested to pursue new business opportunities.
- Customer-service oriented.

- Excellent leadership skills and the ability to manage multiple priorities in a fast-paced environment.
- A team player who favors collaborative approaches when working with internal and external partners.
- Demonstrated ability to manage a team of a direct reports, in addition to influencing collaboration across indirect reports.

Communication Skills

- Able to work collaboratively with diverse leaders, communicate a strategy across all levels of the organization, and build consensus around key initiatives and projects.
- Ability to communicate from a customer perspective, across diverse groups of customers.
- Possesses exceptional organizational, interpersonal and communication skills, both oral and written; able to articulate ideas to both technical and non-technical audiences.
- Possesses exceptional business acumen, analytical and problem-solving abilities.
- Comfortable with ambiguity; can handle the unexpected with flexibility.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in business administration, marketing, and/or management or an equivalent combination of education and experience.
- Extensive background in small business consulting, mentoring, and/or counseling; minimum of 5 years is preferred.
- Excellent verbal and written communication skills required.
- Proven leadership and an understanding of issues impacting small business owners.
- Ability to provide business advice to starting or developing companies.

PREFERRED QUALIFICATIONS:

- Master's degree in Finance, Business, or Marketing
- Bilingual – English & Spanish
- Experience influencing strategy within an organization; ability to sell ideas and visions
- Experience managing a federal program and funding

UNIVERSAL PERFORMANCE STANDARDS:

1. **Completes** all assigned duties by established deadlines and in accordance with established or defined protocols, policies, and procedures.
2. **Apprises** supervisor of issues that might impede timely completion of assigned duties and/or departmental projects.
3. **Exercises** sound judgment and discretion at all times and maintains cooperative working relationships with both internal and external constituencies and co-workers.
4. **Exhibits** a willingness to perform other duties as requested or required efficiently and timely.
5. **Complies** with all policies and procedures as stipulated in the Employee Handbook.

05/2019

Note: This job description is not an employment contract and may be modified at any time at the discretion of the department or university.

Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employee assigned to this job.

Employee Signature: _____ Date: _____

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____

Equal Opportunity Employer



Vladimir A. Appeaning, Ph.D.
Interim Chancellor



October 4, 2022

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

RE: Approval to waive search and appoint Mrs. Brandy Jacobsen – Interim Vice Chancellor for Finance and Administration

Dear President Shields:

This correspondence comes seeking your approval to waive search and appoint Mrs. Brandy Jacobsen to serve in the role of the Interim Vice Chancellor for Finance and Administration at Southern University at Shreveport (SUSLA). The incumbent in this position has tendered his resignation.

As reflected in her attached resume, Mrs. Jacobsen currently serves as the institution's Chief Finance Officer (CFO) and has 20 years of higher education experience in the areas of finance, administration, and budgeting. Mrs. Jacobsen possesses the knowledge, skills, and abilities necessary to perform the duties and responsibilities of this position. The period of this appointment is effective October 21, 2022, through June 30, 2023, or until further notice when a permanent chancellor is selected. The recommended salary for this position is \$95,160.

I am respectfully requesting your endorsement and that of the Southern University System Board of Supervisors during the October 2022 Board Meeting to move forward with this interim appointment.

Respectfully submitted,

Vladimir Alexander Appeaning, Ph.D.
Interim Chancellor

APPROVED: _____
Dennis J. Shields
President-Chancellor, Southern University System

APPROVED: _____
Attorney Edwin M. Shorty Jr.
Chairman, Southern University System Board of Supervisors

3050 Mainwilder Lane, 3rd. Drive, * SHREVEPORT, LOUISIANA 71107
PHONE: (918) 670-8812 * FAX (918) 670-8874
TOLL FREE: 1-800-486-2472, EXT 6812
WWW.SUSLA.EDU

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

CAMPUS: SUJ SUMR SULAC SUARNC SUNO SUSLA X

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

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

Previous Employee Antonia Pagan Reason Left Resigned
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment July 1, 2022 To June 30, 2023
 Effective Date 10/21/2022

Name Grandy Jacobson SSN xxx-xx-4048 Sex F Race W
(Last 4 digits only)

Position Title: Interim Vice Chancellor for Finance and Department Administration

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

--	--	--

 Expiration Date: _____

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

Years Experience	Southern University Experience	Year:
<u>22</u>	<u>12.75</u>	
Degree(s):	Institution/Location:	Year:
<u>Bachelor/Business Administration</u>	<u>Northeast Louisiana University</u>	<u>1998</u>
<u>Masters/Professional Accountancy</u>	<u>Louisiana Tech University</u>	<u>2000</u>

Current Employer Southern University of Shreveport

Personnel Action

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

Recommended Salary \$95,160 Salary Budgeted \$95,160

Source of Funds State General Fund

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

Change at: _____ From _____ To _____

Position _____
 Status _____
 Salary Adjustment _____

Financial Administrator (if applicable):

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

Source of Funds	Amount
<u>513001-56710-61002-56000</u>	<u>95,160.00</u>

Graduate School signatory (if applicable):

Supervisor: Madison Almond Date _____
 Vice Chancellor: Monica Date _____
 Director/Personnel: _____ Date _____
 President: _____ Date _____
 Dept. Head: Madison Almond Date _____
 Chancellor: _____ Date _____
 Vice President/Manager Business Affairs/Comptroller: _____ Date _____
 Chairman/S.U. Board of Supervisors: _____ Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or 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 Alaska Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 40 Hours

EMPLOYEE DIRECT SUPERVISOR: Dr. Vladimir A. Appasani

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 318-678-9312

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 (no receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H-1 and J-1 visas, passport, and F-1/1-04. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	10	

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

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

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form: Admin/Tac/Una) 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)

(AFR).

- Prepares reports for outside entities, including the Southern University System and Board of Regents.
- Assists with the development of departmental policies and procedures.
- Works with both internal and external auditors to provide information for analysis and review.

December 2008 – July 2015 Southern University at Shreveport
Shreveport, LA

Comptroller

- Coordinates and supervises the daily financial operations of the University including the review and approval of expenditures and the receipt of revenues.
- Supervises the Accounts Payable, Travel, General Accounting, Student Accounts, and Grants Administration Departments that includes approximately 7 employees.
- Assist with the preparation of the University's Annual Financial Report (AFR).
- Prepares reports for outside entities, including the Southern University System and Board of Regents.
- Assists with the development of departmental policies and procedures.
- Works with both internal and external auditors to provide information for analysis and review.

December 2008 – December 2009 Grambling State University
Grambling, LA

Controller

- Coordinates and supervises the daily financial operations of the University including the review and approval of expenditures and the receipt of revenues.
- Supervises the Accounts Payable, Travel, Payroll, General Accounting, Student Accounts, and Grants Administration Departments that includes approximately 20 employees.
- Prepares the University's Annual Financial Report (AFR).
- Prepares reports for outside entities, including the University of Louisiana System and Board of Regents.
- Assists with the development of departmental policies and procedures.
- Works with both internal and external auditors to provide information for analysis and review.
- Serves on University committees.
- Attends conferences and conventions to remain current with changes in professional accounting standards and state and federal regulations.

2005 – November 2008 Grambling State University
Grambling, LA

Assistant Controller

- Coordinates and supervises the daily financial operations of the University including the review and approval of expenditures and the receipt of revenues.

- Supervises the Accounts Payable, Travel, Payroll, General Accounting, and Grants Administration Departments that includes approximately 15 employees.
- Works with the Controller to prepare the University's Annual Financial Report (AFR).
- Developed training manuals for requisition entry and approval on-line as well as encumbrance entry and web-based time entry. Also conducts training to inform employees of these procedures.
- Assisted with the development of accounts payable procedures.
- Works with both internal and external auditors to provide information for analysis and review.
- Serves on University committees.
- Attends conferences and conventions to remain current with changes in professional accounting standards and state and federal regulations.

2002 – 2006 Grambling State University Grambling, LA
Senior Accountant

- Prepared reconciliations for University bank accounts & liability accounts.
- Directed the processing of payroll including the preparation of quarterly payroll tax returns and W-2s.
- Recorded University Investment activity.
- Assisted in the development and implementation of web-based time entry for employees and students as well as online requisition entry and approval.
- Provided technical guidance and/or training to accounting employees.

2000 – 2002 KPMG LLP Shreveport, LA
Associate Accountant

- Participated in audits for a variety of client types, such as banking, oil and gas, timber, governmental, transportation, and not-for-profits, by reviewing client records, analyzing entries, and preparing financial statements for management review.
- Provided agreed-upon procedure engagements for clients based on contracted accounting services.

1999 – 2000 Robert E. Holladay, III, CPA Ruston, LA
Accountant/Computer Operator

- Processed payroll for business clients including preparing quarterly payroll tax returns and W-2s.
- Tracked investment activity and recorded earnings for clients.
- Analyzed and prepared financial statements.
- Prepared sales tax reports.

**Additional
Professional**

National Association of College and University Business Officers
Southern Association of College and University Business Officers
American Institute of Certified Public Accountants
Society of Louisiana Certified Public Accountants

Activities

Grambling State University -- SACS Accreditation Team -- Financial and Physical Resources
Grambling State University -- Policy Review Committee
Southern University at Shreveport - Member of the Chancellor's Executive Leadership Team and Cabinet
Southern University at Shreveport -- SACS Accreditation Team -- Financial and Physical Resources

Professional Certification

Certified Public Accountant (inactive)-- licensed May 2002

Honors and Affiliations

Graduated Magna Cum Laude
Beta Gamma Sigma
Beta Alpha Psi

References

Available upon request



Position: Vice Chancellor, Finance and Administration

Employee Name:	Department Name: Finance and Administration
Reports To (Supervisor's Name and Title): Chancellor	Physical Work Location of Incumbent: 3050 Dr. Martin Luther King Jr. Drive Shreveport, LA 71107

POSITION SUMMARY

Southern University at Shreveport, Louisiana (SUSLA) is accepting applications for the Vice Chancellor, Finance and Administration position. SUSLA is a comprehensive community college serving Shreveport, Bossier City, and surrounding areas in Northwest Louisiana. It is one of five campuses constituting the Historically Black Southern University System. The University serves approximately 3,000 undergraduate students and offers 32 undergraduate degrees and certificate programs in a variety of fields including Allied Health, Nursing, Aerospace Technology, Business Studies, Behavioral Science/Education and Science & Technology.

RESPONSIBILITIES

Reporting to the Chancellor, the Vice Chancellor (VC) of Finance and Administration is responsible for providing leadership and administrative oversight to all aspects of the finance, facilities, information technology and campus police departments for Southern University at Shreveport (SUSLA) to ensure success of the educational mission. Provides executive oversight and strategic guidance in the planning, development, implementation, assessment, and evaluation of all aspects of the finance, facilities, information technology and campus police departments. The Vice Chancellor is responsible for the development of innovative, entrepreneurial, and strategic initiatives designed to proactively respond to the needs of the constituencies we serve. Specific duties are:

- Oversees and provides strategic leadership to college-wide business operations, systems, and processes, including budget development and administration, short-term and long-term strategic financial planning, fiscal analysis and projections, fiscal and accounting services, banking and payroll, grant budget management and purchasing;
- Oversees and provides strategic leadership to college-wide Information Technology (IT) operations including network and database management, network and database security, hardware upgrade and replacement, software management, programming, and telecommunications services;
- Oversees and provides strategic leadership to college-wide Facilities and Risk Management operations including deferred maintenance, preventive maintenance, master planning, facilities upkeep and maintenance, and mechanical systems maintenance;
- Oversees and provides strategic leadership to college-wide operations of the University's Police and Parking Services including safety and security planning, crime statistics monitoring and reporting, community policing, and routine patrolling;

- In conjunction with the Chancellor and Chief Finance Officer, confers and consults with legislative auditors in the performance of a variety of fiscal and operational audits, and addresses related issues, findings, and concerns;
- Identify potential local, state and/or federal funding sources, assessing impact and requirements, and facilitating system efforts to secure these resources;
- Develop and update the college's Financial, Facilities, Information Technology and Campus Police Strategic Plans and assures their integration with other major planning efforts within the college;
- Develops and manages the budget for Finance and Administration;
- Supervise and evaluate the performance of assigned personnel; coordinate the work assignments of assigned personnel; review work to assure compliance with established standards, requirements and procedures;
- Develop and implement measures and methodology for determining the effectiveness and efficiency of the Finance and Administration Division;
- Ensure Finance and Administration functions are leading edge and adhere to the highest quality standards;
- Builds and strengthens an environment that fosters creativity, innovation, and professional development among staff;
- In coordination with the Chancellor and the Executive Team, participate in the development of rules, regulations, procedures, and policies applicable to Finance and Administration;
- Assure all financial, facilities, information technology, and campus policing/security practices and records of the College comply with local, state, federal and accrediting body (i.e., SACS, etc.) regulations;
- Maintains current knowledge on Finance and Administration (Facilities, IT, Police) laws, regulations, policies and best practices on national, state, and local levels;
- Monitor Finance and Administration website pages and forms to remain current and ensure accuracy;
- Establishes procedures for financial and administration record retention and disposal;
- Establishes procedures for property management and disposal;
- Occasional evening and weekend work and overnight travel may be required;
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

- Bachelor's degree in Business Administration, Accounting, Finance, Economics or related field from an accredited college or university
- Three or more years of increasingly responsible financial/business and/or operations related administrative experience at or above the Director's level (or equivalent)
- Knowledge of the planning and budgeting process within an organization
- Proficiency in Microsoft applications (Word, Excel and PowerPoint)
- Strong communication (written and verbal), organizational and interpersonal skills, and a collaborative approach to working with students, colleagues and partners
- Eligibility for a Louisiana Driver's License

PREFERRED QUALIFICATIONS

- Master's degree in Business Administration, Accounting, Finance, Economics or related field from an accredited college or university
- Five or more years of increasingly responsible financial/business and/or operations related administrative experience at or above the Director's level (or equivalent)

- Knowledge of the State of Louisiana Procurement Process
- Proficiency with Ellucian's Banner Finance or other major financial management system
- Working experience with Ellucian's Banner or other major student information system
- Organizational and managerial skills with respect to complex, sensitive issues

UNIVERSAL PERFORMANCE STANDARDS:

1. **Completes** all assigned duties by established deadlines and in accordance with established or defined protocols, policies, and procedures.
2. **Apprises** supervisor of issues that might impede timely completion of assigned duties and/or departmental projects.
3. **Exercises** sound judgment and discretion at all times and maintains cooperative working relationships with both internal and external constituencies and co-workers.
4. **Exhibits** a willingness to perform other duties as requested or required efficiently and timely.
5. **Complies** with all policies and procedures as stipulated in the Employee Handbook.

03/2017

Note: This job description is not an employment contract and may be modified at any time at the discretion of the department or university.

Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employee assigned to this job.

Employee Signature: _____ Date: _____

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____

Equal Opportunity Employer



"Linking Citizens of Louisiana with Opportunities for Success"

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

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

OFFICE OF THE CHANCELLOR-DEAN

September 26, 2022

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

Re: Request for SU Board Approval to Waive the search for a Creative Specialist/Graphic & Digital Designer Position for the Southern University Agricultural Research and Extension Center (SUAREC) and the College of Agricultural, Family and Consumer Sciences (CAFCS).

Dear President-Chancellor Shields:

This correspondence is to request approval to waive the search for a Creative Specialist/Graphic & Digital Designer for the Southern University Agricultural Research and Extension Center (SUAREC) and the College of Agricultural, Family and Consumer Sciences (CAFCS). This position is essential to the Office of Technology and Communication. The incumbent will collaborate with team members, administrators, and faculty/staff on all of their graphic and digital design needs. Mrs. Allison Ezidore-Tassin has been identified as the preferred candidate to fill this position.

Mrs. Ezidore-Tassin has been employed with the Southern University System since 2020 and is currently serving as a Web Content Specialist/Graphic Artist with our Extension Department. Mrs. Ezidore-Tassin's background is in Computer Science, Graphic Communications & Desktop Publications. Mrs. Ezidore-Tassin has 21 years of experience in MACs & PCs, branding and packaging, website development, graphic design methods, and so much more. She is very task driven, detailed-oriented and with her skills, she will make a positive contribution to the Office of Technology and Communication.

Therefore, I am recommending the appointment of Mrs. Allison Ezidore-Tassin as the Creative Specialist/Graphic & Digital Designer at an annual salary of \$66,000, effective November 1, 2022.

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

Sincerely,

Orlando F. McMeans, PhD
Chancellor-Dean

Approval:

Dennis J. Shields Date
President-Chancellor

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

CAMPUS: SUS _____ SUHR _____ SULAC _____ SUAREC X _____ SUNO _____ SUELA _____

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

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

Previous Employee D'Andre Lee Person Left _____
 Date Left JULY 20, 2022 Salary Paid \$45,980

Profile of Person Recommended

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

Name Alicia Ezidero-Tinshi SSN 001308642 Sex F Race* AA
(US* number)

Position Title: Creative Specialist / Graphic & Digital Designer Department: Technology & Communication Services

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

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

Years Experience: 21 years Southern University Experience 3 years
 Degree(s): Type/Discipline (BA-Education); Institution/Location (SU-Baton Rouge) Year:
Technical - Graphic Comm, & Desktop Publ. Louisiana Technical College-Baton Rouge 2001
BS - Computer Science (Business) SU - Baton Rouge 2007
MBA - Entrepreneurship SU - Baton Rouge 2021

Current Employer _____

Personnel Action

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

Recommended Salary \$55,000 - \$66,000 Salary Budgeted _____

Source of Funds 611001-64000-66000
 Identify Budget: _____ Location _____
 Form Code: _____ Page _____ Item # _____

Change of: _____
 Position From Web Content Specialist / Graphic Artist To Creative Specialist / Graphic & Digital Designer
 Status _____
 Salary Adjustment \$63,000 \$55,000 - \$66,000

Pinpoint Aid signature (if applicable):

List total funds currently paid this employee by

Southern University:

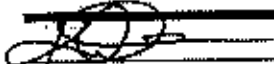
*See Reverse Side


Comments (Use back of form)


Source of Funds	Amount
624079-62250-61002-63000 60%	\$37,600.00
622310-62050-61002-63000 40%	\$25,200.00

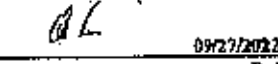
*See Reverse Side

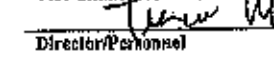
Graduate School signature (if applicable):

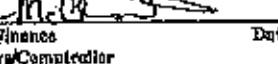
 9/27/22
 Supervisor Date

 9/27/22
 Dean/Unit Head Date

 9/27/22
 Vice Chancellor Date

 9/27/2022
 Chancellor Date

 9/27/22
 Director/Personnel Date

 _____
 Vice President/Finance Date

 President Date

 Chairman/S.I.L. Board of Supervisors Date

Handwritten signature and date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

EMPLOYEE DIRECT SUPERVISOR: Clarith Wilson

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 771-2242

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 (see 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, NI-D and J-1 visas, passport, and F-11-94. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

CODE: IERN UNIVER

(By not the above purchase(s) to (are) allow(s) to for the length and condition of the appropriation, budget and unavailability position.

Availability/Complexity/Availability/Membered/Funds Available

SEE LIST #:

890 9/21/2022

6/29/2022

RO

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Creative Specialist/Graphic & Digital Designer AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Office of Technology / Communication Services
 (Department or Unit)

- | | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> Replacement | <input type="checkbox"/> New Position | <input checked="" type="checkbox"/> Unclassified | <input type="checkbox"/> State |
| <input type="checkbox"/> Civil Service | <input type="checkbox"/> Temporary | <input type="checkbox"/> Faculty | <input type="checkbox"/> Grant-in-Aid |
| <input type="checkbox"/> Tenured | <input type="checkbox"/> Probationary (for Faculty this is none as tenure track) | | <input type="checkbox"/> System Revenue |
| | | | <input type="checkbox"/> Agency Fund State |

VACANCY DESCRIPTION AND JUSTIFICATION

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

This is a 12-month position and reports directly to the Director of Technology. This person will work closely with the Coordinator and other members of the communications division. Thus, implements established creative and design functions such as layouts, graphics, art direction, and production for various print, digital, and multimedia projects for the Southern University Ag Center and the College of Agriculture (SUAREC/CAPCS). Other duties include collaborating on the strategic direction for design solutions that align with the Center's Brand; designing and layout content for both printed and digital materials; coordinating a variety of guidelines, policies, and precedents for project requests, terms of use, and logo usage. Additionally, coordinates in-house productions and must be responsible for contacting and consulting off-campus print vendors for coordinating printing and publishing.

Salary/Range: \$55,000 - \$66,000 Previous Incumbent (if replacement): D'Andre Lee

Approved Disapproved [Signature] _____ Date _____
 Department Head

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

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>Brenetta Gambrell</u>	<u>9/27/2022</u>
Signature	Date
Budget Number	611001-64050-66000

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <u>MU</u>	Job Class: <u>62610</u>
<u>Michael William</u>	<u>9/28/2022</u>
Verified By:	Date:

Approved Disapproved [Signature] _____ Date _____
 Vice Chancellor

Approved Disapproved [Signature] _____ Date 09/27/2022
 Chancellor/Vice President

Approved Disapproved _____ Date _____
 President



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

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

OFFICE OF TECHNOLOGY & COMMUNICATION SERVICES

September 27, 2022

Ms. Allison Ezidore-Tassin
Southern University Agricultural Research & Extension Center
T.T. Allain Hall • P.O. Box 10010
Baton Rouge, LA 70813
Office: 225-771-3388

Dear Ms. Ezidore-Tassin,

I am pleased to offer you the position of Creative Specialist/Graphic & Digital Designer for the Southern University Agricultural Research and Extension Center and the College of Agricultural, Family and Consumer Sciences at an annual salary of \$66,000.

This position is located in the Office of Institutional Advancement and External Relations and is a direct report to Dr. Katara A. Williams, who serves as the Vice-Chancellor. Pending the Board of Supervisors' consideration, this role will officially begin on November 1, 2022.

If you have any questions concerning this offer, you may contact me at (225)771-3268. Congratulations!

Best Regards,

A handwritten signature in cursive script that reads "Katara A. Williams".

Katara A. Williams, Ph.D.

Cc: Dr. Orlando F. McMeans, Chancellor-Dean for SUAREC & CAFCS
Dr. De'ShoIn York, Vice Chancellor for Extension

JOB DESCRIPTION
FOR
CREATIVE SPECIALIST/GRAPHIC AND DIGITAL DESIGNER
SOUTHERN UNIVERSITY AGRICULTURAL RESEARCH AND EXTENSION CENTER

OVERALL DESCRIPTION:

The Creative Specialist/Graphic and Digital Designer implements established creative and design functions such as layouts, graphics, art direction, and production for various print, digital and multimedia projects. In a twelve-month position, the Creative Specialist/Graphic and Digital Designer shall have the following duties and be directly responsible to the Associate VC for Communications and IT. This person will collaborate with the Office of technology and Communications team members, administrators, and faculty/staff. Additionally, this person must serve as the lead for ensuring the Center's strategic direction for design solutions is aligned with the "brand" for the Southern University Agricultural Research and Extension Center and the College of Agricultural, Family and Consumer Sciences (SUAREC/CAFCS).

PRINCIPAL RESPONSIBILITIES WILL INCLUDE:

1. Serves and acts as a brand ambassador, ensuring that all projects for the Center and the client's style and voice.
2. Designs and layouts, both print and digital materials for SUAREC/CAFCS.
3. Following established visual and branding style guide for university publications and digital graphics. Design and layout print and digital illustrations for publications, advertising, posters, and promotional products.
4. In conjunction with the Office of Communications and IT division's direction, one must coordinate a variety of guidelines, policies, and precedents for project requests, terms of use, branding alignment, and logo usage.
5. Adhere to maintenance plans/timelines and project plans/timelines.
6. Time management skills are crucial to working on multiple projects simultaneously and with various deadlines.
7. A creative mindset to be able to bring a design to life with simple instructions
8. Must serve as the liaison to manage the creative process, workflow, workload, and resources among creative groups.
9. Works under moderate supervision with limited latitude for initiative and independent judgment.
10. Coordinates in-house productions and will also be responsible for contacting and consulting off-campus print vendors for coordinating printing and publishing.
11. Must maintain policies and visual style guide in logos or artwork used on promotional projects or wearable materials. Provides symbols and logo approval to individuals interested in using the Center's logo and provides guidelines for appropriate logo usage.
12. Provides art direction, when needed, to photographers, videographers, freelance designers, and digital managers.
13. Preparing booklets, brochures, advertisements, magazines, newsletters, training, technical manuals, stationery, and books for both traditional and digital publishing.
14. Produce graphics from an original concept either free-hand or by computer.
15. Save finished to camera-ready stage copy to cloud storage, and forward digital content for various digital mediums.
16. Perform related work as assigned.

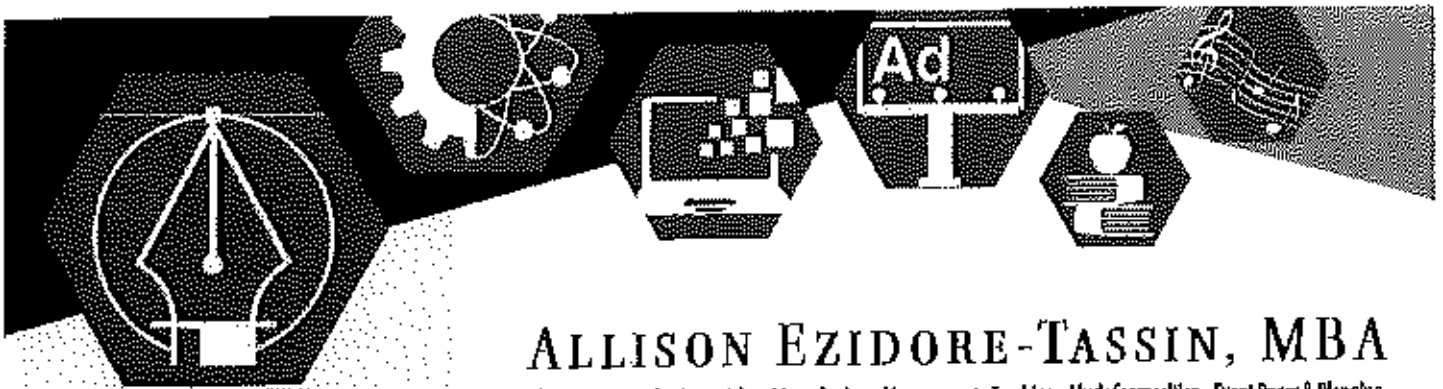
KNOWLEDGE, SKILLS, AND MINIMUM QUALIFICATIONS:

1. Must possess a bachelor's degree in graphic design or related field from an accredited four-year college or university with major course work in fine arts or graphic design.
2. A minimum of three to five years of similar work experience.
3. Knowledge of typography and experience in photo editing
4. Pays attention to detail
5. Ability to meet deadlines and stay within project budgets
6. Ability to work within a given space to create art

JOB DESCRIPTION
FOR
CREATIVE SPECIALIST/GRAPHIC DESIGNER
SOUTHERN UNIVERSITY AGRICULTURAL RESEARCH AND EXTENSION CENTER

7. Must have extensive computer skills (preferably Apple Computer) for producing publications and experience using desktop publishing software such as Adobe Cloud APPS (i.e., Acrobat Pro, Photoshop, Illustrator, Lightroom, InDesign) and other graphics applications.
8. The ability to work independently, self-motivating with the ability to adequately communicate (orally/written) solutions to management rather than problems.
9. Knowledge and understanding of the printing process are a must.
10. Must have hands-on experience with Windows, Apple OS, iOS, and hardware such as desktops, laptops, mobile devices, copiers, etc.; Experience in MS Office 365 (MS Word, Excel, PowerPoint, One Drive, TEAMS); The ability to work independently, self-motivating with the ability to adequately communicate (orally/written) solutions to management rather than problems.

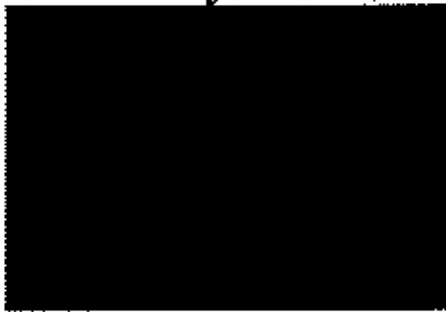
Salary: \$ 45,000 - \$50,000



ALLISON EZIDORE-TASSIN, MBA

Art • Design • Technology • Advertising • Business Management • Teaching • Music Composition • Event Decor & Planning

Contact Info



Skills

Advertising
 Communication
 Creativity
 Organization
 Customer Satisfaction
 Print Production
 Computer Technology
 Layout & Design
 Web Development & Design
 Desktop Publications
 Freehand Sketches
 Photography
 Photo Manipulation
 Websites
 Branding
 Writing Editorials
 Event Decor & Planning
 Business Management
 Networking
 Teaching
 Attention to Detail
 Multitasking
 Deadline-Driven Environments
 Team Leadership
 Versatility & Reliability
 Fast Turnarounds
 Music Composition/Recording/Editing
 MACs & PCs
 Adobe & Microsoft Products



PROFESSIONAL PROFILE

- Successful 21-year track record in the Graphics Communications and Desktop Publications Industry
- Enjoy instructing Visual Arts classes and teaching students graphic design methods
- Proficient with MACs & PCs; Adobe Products and Microsoft Office Products
- Fast & versatile in deadline-driven environments
- Experienced in branding and packaging
- Builds custom WordPress websites
- Provides strong design, layout, print production, and computer technology skills
- Excellent organizational and computer skills
- Detail oriented, dependable, reliable, and multi-tasking



WORK EXPERIENCE

Southern University Agricultural Research & Extension Center
 Ashford O. Williams Hall • 181 B.A. Little Dr.
 Baton Rouge, LA 70813
 (225) 771-3388 | www.suagcenter.com

Currently Employed
 Present – 2020



Graphic Artist & Web Content Specialist

Responsible for producing graphics, publications, branding and website designs for the SNAP-ED Program and Cooperative Extension Programs. Also rebranded and redesigned the SNAP-ED logo, print material and website (www.suagnutrition.com). Redesigned and developed the Enhancing Capacity of Louisiana's Small Farms & Businesses logo and website (www.suagcertify.com). Administrator for the SU Ag Cooperative Extension Facebook page.

COOPERATIVE EXTENSION PROGRAM DUTIES

- Custom designed materials for the programs of Agricultural & Natural Resources, Family & Human Development, Youth Development and SARDI:
- Custom logos
- Brochures
- Flyers
- Fillable forms
- Virtual backgrounds
- Yard signs
- Wall signs
- Banners (horizontal and retractable)



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Baton Rouge, LA 70813
(225) 771-2242
(225) 771-2061 Fax
www.suagcenter.com

OFFICE OF THE CHANCELLOR-DEAN

September 26, 2022

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

Re: Request for SU Board Approval to Create and Waive the search for an Associate Comptroller Position for the Southern University Agricultural Research and Extension Center (SUAREC).

Dear President-Chancellor Shields:

This correspondence is to request approval to create and waive the search for an Associate Comptroller for the Southern University Agricultural Research and Extension Center (SUAREC). The Finance Office has faced many challenges due to staff shortages due to illnesses and vacant positions. For greater efficiencies and operations of the Finance Department, this position will assist the current Comptroller with various monthly, quarterly, and annual financial reports and the year-end closing process. Mrs. Tamika Porter has been identified as the preferred candidate to fill this position.

Mrs. Porter has been employed with the Southern University System since 2005 and is currently serving as a Program Manager with our Extension Department. Mrs. Porter's background is in accounting, and she is currently working on a master's in public administration. Mrs. Porter is very task driven, detailed-oriented and with her skills, she can make a positive contribution to the Finance office.

Therefore, I am recommending the appointment of Mrs. Tamika Porter as the Associate Comptroller at an annual salary of \$75,000, effective November 1, 2022.

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

Sincerely,

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

Orlando F. McMeans, PhD
Chancellor-Dean

Approval:

Dennis J. Shields
President-Chancellor

Date

SEP 19 2022

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70803

BUS SUBR SUKAC SUARBO SUNO SUELA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE BE AUTHORIZED AS A VACANCY FOR

Associate Comptroller
Southern University Ag Research and Extension Center
(Department or Unit)

AS DESCRIBED BELOW

- Permanent Classification Temporal
- New Position
- Unclassified Position
- Unclassified Position (Temporary or Seasonal)
- Hours of Funds
- State Grant-In-Aid
- System Revenue
- Agency Fund State

VACANCY DESCRIPTION AND JUSTIFICATION

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

The job is a 12-month position. The incumbent will report to the Vice Chancellor of Finance of SUARBO, working closely with the Comptroller. The incumbent will assist the Comptroller to create, analyze and maintain internal controls, policies, and procedures. Prepare required reports (financial statements and fiscal reports) necessary for an institution of higher education and required by internal and external constituents. Assist with month end and year end close of university's accounting system. Assist with preparation of annual financial statements and synthesize ledgers between the university's financial software. Maintain cash management records, including funds drawn and received. Serve as acting comptroller in absence of comptroller. And perform other duties as assigned. Budget Code 611001-66130-66000

Salary Range: 70,000. Previous incumbent (if replacement):

Approved Disapproved Bonetta Gamble-Dillard 9/16/22
Department Head Date

Approved Disapproved _____
Dean/Director/Supervisor of Budget Unit Date

FINANCIAL OFFICER ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<u>B. Gamble-Dillard</u>	09/02/2022
Signature	Date
Job Number	611001-66130-66000

HUMAN RESOURCES OFFICER ONLY	
Requiring Approval Position	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Employee Class: <u>MU</u>	Job Class: <u>61850</u>
<u>Michael Williams</u>	9/14/22
Signature	Date

Approved Disapproved B. Gamble-Dillard 9/16/22
Vice Chancellor Date

Approved Disapproved _____ 09/12/2022
Chancellor/Vice President Date

Approved Disapproved _____ 9/16/22
President Date

An Equal Opportunity Employer

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

CAMPUS: EUS _____ BUDR _____ SULAC _____ SUAREC SUMO _____ SUBLA _____

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

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

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

Profile of Person Recommended

Length of Employment July 1, 2023 To June 30, 2023
 Effective Date November 1, 2023

Name Familia Poyler SSN U01449857 Sex F Race* AA
(9# number)

Position Title: Associate Comptroller Department: Finance

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

New Position Expiration Date: _____

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

Years Experience 17+ Southern University Experience 17
 Degree(s):
 Type/Discipline (BA-Education): AD - Accounting & Office Sys. Mgmt. Institution/Location (SU-Baton Rouge): Louisiana Technical College - Baton Rouge Year: 1998
BS - Accounting University of Phoenix - Phoenix, Arizona 2003
Exec. Masters of Public Admin. SU - Baton Rouge Dec 2021

Current Employer _____

Personnel Action

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

Recommended Salary \$75,000 Salary Budgeted _____

Source of Funds 611001-66150-66000

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

Change of: _____ To _____

Position Program Manager Associate Comptroller

Status _____

Salary Adjustment \$68,250 \$75,000

Financial Aid signature (if applicable): _____

List total funds currently paid this employee by Southern University:

*See Reverse Side

Commenter (Use back of form)

Source of Funds	Amount
624079-62450-61002-63000	\$40,958.00
622310-62050-61002-63000	\$27,300.00

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

Bernetta Gambel-Jillard 9/12/2022
 Supervisor Date

Dean/Unit Head Date

Bernetta Gambel-Jillard 9/12/2022
 Vice Chancellor Date

AL 09/27/2022
 Chancellor Date

James H. H. H. 9/12/2022
 Director/Personnel Date

James H. H. H.
 Vice President/Finance
 Business Affairs/Comptroller Date

President Date

Chairman/S.U. Board of Supervisors Date

B. Gambel-Jillard 9/12/2022

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

White, not of Hispanic origin. A person having origins in any of the original 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:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM to 5:00 PM, Monday through Friday
EMPLOYEE DIRECT SUPERVISOR: Ms. Brynette Dillard
SUPERVISOR/DEPARTMENT CONTACT NUMBER: 771-5707
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-1B and J-1 visa, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY SYSTEM
 COPY that the above ~~EXPIRES~~ (and) will expire under the terms and conditions of the employment, budget or award agreement and to coordinate with federal, state, local, and community agencies.
 RA: Ability/Compliance/Visas/Immigration/IR/IRIS/Advisable
 FI No. LTR #: _____
 FI by: ASB Date: 9/21/2023
 FI Expiration Date: 4/30/2023
 FI _____

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



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

September 21, 2022

Orlando F. McMeans, PhD
Chancellor-Dean
Southern University Agricultural Research and Extension Center
College of Agricultural, Family and Consumers Sciences
Baton Rouge, LA 70813

Re:

- Request for Approval to create the position of Associate Comptroller for the Finance Office
- Request for Approval to waive the search for the position

Dr. McMeans,

Due to the ongoing challenges within the Finance office, I'd like to propose the creation of a new position at the Southern University Agricultural Research and Extension Center. This new position will be essential for the day-to-day efficiencies and operations of the Finance office.

Since my employment at the Ag Center, the Finance office has been operating with minimum staff. The current staff has been working hard to achieve their assigned duties along with any additional assignments, but most duties remain unfulfilled. This position will assist the current Comptroller with various monthly, quarterly, and annual financial reports and the year-end closing process.

Additionally, I would like to propose that we waive the announcement of this position and appoint Mrs. Tamika M. Porter to the position. Mrs. Porter is currently employed in the Extension office working with the SNAP Program. Mrs. Porter's background is in accounting, currently working on a master's in public administration. From my

observation and working with Mrs. Porter, she is very task driven, detailed-oriented and with her skills, she can make a positive contribution to the Finance office.

Funding for this position will be supported by existing funds. Therefore, no additional funds will be required or appropriated. Please reach out if you have any questions or concerns. I have attached documentation that supports the statements detailed above if you wish to review them for decision-making purposes.

Thank you,

Brunetta Gamble-Dillard

Brunetta Gamble-Dillard
Vice Chancellor for Finance and Administration

Attachments

**Job Description for Associate Comptroller
Southern University Agricultural Research and Extension Center**

Overall Description – Assists the Comptroller with daily operations of the accounting department. Assists in the preparation of accurate and timely reporting of internal and external financial information. In the twelve-month position, the Comptroller Associate shall have the following duties and be directly responsible to the Vice Chancellor for Finance and Administration.

Duties and Responsibilities:

- Prepare required financial statements and fiscal reports which include the compilation and analysis of data required for the preparation of specialized federal, state, and private monthly, quarterly, and annual reports. Also, Coordinates and prepare the varied financial reports/statements necessary for an institution of higher education and required by internal and external constituents.
- Assist and work with the Comptroller to create, analyze and maintain internal controls, policies, and procedures.
- Monitor and review, and approve budgets, revenues, and expenditures.
- Assist with month end and fiscal year end close of university's accounting system.
- Help prepare annual financial statements and synchronizes ledgers between the university's financial software.
- Maintain cash management records for local, state, federal and private (drawdowns) and other funds received; prepare monthly, quarterly, and yearly financial reports as needed.
- Serves as Acting Comptroller in the Comptroller's absence.
- Performs other related duties as required.

Skills and Abilities:

- Excellent accounting as well as familiarity with regulations governing (i.e., 2 CFR 200) general accounting practices for local, state, and federal entities.
- Must possess effective written and oral communication skills.
- Must possess good organizational and time management skills.
- Must possess ability to perform detailed tasks with accuracy and effectively.
- Must possess ability to analyze data and make quick decisions.
- Must possess the ability to work independently, self-motivating with ability to adequately communicate (orally/written) solutions to management rather than problems.
- Must possess the ability to communicate effectively with co-workers and management about the finances of the business and justify certain financial recommendations
- Must possess knowledge of standard office equipment including computer, ten key adding machine, fax machine, scanner, and copy machine.
- Must possess knowledge of computers and computer operations software (Microsoft Office 365) with proficiency in Excel.

Working Conditions and/or Physical Requirements:

- Ability to work under stress and meet deadlines.
- Ability to operate a keyboard if required performing the essential job functions.
- Ability to read and interpret a document.
- Ability to travel if required to perform the essential job functions.
- Ability to lift/move/carry approximately 20 pounds if required to perform the essential job functions. If the employee is unable to lift/move/carry this weight and can be accommodated without causing the department an "undue hardship" then the employee must be accommodated; hence, omitting lifting as a physical requirement.

Minimum Qualifications:

Bachelor's degree in accounting with a minimum of five years' experience in responsible management within accounting office.

TAMIKA PORTER

Baton Rouge, Louisiana • tporter411@gmail.com • [REDACTED]

QUALIFICATIONS PROFILE

- **Accounting:** Proficiency in budget management & control, auditing, research & internal control processes, grants management. Ability to analyze & interpret financial data and prepare financial reports, statements and/or projections.
- **Program Management:** Experienced in policy and program development, contract, and organizational management, monitoring and evaluation. Plans and implements projects in line with project requirements and budget constraints.
- **Human Resources Administration:** Experience in Human Resource practices including full cycle recruitment, employee relations, performance and change management, compliance, and policy development.
- **Leadership:** Influential leader with the ability to train and engage individuals and groups on specific policies and procedures, to increase awareness and achieve ambitious results. Excellent team-building skills. Interpersonal skills to interact with a wide range of constituencies.
- **Communications:** Exceptional verbal, written and interpersonal communication talents to concisely convey information using audience-specific terminology. Communicates effectively with all levels of personnel.
- **Key Strengths:** Process-oriented strategist, planning and implementing accounting controls. Technically competent and detailed-oriented with exceptional numerical, analytical, organizational, and problem-solving skills. Proven ability to manage complex plans and multiple projects. Ability to organize and competently manage resources. Flourishes in challenging, fast-paced environments.

EDUCATION

EXECUTIVE MASTERS OF PUBLIC ADMINISTRATION
SOUTHERN UNIVERSITY AND A&M COLLEGE
BATON ROUGE, LOUISIANA
(DEC 2022)

BACHELOR OF SCIENCE IN ACCOUNTING
UNIVERSITY OF PHOENIX
PHOENIX, ARIZONA
(2005)

ASSOCIATE DEGREE: ACCOUNTING & OFFICE SYSTEMS MANAGEMENT
LOUISIANA TECHNICAL COLLEGE
BATON ROUGE, LOUISIANA
(1998)

PROFESSIONAL EXPERIENCE

SOUTHERN UNIVERSITY AG CENTER- Baton Rouge, Louisiana

Program Manager

November 2016-Present

- Assist the Vice Chancellor for Extension & Outreach by providing fiscal coordination and budgetary support for grants & contracts, annual budgets, and awareness of fiscal and personnel issues, grant coordination & oversight
 - Collaborates with the Project Directors, PI's, Extension Specialists to develop contracts, budgets. Analyzes financial data (revenue, expenditures, payroll) to ensure operations are maintained within the budget. Reviews budget requests, first line screening and review of all budgets, grants, etc. prior to approval of Vice Chancellor
 - Reviews expenditures, payables and fiscal transactions for proper recording and compliance with funders, in accordance with applicable federal and state standards.
 - Acts as the liaison between funding agencies, Fiscal, Payroll, Procurement, and Human Resources Departments for all Cooperative Extension program-related matters.
 - Serves as the point of contact for staff regarding travel, procurement, reimbursements, and other related matters.
 - Management of Nutrition Programs operations, budget, and fiscal transactions, audits & program compliance
- **Key Achievements**
- Implementation of Employee On-boarding & New-Hire Orientation Program
 - Development and implementation of training series for Program Leaders & Specialists to improve efficiency
 - Developing new procedures to support the strategic direction of program organization

TAMIKA PORTER

Baton Rouge, Louisiana • tporter411@gmail.com • (225) 239-6145

Project Manager- SUAg Enhancing Capacity Certification Programs

May 2018-August 2021

- Provides project management and leadership oversight of four programs in the Cooperative Extension Department, including the Food & Farm Food Safety, Master Small Ruminant, Small Business Development, and Sustainable Urban Agriculture training and certification programs.
- Develops full-scale project plans. Directs, coordinates, and executes of all program goals and deliverables. Leads project implementation and facilitates the project scope, goals, and deliverables of all projects.
- Ensures project quality by monitoring progress, conducting team-building exercises, SWOT analyses, and establishing performance measures.
- Manages the project budget, conducts need assessments, and resource allocation. Approves financial acquisitions and purchases. Collaborates with the Finance, HR, and Comptroller departments for all matters pertaining to the project's budget, transactions, vendor payments and billing invoices.
- Provides direction and support to the project team which consists of Project Assistant, Project Coordinator, I.T. Assistant, and 14 program trainers including college professors, extension specialists, and community experts.
- Delegates tasks to employees best positioned to perform and complete them. Leads the team through project changes by effectively communicating and facilitating training, as necessary.
- Manages project changes and interventions to achieve successful outputs.
- Develops, monitors, and maintains program schedules and activity to ensure project goals remain on track.
- Prepares and presents reports defining progress, problems, and solutions.
- Serves as the point of contact for stakeholders, project funders, and executive management of the SUAg Center for all matters relating to project-reporting to the Vice Chancellor.

Key Achievements:

- Established new and advanced existing program operations, that was in existence for over two years prior, by establishing community outreach activities that increased engagement and program participation by more than 50%.
- Mobilized staff productivity by 90%, through inclusion and collaboration of cross-programming initiatives, defining duties, identifying areas of improvement and strategic planning.
- Provided oversight of the budget and resources to improve operational efficiencies, which enhanced the technical skills training.
- Successfully developed instructor led training to Virtual-Online Educational Training programs amidst pandemic

SOUTHERN UNIVERSITY SYSTEM- Baton Rouge, Louisiana

Accountant II/Human Resources

November 2011- November 2016

Accountant I- SUBR Human Resources

November 2007- November 2011

- Responsible for reconciliation of health and supplemental insurance accounts \$15 million annual budget. Maintained, compiled, and collated all fiscal and budgetary data relevant to health and supplemental insurance accounts, accounting records; develops budgets and special financial reports
- Performed in-house audits and reconciliation of financial records. Collaborated with Comptroller for rectification and year-end closing of account ledgers. Managed the administration of all benefit plan enrollments, reviewed, and provided guidance for all inquiries, and ensured the timely and accurate processing of data.
- Assisted the Vice President with policy and procedural manuals. Reviewed and assessed these documents for efficiency of internal/external policies and processes and recommend appropriate changes.
- As a Member of the Human Resources Management Team, collaborated across campuses to conduct training, establish department procedures, and coordinate and implement new ideas.
- Evaluated and recommend updates to Plan Documents and Summary Plan Descriptions, benefit summaries, new hire orientation, open enrollment materials, and marketing material.

Key Achievements:

- Development and Implementation of Human Resources benefits, policies, and employee manual.
- Directed and led staff in several departmental units for special projects.

TAMIKA PORTER

Baton Rouge, Louisiana • tportier411@gmail.com • (225) 239-6145

- Coordination of Annual Health and Benefits Fair. Building corporate sponsorship. Program remarked highly successful by employees and Executive Administrators.

Grant Accountant- SUBR Sponsored Programs

February 2007- October 2007

- Prepared all applicable fiscal reports for sponsored programs and ensured their timely submissions.
- Prepared Invoices and collected funds for the support of restricted fund expenditures.
- Reconciled monthly general ledger account. Performed pre and post award functions for federal grants and awards.
- Consulted with all stakeholders, including program managers, vendors, and federal administrators regarding sponsored programs and other restricted accounts related fiscal grant administration. Interpreted federal grant requirements and granting agency guidelines.

Key Achievements:

- Recognized for rapid turnaround of large volume of grants invoiced and receivables, which contributed to an accelerated month-end closing process.

Accountant I- SUBR Human Resources

January 2005- January 2007

- Responsible for reconciliation of health and supplemental insurance accounts.
- Analyzes, reconciles, balances, and maintains accounting records; develops budgets and special financial reports
- Training other staff regarding billing, eligibility, and administrative matters
- Establish and overseeing bookkeeping, disbursement of funds
- Posting details, logs check receipts
- Determine reimbursement and collections, monthly payments on accounts & write-offs

Key Achievements:

- Completed audit and collection of 60% of account receivables
- Resolved long-standing issues of outstanding errors
- Implemented processes that increased efficiencies
- Discovered errors of financial data that reduced University liabilities of 300k

Executive Services Assistant- IA Workforce Commission

(2002-2005)

- Manage professional and personal scheduling for Executive Officer, including agendas, mail, email, calls, travel arrangements, client management, and other agency logistics
- Supervise and oversee performance of Secretary II, Field Office Clerks, and 2 Collegiate Student workers
- Coordinate complex scheduling and extensive calendar management, as well as management of content and flow of information to senior executive
- Maintain professionalism and strict confidentiality with all materials, and exercise discretion when interfacing with the business
- Work with the cabinet of 15 members of Executive Team & Field Supervisors to coordinate the Executive Officer outreach activities, organize team communications and plan events, both internally and offsite throughout State of Louisiana
- Acting as the point of contact and liaison among executives, employees, clients and other external partners

Other Employment

Legal Secretary II (2001-2002)

Assistant Attorney General's Office

LA Workforce Commission

Accounting Technician (1999-2001)

Second Injury Fund Accounting

LA Workforce Commission



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENDIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

October 3, 2022

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

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

RE: Unit Coordinator and Lead Catalog Administrator of Academic Support

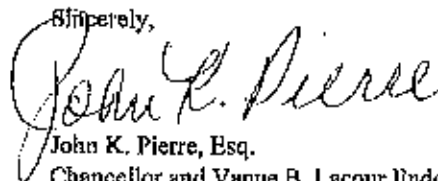
Dear President Shields:

This letter is asking permission to change the current title of Unit Coordinator of Academic Support to Unit Coordinator and Lead Catalog Administrator of Academic Support. Currently, Ms. Carla Ball is working as the Unit Coordinator of Academic Support and is providing administrative support to 900 students, eleven Academic Counselor/Instructors, three Mental Health Counselors, three MPRE Counselors, fourteen Writing Fellows, along with her current job duties.

Additional duties for Ms. Ball will include communicating with Watermark to implement the catalog on SULC website, working on the catalog structure for narrative and program contents, training on editing, publishing, and maintaining the catalog, and will serve as trainer to any employee designated to work with the Catalog Module for SULC.

Ms. Ball's annual salary will be adjusted to \$72,000 effective November 1, 2022, and requires board's approval. Therefore, I am requesting this request be placed on the Board's agenda for their October 21, 2022, Board of Supervisors meeting.

Should you have any questions, please let me know.

Sincerely,

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

APPROVED:

Dennis K. Shields
President/Chancellor

JOB CLASS 3			
JOB CODE	M		
CAL ID	U		

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

_____ Academic	<input checked="" type="checkbox"/> 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 Employer N/A Reason Left N/A
 Date Left N/A Salary Paid _____

Profile of Person Recommended

Length of Employment 11/01/2022 To 06/30/2023
 Effective Date 11/01/2022

Name Carla Bult xxx-xx-4294 Sex F Race* B
(Last 4 digits only)

Position Title: Unit Coordinator and Lead Catalog Administrator for Academic Support Department: Law Center-Institutional Support

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

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

Years Experience 39 Southern University Experience 16
 Degree(s): B.S. Type/Discipline (BA-Education): _____ Institution/Location (SU-Baton Rouge): _____ Year: 2014
Everest University (Brandon), Tampa, FL

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$72,000.00 Salary Budgeted \$72,000.00

Source of Funds _____

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

Change of: _____
 Position From Unit Coordinator for Academic Support To Unit Coordinator & Lead Catalog Administrator
 Status _____
 Salary Adjustment \$60,278.40 \$72,000.00

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
311001-32030-61002-34100	\$72,000.00
Total	\$

*See Reverse Side

Graduate School signature (if applicable):

Supervisor: <u>Cynthia N. Rouse /SDV</u> <u>Shawn B. Vance</u> Date <u>10/4/2022</u>	Deputy Head: <u>Cathy K. Hall</u> Date <u>10/4/22</u>
Vice Chancellor: <u>Shawn B. Vance</u> Date <u>10/4/2022</u>	V/C for Fin and Administration: <u>Cathy K. Hall</u> Date <u>10/4/2022</u>
Director/Personnel: <u>Shawn B. Vance</u> Date <u>10/5/22</u>	Chancellor: <u>Shawn B. Vance</u> Date _____
President: _____ Date _____	Vice President/Finance: _____ Date _____
	Business Affairs/Comptroller: _____ Date _____
	Chairman/S.U. Board of Supervisors: _____ Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino

Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: The Unit Coordinator and Lead Catalog Administration for Academic Support will manage all aspects of the SUJC catalog and will be the primary point of contact for Watermark Insight. Effective November 01, 2022.

EMPLOYEE DIRECT SUPERVISOR: Daily
AVC Cynthia Reed

NUMBER OF EMPLOYEES SUPERVISED, (if any) 33

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY CENTER
ENGUMBERED / FUNDS AVAILABLE
DOCT. # _____
DATE H1 10/14/22
JF
BY PI DMC/WR
ID _____

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

CONTINGENT UPON AVAILABILITY OF FUNDS

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Unit Coordinator and Lead Catalog Administrator for Academic Support AS DESCRIBED BELOW

Academic Affairs

(Department or Unit)

Replacement
 Civil Service
 Tenured

New Position
 Temporary
 Probationary (for Faculty this is same as tenure track)

Unclassified
 Faculty

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Unit Coordinator and Lead Catalog Administrator for Academic Support will manage all aspects of the SULC catalog and will be the primary point of contact for Watermark Insight. Provide regular updates to executive sponsors, lead the implementation, serve as SULC subject matter expert, monitor progress and maintain track to meet deadlines, knowledgeable of assessment, accreditation, and web-based applications, communicate timelines, and expectations to campus stakeholders, and complete administrator onboarding.

Salary/Range: \$70,000 - \$80,000 Previous Incumbent (if replacement): _____

Approved Disapproved _____ Department Head _____ Date _____
 Approved Disapproved Gerry B. Hall _____ 10-3-22
 Dean/Director/Supervisor of Budget Unit _____ Date _____

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>DMC Longe</u>	<u>70/3/22</u>
Signature	Date
Budget Number <u>31/001 - 32030 - 41002 - 34100</u>	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <u>MU</u>	Job Class: <u>32440</u>
<u>Michael Williams</u>	<u>10/5/22</u>
Verified By:	Date:

Approved Disapproved _____ Vice Chancellor _____ Date 10/3/2022
 Approved Disapproved John K. Lene _____ 10-3-22
 Chancellor/Vice President _____ Date _____
 Approved Disapproved _____ President _____ Date _____

An Equal Opportunity Employer

Job Description

Lead System Administrator for SULC Catalog

Position Summary

The Lead System Administrator will manage all aspects of the SULC catalog and will be the primary point of contact for Watermark Insight. The Lead System Administrator will provide regular updates to executive sponsor; lead the implementation; serve as SULC subject matter expert (ensuring the facts and details are correct so that the project's/program's deliverables will meet the needs of the stakeholders) and trainer. The Lead System Administrator will also monitor progress and stay on track to meet deadlines; will have knowledge of assessment, accreditation, and web-based applications; communicate timeliness and expectations to campus stakeholders; and complete administrator onboarding.

Responsibilities and Duties

Implement catalog structure for narrative and program content. Manage and prioritize catalog requests, capturing requirements for content and timing, aligning resources to deliver catalog in the timeframe and format requested. Edit and make necessary changes to the catalog. Serve as subject matter expert and trainer to any employee designated by Vice Chancellor Shawn Vance.

Education

Bachelor's degree or equivalent relevant experience

Experience

- 3-5 years of catalog experience
- Excellent oral and written communication, interpersonal skills
- Excellent organizational skills, ability to prioritize workload and meet deadlines
- Ability to lead and influence cross-functional teams
- Thoroughness and high attention to detail

CARLA FAYE BALL

SKILLS/QUALIFICATIONS

- Adobe Photoshop
- Marketing
- Website Development
- Adobe InDesign/Illustrator
- Microsoft Office
- Tax Preparer
- Publication Finishing and Binding
- Xitrac/TWEN/Exam Soft
- Adobe Acrobat Pro DC
- Real Estate
- Office Administration including Accounting, Payroll, Electronic Scanning
- Customer Service/Retail Sales Associate
- Technical Data Entry including ICD-9-CM/CPT

EDUCATION

- 2014 Everest University (Brandon) Tampa, FL
Bachelor of Science in Accounting/Magna Cum Laude/GPA 3.83
- 2008 FMU/Everest University (Brandon) Tampa, FL
Associate of Science in Accounting/Magna Cum Laude/GPA 3.92

CERTIFICATIONS

- 2013 Baton Rouge Community College Training Program
Introduction to Grant Proposal Development
- 2008 Donaldson Educational Services
Real Estate Broker Certification
- 2002 Bob Brooks Real Estate
Real Estate Agent Certification
- 1994 H & R Block
Basic Income Tax Preparation Certification

ACCOMPLISHMENT

Co-Author: Southern University Law Center: The Campus History Series

WORK EXPERIENCE

- 10/18 - Present
- Unit Coordinator (Office of Academic Support)**
Southern University Law Center, Baton Rouge, LA
- Provides administrative support to eleven (11) Academic Counselors and Instructors, three (3) Mental Health Counselors, three (3) MPRE's Counselors, and fourteen (14) Writing Fellows.
 - Maintains and updates documents created within the Office of Academic Support Unit.
 - Maintains files necessary for the functionality of the Office of Academic Support Unit and assists with the data collection and recordation.
 - Provides administrative assistance with respect to the implementation of academic courses, such as Lawyering Process and/or bar preparatory courses, taught by members of the Office of Academic Support Unit.
 - Maintains the traveling and reimbursement requests.
 - Process professional services contracts.
 - Assists with uploading professors' exams and making sure the format is correct to Exam Soft.
 - Assigned with additional duties of being the Lead System Administrator for SULC Catalog which is an ongoing job. Working with Watermark/Mavenlink to implement the catalog on the website. Revise the catalog structure for narrative and program content; serve as subject matter expert and trainer, monitor progress, make necessary edits, and stay on track to meet deadlines.
 - Assists other departments as needed.

01/12 --
04/12 **Tax Preparer (Tax Seasons, 01/11-04/11, 01/05-04/05, 01/04-04/04, 01/02-04/02, 01/99- 03/99)**
Jackson Hewitt Tax Service, Baker, LA

- Prepared simple to complex tax returns for the aforementioned years.
- Interviewed clients to obtain additional information on taxable income/deductible expenses and allowances. Used all appropriate adjustments, deductions, and credits to keep clients' taxes to a minimum.
- Answered client's questions/complaints; made necessary copies and distributed to clients.

1/06 --
4/06 **Office Manager/Supervisor**
Jackson Hewitt Tax Service, Baton Rouge, LA

- Overseen day-to-day operations of tax franchise and performed other duties assigned by the owner.
- Supervised 2-3 employees and processed timesheets.
- Prepared simple to complex tax returns.
- Interviewed clients to obtain additional information on taxable income/deductible expenses and allowances. Used all appropriate adjustments, deductions, and credits to keep clients' taxes to a minimum.
- Explained federal and state tax laws; answered client's questions and complaints; made necessary copies for clients.

7/04 --
1/06 **Administrative Assistant II (Mediation Department)**
Southern University Law Center, Baton Rouge, LA

- Assisted the Ag Mediation Coordinator and Staff Attorney.
- Set up and type a wide variety of correspondences and reports from rough draft.
- Contact by phone or letter all parties involved in the Mediations.
- Took and transcribed materials of a legal nature as well as interoffice memoranda and general correspondence. Prepared, proofread, and edit correspondence, reports and other materials.

1/03 --
1/08 **Real Estate Agent**
Gold Star Realtors, Zachary, LA

- Solicited potential clients to buy and sell properties.
- Advised clients on prices, mortgages, market conditions, and other related information.
- Compared properties to determine a competitive market price.
- Generated lists of properties for sale, including details such as location and features.
- Promoted properties through advertisements, open houses, and listing services.
- Took prospective buyers to see properties.
- Presented purchase offers to sellers for consideration, mediated negotiations between the buyer and seller.
- Ensured all terms of purchase contracts were met.
- Explained contract items to clients, coordinated inspections, and assisted with the closing transactions.
- Capable of using data bases, along with other programs that were on a computer.
- Marketing (brochures, direct mail, post cards, social media, newspaper, and advertising)



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

PGS1 OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2652

FAX (225) 771-2474

September 8, 2022

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

RE: Promotion for Marina Biragova to Executive Director of Intellectual Property
and Global Business Programs

Dear President Shields:


The key to student success is a strong Intellectual Property (IP) and Business Law Program. They will allow a leveraging of our expertise in applying research to industry and to prepare IP and business law professionals who will further support the state and regional economy. Our students will be in a prime position to offer valuable legal assistance to any global organization when paired with a profound understanding of international intellectual property and the international business framework.

To achieved and provide this valuable service to our students, there is a need for an Executive Director of Intellectual Property and Global Business Programs. I am hereby requesting that Ms. Marina Biragova who is qualified for this position, assume the role of Executive Director of Intellectual Property and Global Business Programs and merging into this position her function in the Technology and Entrepreneurship Clinic. Ms. Biragova is a Business and Intellectual Property Attorney but also has experience in counseling clinic clients on commercial matters to include business formation and structuring, commercial contracts, regulatory compliance matters, and serves as supervising attorney for the United States Patent & Trademark Office's Clinic Certification Program at SULC. She has formed powerful partnerships with top industry innovators and law firms during her tenure as the Clinic Director, including Google, Apple, and Meta. Her diverse international background further assists to foster international collaborations and partnerships, most recently with the Observatory of Foreign trade at the Universidad Estatal a Distancia (UNED) in Costa Rica.

Attached for review are Ms. Biragova's resume and job description. The annual salary for this position is \$120,000, effective November 1, 2022. I am requesting that this be placed on the board's agenda for the October 21, 2022, Board of Supervisors meeting for approval.

Should you have any questions or concerns, please let me know.

Sincerely,



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

APPROVE: _____
Dennis J. Shields, President/Chancellor

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

/SOUTHERN UNIVERSITY SYSTEM/

Personnel Action Form

POSITION NUMBER	3	M	9	9	3	8
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CAMPUS: SUS _____ SUBR _____ SULAC SOAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment 11/01/2021 To 09/30/2023
 Effective Date 11/01/2022

Name Marina Biragova SSN XXX-XX-8297 Sex F Race* W
 (Last 4 digits only)

Position Title: Executive Director of Intellectual Property and Department: Law Center - Clinic
Global Business Program

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

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

Years Experience 12 Southern University Experience 4

Degree(s): Type/Discipline (BA-Education): LL.M. Institution/Location (SU-Baton Rouge): Louisiana State University Year: 2017
J.D. Pyatigorsk Institute of Economic and Governance 2012

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$120,000.00 Salary Budgeted \$120,000.00

Source of Funds 311001-31240-61002-34100 (\$64,332.00) and 320184-31240-61002-34100 (\$55,668.00)

Identify Budget: Grant Location _____
 Fund Code: BOB10 Page 1 Item # 1

Change of: _____
 Position Executive Director of Tech & Entre From _____ To Executive Director of Intellectual Property and Global Business Program
 Status _____
 Salary Adjustment \$104,832.00 \$120,000.00

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
320184-31240-61002-34100	\$55,668.00
311001-31240-61002-34100	\$64,332.00

*See Reverse Side

Graduate School signature (if applicable):

John K. Pierre 10/6/22
 Supervisor Date
John S. K. 10/6/22
 Vice Chancellor Date
John S. K. 10/7/22
 Director/Personnel Date

John K. Pierre 10/6/22
 Director/Personnel Date
John K. Pierre 10/6/22
 VC for Finance, & Adm. Date
John K. Pierre 10/6/22
 Chancellor Date
John K. Pierre 10/6/22
 Vice President/Finance Date
 Business Affairs/Comptroller Date

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Executive Director of Intellectual Property and Global Business Programs AS DESCRIBED BELOW

Intellectual Property and Global Business Programs/Technology and Entrepreneurial Department
 (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Executive Director will be responsible for driving and managing the global development pipeline and partnership networks in Europe, Africa and Latin America; ensuring that the Law Center's IP and business programs meet their strategic objectives, provide vision for and contribute leadership to the Law Center's comprehensive, market-facing IP and business curriculum designed to support the short-and long-term growth goals.

Salary/Range: \$100,000-\$150,000 Previous Incumbent (if replacement): _____

Approved Disapproved John K. Pierre 10/5/22
 Department Head Date

Approved Disapproved Gerry B. Hall 10/6/22
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>DMGeorge</u>	<u>10/6/22</u>
Signature	Date
Budget Number	<u>311001 - 31240 - 61002 - 34100</u>

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input checked="" type="checkbox"/> Yes			<input type="checkbox"/> No
Employee Class:	<u>MA</u>	Job Class:	<u>32840</u>
<u>[Signature]</u>			<u>10/7/22</u>
Verified by:			Date:

Approved Disapproved Shawn D. Ve... 10/6/22
 Vice Chancellor Date

Approved Disapproved John K. Pierre 10/5/22
 Chancellor/Vice President Date

Approved Disapproved _____ _____
 President Date

An Equal Opportunity Employer

KEY RESPONSIBILITIES

1. IP and Business Outreach

- Responsible for driving and managing the global development pipeline and partnership networks in Europe, Africa and Latin America;
- Responsible for ensuring that the Law Center's IP and business programs meet their strategic objectives;
- Provide vision for and contribute leadership to the Law Center's comprehensive, market-facing IP and business curriculum designed to support the short- and long-term growth goals;
- Engage in opportunities for professional development and scholarship in the areas of intellectual property, technology, international business, and corporate law.
- Represent the Law Center externally, and as requested on law school events and initiatives.

2. USPTO Clinic Certification Program

- Ensure that the unique administrative and operational needs of the USPTO program are met, through developing a nuanced and detailed understanding of clinical education;
- Advise faculty supervisor(s) and attorneys on recommendations for current and future operations of the Program.
- Conduct mandatory semi-annual assessment of operations and processes of the Program;
- Promote and strengthen Program's unique educational, client-facing, and public service missions;
- Perform and manage student-facing communications on administrative and curricular matters, such as enrollment prerequisites, clinic registration, and regulatory compliance issues.

3. Executive, Administrative

- Supervise staff, interns, and students, and provide leadership to achieve goals and vision of the as well as the day-to-day operations;
- Manage administrative staff and students' workloads and backup needs to ensure even distribution of workflow;
- Manage wide administrative functions, such as electronic file maintenance, conflict-of-interest system, and financial accounts when applicable;
- Develop and maintain collaborative relationships with the SUS administrative and operational teams;
- Implement and ensure compliance with SULC's academic and administrative policies and procedures.

Title: Executive Director of Intellectual Property, Corporate, and Global Business Programs
Reports to: Chancellor (SULC)
Oversees: Intellectual Property Programs, Corporate, International Business Initiatives, Technology & Entrepreneurship Clinic, Pro Bono Business Services and Outreach, USPTO Certification Program.
Salary: \$120,000

SUMMARY

The Director of Intellectual Property, Corporate, and Global Business Programs is responsible for supporting and promoting academic activities and opportunities in the business and intellectual property sectors. This position is also responsible for engagement with government officials, international leaders, organizations, and counsellors, and leading business and IP lawyers and practitioners. The Director of Intellectual Property, Corporate, and Global Business Programs also serves as the head of the U.S. Patent & Trademark Office's Clinic Certification Program at SULC.

REQUIREMENTS

- Juris Doctorate
- Louisiana Bar Member in good standing;
- Certified Faculty Clinic Supervisor of the USPTO's Law School Clinic Certification Program;
- At least three years of full-time legal practice experience in copyright, trademark and patent law;
- At least 3 years of experience drafting and negotiating a wide range of commercial contracts;
- Knowledge of international trade laws and policies;
- Knowledge of international antitrust, unfair trade practices, and intellectual property law and its application;
- Experience in study abroad, outreach, international education, or similar field;
- Demonstrated ability to work in global team environment and communicate effectively with state, federal, and corporate partners;
- Capacity to build effective worldwide outreach, resource mobilization and policy engagement;
- Proven ability to understand legal and regulatory concepts and convert them into relevant, practical business requirements;
- At least three years of budget and staff management experience;
- Experience in a technology practice area (preferred).

MARINA BIRAGOVA



SUMMARY

Marina Biragova is a business and intellectual property attorney with a particular experience in the technology, media/entertainment, and energy sectors. She counsels her clients on a broad range of corporate transactions and compliance matters, intellectual property rights, commercial and contractual arrangements. Her clients operate in a wide range of industries including sustainable energy, fashion, product design, food & drink, software, finance and retail. She is a frequent presenter at national and international business, legal, and technology conferences, community events including some in Silicon Valley, Washington D.C., and New York. She also serves as a legal expert presenter for numerous business development programs and organizations in the state of Louisiana.

EDUCATION

2007-2012 J.D. Pyatigorsk Institute of Economics and Governance (Russia)
Degree: Juris Doctorate (Summa Cum Laude) | GPA 3.97
Concentration: Corporate Law, International Law

2015- 2017 LL.M. Louisiana State University, Paul M. Hebert Law Center (Baton Rouge, US)
Degree: LL.M.
Concentration: Corporate Law, Energy Law

2021 Harvard Business School (Boston, US)
Professional Development Certificate in Entrepreneurship

2021 Babson Business Academy (Boston, US)
Professional Development Certificate in Entrepreneurship

PROFESSIONAL LICENSES, CERTIFICATIONS & PROFESSIONAL MEMBERSHIPS

- Louisiana Bar
- Russian Federation Bar (diploma privilege; non-criminal matters)
- Supervising Trademark Attorney for the USPTO Law School Clinic Certification Program at Southern University Law Center
- International Trademark Association Member
- World Intellectual Property Organization Member

PROFESSIONAL EXPERIENCE

2021-Present

Legal Consultant | Louisiana Minority Business Development Center

Responsible for educating and guiding Louisiana MBDA Business Center (MBDA) clients on legal strategies and concepts; contributing to MBDA programs and initiatives; networking and partnership building with community partners including Economic Development Agencies, Chambers of Commerce, and other community organizations for the purpose of building community service base.

2018-Present

Fellow/Clinic Director | Technology & Entrepreneurship Clinic at Southern University Law Center

Responsible for overseeing the administration, programs and strategic plan of the SULC Tech Clinic and has primary responsibility for developing the Clinic's curriculum; compliance with the USPTO guidelines; case selection; community work and other advocacy work to promote the Clinic's mission and goals; supervising Clinic staff, contractors, interns, and students in all aspects of the Clinic's work; managing development activities in support of the Clinic and when and where appropriate, counselling clients on a wide range of corporate transactions, intellectual property rights, employment law, regulatory compliance, commercial and contractual arrangements, including in relation to licensing, outsourcing, and franchising.

2019-Present

Adjunct Law Professor (IP, Contracts, Business Law Related Subjects) | Technology & Entrepreneurship Clinic at Southern University Law Center

Responsible for instructing law school students in accordance with educational theories and techniques; developing discipline related curricula; assessing student learning; participating in program evaluation, and college activities; maintain college and department standards in support of the College's mission and strategic plan.

2016-2018

Visiting Attorney /Law Clerk | Koemer Law Firm (New Orleans, La)

Provided litigation and mediation support in a wide variety of legal areas, including commercial contracts and agreements, commercial disputes, Employment Law, Energy Law, Environmental Disputes, and drafting of pleading for State and Federal courts (district and appellate level), administrative courts.

2013 -2016

Legal Intern/Coordinator | Louisiana Office of the Lt. Governor

Assisted the Director of Special Projects, General Counsel and/or other departmental managers on a broad range of legal, administrative, legislative, and policy matters, including in relation to the State's IP, Contracts and Agreements, State Boards etc.

PUBLICATIONS

Publications:

- "Legal Regulation of Chemical Waste Disposal in the Protected Ecological Region - KMW." Annual Collection of Research Works 2008.

- "How The Newly Implemented Amendments to The Russian Constitution Will Affect The Course of Russian Democracy." Annual Collection of Research Works 2009.

RESEARCH WORKS:

- Do Dreams come true? A Tenuous Future of The Russian Natural Gas Exports Under the Third Energy Package and Increased Competition in the EU energy markets

- Legal Mentality in Terms of Russian Society Renewal

- Separation of Powers in a Law-Governed Democratic State

- Types and Forms of Civil Law Responsibilities

- Bank Deposit Contract

- Criminal Characteristics of Extortion

- Consideration of Corporate Conflicts by International Arbitration Courts & Chambers

- Legal Methods and Forms of investment Protection in Security Markets



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

September 21, 2022

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

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

RE: Permanent Mental Health Counselor

Dear President Shields:

In the past, the Southern University Law Center (SULC) has had a part-time Mental Health Counselor. However due to the impact of COVID-19, our students have had to adjust to the changes which have had an overwhelming affect, starting the need for a fulltime Mental Health Counselor. Ms. Kimberly Decker has served in this capacity on a part time bases and because of her twenty-two years of experience in mental health counseling is the best individual for this position. I hereby request a waiver of search for this position. Ms. Decker has worked with the SULC students for over a year and is able to focus on the personal development of each student to aid them in learning the skills and coping abilities need to deal with life changes. Currently, SULC has over 911 students enrolled, and Ms. Decker sees forty-five to fifty-five students weekly, including weekends.

I am asking that this request for a Mental Health Counselor be placed on the Board's agenda for their October 21, 2022, Board of Supervisors meeting. The effective date for Ms. Decker will be November 1, 2022, at an annual salary of \$96,000.

Should you have any questions or concerns, please let me know.

Sincerely,

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

John K. Pierre, Esq.

Chancellor and Vanue B. Lacour Endowed Law Professor

APPROVE: _____

Dennis K. Shields
President/Chancellor

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M			
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SINO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment 11/01/2022 To 06/30/2023
 Effective Date 11/01/2022

Name Kimberly Decker XXX-XX-4159 Sex F Race* I
 (Last 4 digits only)

Position Title: Mental Health Counselor Department: Law Center-Institutional Support

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

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

Years Experience 39 Southern University Experience 16
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
B.S. University of Phoenix 2012
M.S. University of Phoenix 2004

Current Employer Southern University Law Center/Contract

Personnel Action

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

Recommended Salary \$96,000.00 Salary Budgeted \$96,000.00

Source of Funds _____

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

Change of: _____
 Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if applicable):

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

Comments: (Use back of form)

Source of Funds	Amount
311001-31120-61002-36000	\$96,000.00
Total	\$

*See Reverse Side

Graduate School signature (if applicable):

Supervisor: <u>Cynthia N. Reed (SR)</u> <u>10/4/2022</u>	Deputy Head: <u>Curry L. Dal</u> <u>10/4/22</u>
Vice Chancellor: <u>John D. Ye</u> <u>10/4/2022</u>	VC for Fin. and Administration: <u>John K. Peine (SR)</u> <u>10/4/2022</u>
Director/Personnel: <u>Tracie Woods (R)</u> <u>10/5/22</u>	Chairman/S.U. Board of Supervisors: <u>Sharon D. Vance</u> _____
President: _____	Vice President/Finance Business Affairs/Comptroller: _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: The Mental Health Counselor will provide clinical services that enhance SULC students' personal growth and development, addresses psychological needs and support the pursuit of academic goals.

EMPLOYEE DIRECT SUPERVISOR: Duffy
AVC Cynthia Reed
NUMBER OF EMPLOYEES SUPERVISED, (If any) 33

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER
 ENCOMPASSED / FUNDS AVAILABLE
 DATE 10/4/02
 BY Duffy
 F1
 F0

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

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Mental Health Counselor AS DESCRIBED BELOW

Academic Support

(Department or Unit)

Replacement
 Civil Service
 Tenured

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

Unclassified
 Faculty

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Mental Health Counselor will provide clinical services that enhances SULC students' personal growth and development, addresses psychological needs, and support the pursuit of academic goals. This newly created position presents an opportunity to collaborate with campus partners and community resources to enhance the overall well-being of SULC students.

Salary/Range: \$90,000 - \$125,000

Previous Incumbent (if replacement):

Approved Disapproved John K. Pierre 9/22/22
 Department Head Date

Approved Disapproved Cory R. Hall 9/23/22
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>DMGloria</u>	<u>9/26/22</u>
Signature	Date
Budget Number	<u>311001-31120-61002-36000</u>

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	
Employee Class:	<u>MU</u>	Job Class:	<u>37145</u>
Verified By:			<u>10/5/22</u>
<u>Michael Williams</u>			Date:

Approved Disapproved [Signature] 9/23/22
 Vice Chancellor Date

Approved Disapproved John K. Pierre 9/22/22
 Chancellor/Vice President Date

Approved Disapproved _____ _____
 President Date

An Equal Opportunity Employer

Job Details: Full-time Mental Health Counselor

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

Purpose

The Mental Health Counselor will provide clinical services that enhance SULC students' personal growth and development, address psychological needs, and support the pursuit of academic goals. This newly created position presents an opportunity to collaborate with campus partners and community resources to enhance the overall well-being of SULC students.

The Counselor will report to the Associate Vice Chancellor for Academic Support, this position will join a collaborative team that partners on the many projects designed to support our student population.

Responsibilities

- Assessing and diagnosing clients experiencing symptoms of psychological distress.
- Providing psychotherapy to students.
- Talking to clients about their experiences, emotions, and thoughts.
- Conduct group sessions.
- Work with students to set goals, develop a treatment plan, and gain insight through treatment.
- Work with students to identify situations, behaviors, and thoughts that interfere with their wellness and recovery.
- Examine social issues that may influence a student's mental well-being, including peer pressure, substance use, prejudice, work stress, financial challenges, and health issues.
- Refer students to other health professionals as well as to other resources in the community.
- Act as a subject matter expert within the Law Center on student academic success.

Required Qualifications

- A licensed mental health counselor (LMHC) with a master's degree in counseling.
- Be accredited by a licensure board.
- Ability to design, implement, and manage innovative programs.

- Student-focused and be an empathetic individual with five years of experience.
- Passionate about behavioral therapy and clinical psychology where students come first.
- Advanced communication skills to communicate information clearly and effectively to internal and external audiences.
- Strong analytical and problem-solving skills.
- Demonstrated ability to work collaboratively with a diverse population of students, faculty, staff, and administrators.
- Ability to ensure and apply compliance with legal, financial, and university policies and external regulations.
- Able to view the student within a humanistic context.
- *Relevant education and experience may be substituted as appropriate.*

Preferred Qualifications

- A minimum of five years' experience in mental health counseling.
- A solid knowledge base of psychology, therapy, and counseling.
- Possess good listening skills, the ability to communicate effectively, good critical thinking and problem-solving skills, and outstanding people skills.
- Possess emotional intelligence, compassion, empathy, and nonverbal communication abilities.

Salary Range

\$96,000 + depending on qualifications

Working Conditions

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

Required Materials

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

Retirement Plan Eligibility:

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

Background Checks:

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

Equal Opportunity Employer:

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

KIMDERLY R. DECKER



PROFESSIONAL EXPERIENCE

September 2021 – Present
Mental Health Counseling

Southern University Law Center Baton Rouge, LA

- Develop and write treatment plans, process notes, and diagnostic summaries Assign diagnoses and prepare for case management
- Meetings with students regularly to provide counseling treatment and adjust treatment plans as necessary. Sessions with 45-55 students weekly. (Weekends included)
- Conducting ongoing assessments of patients' progress. Providing counseling activities including but not limited to processing trauma, enhancing coping skills, providing family functioning and relationship enhancement interventions, promoting communication and social interaction, parenting education, mental health, or domestic violence counseling and psychoeducation.
- Counsel students individually and in group sessions, to assist in overcoming dependencies, adjusting to life and making changes.
- Maintaining confidentiality of records relating to students' treatment.
- Counseling also includes treatment plans and interventions consistent with their own theoretical orientation, a critical evaluation of the literature, client mental health needs and goals in counseling, diagnosis, and best practices in the profession. Using clinical skills to develop therapeutic communications skills, emphasize the client-counselor relationship, and facilitate and manage the counseling process with individuals, families, and groups.
- Providing diagnostic assessments, therapy, counseling, and support services for a diverse caseload including adults, adolescents, and families experiencing mental health issues, communication challenges, or family conflict. Work with individuals, groups and communities to improve mental health.
- Encourage clients to discuss emotions and experiences. Examine issues including substance abuse, aging, bullying, anger management, careers, depression, relationships, LGBTQ issues, self-image, stress and suicide.
- Counseling also includes treatment plans and interventions consistent with their own theoretical orientation, a critical evaluation of the literature, client mental health needs and goals in counseling, diagnosis, and best practices in the profession. Using clinical skills to develop therapeutic communications skills, emphasize the client-counselor relationship, and facilitate and manage the counseling process with individuals, families, and groups.

September 2019 – July 2022
Mental Health Counseling

Focus Family Services

Baton Rouge, LA

- Providing diagnostic assessments, therapy, counseling, and support services for a diverse caseload including adults, adolescents, and families experiencing mental health issues, communication challenges, or family conflict. Work with individuals, groups and communities to improve mental health.
- Encourage clients to discuss emotions and experiences. Examine issues including substance abuse, aging, bullying, anger management, careers, depression, relationships, LGBTQ issues, self-image, stress and suicide.
- Counseling also includes treatment plans and interventions consistent with their own theoretical orientation, a critical evaluation of the literature, client mental health needs and goals in counseling, diagnosis, and best practices in the profession. Using clinical skills to develop therapeutic communications skills, emphasize the client-counselor relationship, and facilitate and manage the counseling process with individuals, families, and groups.
- Develop and write treatment plans, process notes, and diagnostic summaries Assign diagnoses and prepare for case management Conduct substance use assessments and urinalysis collections to ensure compliance with treatment plans.

August 2015-September 2019
Disaster Case Management Counseling

Catholic Charities of Baton Rouge

Baton Rouge, LA

- Providing a collaborative process of assessments, planning, facilitation, care coordination, evaluation, and advocacy for options and services to meet an individual's and family's comprehensive health needs through communication and available resources to promote quality, cost-effective outcomes.
- Helping to identify appropriate providers and facilities throughout the continuum of services, while ensuring that available resources are being used in a timely and cost-effective manner in order to obtain optimum value for both the client and the reimbursement source.
- Used therapeutic ability with clients to use computerized systems for data recording and retrieval. Offers skills in implementing therapeutic interventions designed to help clients challenged by a range of circumstances including: trauma, depression, anxiety, stress, unanticipated life events, interpersonal discord, social injustice, worksite disruption and career issues.

July 2010 – July 2015
Mental Health Counseling Therapist

Family Solutions of Louisiana

Baton Rouge, LA

- Provide case management services which promote quality, cost-effective outcomes and achieve effective utilization of healthcare services. Incorporate essential functions of

professional case management concepts to enhance the patient's quality of life and maximize health plan benefits. These functions include, but are not limited to: Coordination and delivery of healthcare services.

- Consideration of physical, psychological, and cultural factors. Assessment of the patient's specific health plan benefits and additional medical, community, or financial resources available. Provision of telephonic care management and utilization review services including, but not limited to, mental health and chemical dependency treatment. Thorough knowledge and understanding of medical and behavioral procedures, diagnoses, treatment modalities, procedure codes, including ICD-9, DSM-IV, and CPT Codes, health insurance and applicable State mandated benefits. NCQA experience helpful.
- Ability to conduct a clinical assessment, treatment planning and ongoing case management. Ability to deal with members/ patients at all levels of care and/or crisis. Thorough knowledge of creating appropriate case management plans. Working knowledge of community services, providers, vendors and facilities available to assist members. Ability to use computerized systems for data recording and retrieval. Offers skills in implementing therapeutic interventions designed to help clients challenged by a range of circumstances including: trauma, depression, anxiety, stress, unanticipated life events, interpersonal discord, social injustice, worksite disruption and career issues. These include: professional orientation and ethical practice, social and cultural diversity, human growth and development, group work, assessment, helping relationships, research and program evaluation, and career development.
- Continuing to develop an understanding of a range of counseling theories consistent with a developmental perspective. This includes developing treatment plans and interventions consistent with their own theoretical orientation, a critical evaluation of the literature, client mental health needs and goals in counseling, diagnosis, and best practices in the profession.
- Using clinical skills to develop therapeutic communications skills, emphasize the client-counselor relationship, and facilitate and manage the counseling process with individuals, families, and groups. Conduct weekly individual, family and group therapy sessions with children, adolescents, and adults diagnosed with a variety of disorders including:
 - Adjustment Disorders, ADHD, Oppositional Defiant Disorder, Depression, Bipolar Disorder, Dysthymic Disorder, Anxiety Disorders, Cognitive Disorders and Borderline Personality Disorder Provide play therapy to clients aged 10 years and younger using the Child-Centered Play Therapy (CCPT) approach.
- Maintained a caseload of approximately 10 -12 weekly clients Co-facilitate two anger management groups for middle school males and high school students; conducted prescreening intake interviews to assess appropriateness for group membership.

July 2007 - July 2010

The Career Academy

Baton Rouge, LA

School Behavioral Counselor

- Maintained communication and records for applications, interviews, acceptance documentation as required by LRCE/EBRP Standards. Respond to phone, email and in person inquiries about the program. Served as first-or-point contact for application materials regarding any form of therapy or counseling. In charge of all files and databases, including but not limited to applicants, cohorts and adjunct faculty. Helped coordinate in all field experience, marketing and communications.
- Provided any other assistance with any other projects or tasks deemed necessary by the Principal. Behavioral/Graduation Coach-Developed and implemented individual intervention strategies to increase the likelihood of graduation. Worked with students to develop a graduation and achievement plan to include the best program to meet academic and postsecondary goals. Coordinate a transition program for 9th graders to successfully adapt to the rigor of high school. An understanding of the multiplicity of social services available in the community to support students at risk of not graduating; Having the correct knowledge of alternative education opportunities (e.g. Communities In Schools, Credit Recovery, Plato, GED, Etc.) Develop a "Graduation Team" for each identified student that minimally includes an administrator, two teachers, a counselor and/or school social worker or a representative from a local support or mentoring agency; Develop a local mentoring program with business partners and connect individual students with mentors.

June 2002 - June 2007

Sherwood Manor

Baton Rouge, LA

Assistant Director of Social Services

- Helping to improve people's lives by assisting people by helping them cope with and solve issues in their everyday lives, such as family and personal problems and dealing with relationships. Also being a help to clients who face a disability, life-threatening disease, social problem, such as inadequate housing, unemployment, or substance abuse. From time to time may conduct research, advocate for improved services, or become involved in planning or policy development.

June 2000 - June 2002

Amedisys-Corporate Headquarters

Baton Rouge, LA

Revenue Recovery Specialist

- Assisted in Billing for over 250 agencies in the United States as well as Puerto Rico for the company, as well as providing patients in maintaining and improving their quality of life.

June 2000 - January 2004

Donna Smith LCSW

Baton Rouge, LA

Intern/Field Experience

Assist in weekly counseling services, where a diverse range of social, emotional/mental and behavioral problems.

EDUCATION

University of Phoenix

Master Behavioral Sciences

- Concentration in Adult and Adolescent Counseling

Bachelor of Science

- Major: Psychology

Redemptorist

High School Diploma

Baton Rouge, LA
2012

2004

Baton Rouge, LA
2000

AWARDS & RECOGNITIONS

- 2019 Bishop Ott Shelter Service Award
- 2018 Mental Health Association Lead Award
- 1999 Delta Sigma Theta Inc.; Ms. Congeniality

MEMBERSHIPS

- Baton Rouge Primary Care Collaborative; Executive Board of Directors
- Louisiana Mental Health Association
- Battered Women's Shelter
- Baton Rouge Urgent Care Centers
- National Association of Community Healthcare Centers
- Rose Hill Baptist Church

REFERENCES

Dr. Taira Woodroffe

TKZ Pediatrics

(225) 658-7860 | tkzstaff02@gmail.com

Dr. Tamika Mayo,

Mayo Medical Clinic

(225)208-0131 | MayoHealthSystems@gmail.com

Dr. Patricia McCarthy- Melson

Southern University

(225) 775-7060 | patricia_melson@subr.edu

Dr. Stacie Bland DNP, DPRN, FNP-BC

Baton Rouge Primary Care Collaborative

(225)774-1120|sbland@brprimarycare.org

Traci Perry Andrews MSN, RN MAI/PDOA

Dept of Health/Office of Behavioral Health

(225) 342-8735 | Traci.Perry@la.gov

Keira Juge MSW

Louisiana Department of Children & Family Services

(225) 362- | Keira.juge@la.gov



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

October 18, 2022

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

RE: One – Year Salary Adjustment for Marla Dickerson, Alycia Grace O’Bear, Terri Mayes, Jasmine Hunter, and Orriel Moore for Additional Duties

Dear President Shields:

Previously incarcerated individuals often have barriers to entry into the workforce due to convictions and/or arrests on their records. The Southern University Law Center (SULC) has partnered with the Louisiana Workforce Commission (LWC), East Baton Rouge City Parish, Baton Rouge Community College, Delgado Community College, Department of Corrections (DOC), and others who wish to help remedy legal issues associated with barriers to entry into the workforce while providing experiential learning to SULC students. There has been a total of \$600,000 funds provided by the foundations to assist with paying for filing fees and costs associated with expungements as part of the community expungement initiative. SULC anticipates receiving significant further funding related to its expungement initiative.

SULC has provided intake, preparation of expungement documents, filing of expungement documents, cost of the expungement process, oversight of the expungement process for individuals, and notification of the expungement process to individuals

In addition to the expungement initiative, SULC has created an Heirs Property Initiative seeks to address various legal issues that arise from inherited property not being properly passed from the decedent to heirs by providing legal services and filing fees for the creation of wills and preparation of succession pleadings. SULC has partnered with the Huey and Angelina Wilson Foundation and ZinPro Corporation to bring these services to residents of North Baton Rouge. The partners have provided a total of \$175,000 to aid in alleviating the barrier associated with costs.

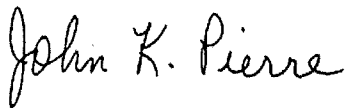
SULC also anticipates generating grant funding from private and government entities to help reduce barriers caused by heirs' property issues.

To achieve the goals of the grants and to have proper administrative oversight and management of the grants four SULC faculty/staff members, Marla Dickerson, Alycia Grace-O' Bear, Terri Mayes and Jasmine Hunter, to perform administrative oversight and management duties beyond their normal duties. I am requesting salary adjustments for one year beginning October 1, 2022, through September 30, 2023, using funds from grants in the amount of \$30,000 for Marla Dickerson, \$20,000 for Alycia Grace-O' Bear, \$15,500 for Terri Mayes, \$12,000 for Jasmine Hunter, \$7,500 for Orriel Moore.

If the funding is renewed in subsequent years, I will seek permission in those subsequent years to renew the salary adjustments for those years.

I respectfully ask that the requested one-year salary adjustments be presented for approval to the Southern University Board of Supervisors at its October 21, 2022, meeting. If you have any questions, please feel free to contact me.

Sincerely,



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

Approved By: _____
Dennis J. Shields
President/Chancellor

Date

JOB CLASS				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	3	9
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CAMPUS: SUS _____ SUBR _____ SUAC X SBAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment 10/01/2022 To 09/30/2023
Effective Date 10/01/2022

Name Maria Dickerson SS# 801463836/0870 Ser* F Race* U
(Last 4 digits only)

Position Title: Associate Vice Chancellor for Innovation and Department: Law Center - Academic Support
Strategic Partnerships & Initiatives

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

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

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

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$168,600.00 Salary Budgeted \$168,000.00

Source of Funds 311001-31710-61002-33000 (\$138,600.00) and 327582-31620-61002-36000 (\$30,000.00)

Identify Budget: State _____ Location _____
Form Code: I _____ Page 1 Item # 1

Change of: From _____ To _____

Position Louisiana Workforce Commission

Status _____

Salary Adjustment \$138,600.00 \$138,600.00+\$30,000.00=\$168,600.00

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
311001-31710-61002-33000	\$138,600.00
327582-31620-61002-36000	\$30,000.00

*See Reverse Side

Comments: (Use back of form)

Graduate School signature (if applicable):

Supervisor John K. Pierre / SBV Date 10/4/22
Sharon D. Vance

Vice Chancellor Sharon D. Vance Date 10/4/22

Director/Personnel Trane Worde Date 10/27/22

President _____ Date _____

Terry R. Hall 10
Vice President/Finance and Admin. Date 10/14/22

Chancellor John K. Pierre / SBV Date _____
Sharon D. Vance

Vice President/Finance Business Affairs/Comptroller Date _____

Chairman/S.U. Board of Supervisors Date _____

JOB CLASS				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	5	9
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment 10/01/2022 To 09/30/2023
 Effective Date 10/01/2022

Name Marla Dickerson SSN 8014638366870 Sex* F Race* B
 (Last 4 digits only)

Position Title: Associate Vice Chancellor for Innovation and Strategic Partnerships & Initiatives Department: Law Center - Academic Support

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

(Position vacancy authorization forms must be processed and approved in HR existing and new positions. Position must be advertised before processing PAE, if applicable.)

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

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$168,000.00 Salary Budgeted \$168,000.00

Source of Funds 311001-31710-61002-33000 (\$138,000.00) and 327582-31620-61002-36000 (\$30,000.00)

Identify Budget: State _____ Location _____
 Form Code: 1 Page 1 Item # 1

Change of: From To
 Position _____ Louisiana Workforce Commission
 Status _____

Salary Adjustment \$138,000.00 \$138,000.00+\$30,000.00=\$168,000.00

Financial Aid signature (if applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
311001-31710-61002-33000	\$138,000.00
327582-31620-61002-36000	\$30,000.00

*See Reverse Side

Graduate School signature (if applicable):

John K. Pierre / SDU Date 10/4/22
 Supervisor Sharon D. Vance

Sharon D. Vance Date 10/4/22
 Vice Chancellor John K. Pierre / SDU Date 10/14/22

Travis Wood Date 10/5/22
 Director/Personnel Sharon D. Vance Date _____

Vice President/Finance _____ Date _____
 Business Affairs/Comptroller _____

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

Marla Dickerson

EDUCATION

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

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

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

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

BAR ADMISSIONS

Louisiana October 2007

PROFESSIONAL & TEACHING EXPERIENCE

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

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

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

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

Southern University Law Center | Baton Rouge, LA

December 2012 – December 2019

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

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

Southern University Law Center | Baton Rouge, LA

July 2005 – April 2006

Teaching Assistant

- Assisted professors and conducted review sessions with students

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

January 2002 – May 2003

Teaching Assistant

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

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

February 2011 – January 2019

Managing Partner

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

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

October 2007 – February 2011

Associate

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

Louisiana Department of Justice | Baton Rouge, LA

May 2006 – May 2007

Law Clerk (Criminal Division)

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

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

December 2003 – July 2004

Agricultural Specialist

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

PRESENTATIONS

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

- "Social Justice in Cannabis," (September 2019). Presented at ABA/TIPS From Regs to Riches: Navigating the Rapidly Emerging Fields of Cannabis and Hemp Law, Chicago, IL.
- "Social Justice Panel and Cannabis Education Panel," (October 2018). Presented at Diasporic Alliance for Cannabis Opportunities Conference, Philadelphia, Pennsylvania.
- "Bridging the Gap: Determining the Effect of a Summer Law School Bridge Program for Underperforming Students." (October 2017). Presented at the inaugural Association of Academic Support Educators Diversity Conference, Baltimore, Maryland.
- "Increasing the Effectiveness of Law School Pedagogy by Incorporating Mandatory Sustained Professional Development Seminars." (May 2016). Presented at the annual conference of the Association of Academic Support Educators, New York, New York.

PROFESSIONAL AFFILIATIONS, ACADEMIC SERVICE, AND COMMUNITY SERVICE

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

GRANTS

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

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

Summer 2018

AWARDS, FELLOWSHIPS, & HONORS

Southern University Law Center

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

August 2004 – May 2007

August 2006 – May 2007

August 2005 – May 2006

January 2002 – August 2003

January 2002 – August 2003

Heap Fellowship

Association of Former Students Fellowship

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

August 1998 – December 2001

December 1998 – December 2001

Gamma Sigma Delta Agricultural Honor Society

December 1998 – December 2001

Golden Key National Honor Society

January 1999 – December 2001

Alpha Lambda Delta Honor Society

August 1998 – December 2001

USDA/1890s Scholarship

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

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	5	8
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CAMPUS: SUS _____ SUBR _____ SUJAC X SUAREC _____ SONG _____ SOSLA _____

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

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

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

Profile of Person Recommended

Length of Employment 10/01/2022 To 09/30/2023
 Effective Date 10/01/2022

Name Jasmine Hunter xxx-xx-4408 Sex F Race* B
(Last 4 digits only)

Position Title: Director of Communications Department: Law Center-Institutional Support

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

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

Years Experience 7 Southern University Experience 3

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	B.A.	Alabama State University	2012
	M.S.	Troy University, Troy, Alabama	2015

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$97,176.00 Salary Budgeted \$97,176.00

Source of Funds 311001-31610-61002-36000(\$85,176.00) and 327582-31620-61002-36000(\$12,000.00)

Identify Budget: State _____ Location _____
 Form Code: BOR18 Page 1 Item # 1

Change of: _____ From _____ To _____
 Position _____ Louisiana Workforce Commission
 Status _____

Salary Adjustment \$85,176.00 \$85,176.00+\$12,000.00=\$97,176.00

Financial Aid signature (if applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
311001-31610-61002-36000	\$85,176.00
327582-31620-61002-36000	\$12,000.00

*See Reverse Side

Graduate School signature (if applicable):

Maria Ouderson _____ Date _____
 Supervisor
Trace Woods _____ Date 10/5/22
 Vice Chancellor
 Director/Personnel
 President _____ Date _____

Gerry R. Hall _____ Date 10/4/22
 Director/Head
 VC for Plan and Administration
John K. Prince/SDW _____ Date 10/4/22
 Chancellor
 Vice President/Finance
 Business Affairs/Comptroller
 Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: : One - Year Salary Adjustment for the Louisiana Workforce Commission (LWC) Project Grant, effective October 01, 2022 through September 30, 2023.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00am -5:00pm Monday thru Friday

EMPLOYEE DIRECT SUPERVISOR: John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any) 200

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 I-9-94. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER
ENCUMBERED / FUNDS AVAILABLE
DOC ID#
DATE RA 10/4/22
BY HI [Signature]
BY JI
FI
FU

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

JASMINE D. HUNTER, M.S.

Strategic Communications

Southern University Law Center
Baton Rouge, LA



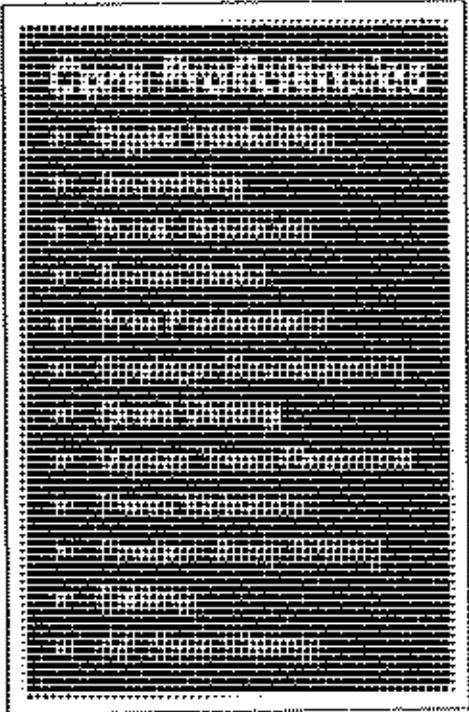
Professional Profile

Through innovative techniques, I help foster collaborative environments, providing tools and resources necessary for my team to effectively communicate and achieve partnership goals. Having developed solid skills in public relations, marketing, and communications, my focus is to continually advance strategies necessary to build awareness of organizational objectives and advancements within higher education.

Educational Background

M.S Troy University, Troy, Alabama 2015
Emphasis: Strategic Communications

B.A. Alabama State University, Montgomery, AL 2012
Emphasis: Communications
Minor: English Writing



Professional Certifications

Sales and Marketing – Sandler Training
Microsoft Office 365- Skylark Services
Microsoft Outlook 2013 – Lantec of LA

Administrative Experience & Accomplishments

Director of External Affairs - Southern University Law Center, Baton Rouge, LA
(2019- present)

As the director of external affairs, it is my duty and responsibility to create and maintain a positive image for the Law Center through traditional and new media channels. I oversee the writing and editing of event scripts, speeches, shareholder documents and reports, advertising and promotional materials, press releases, interviews and any other external communications. In addition, I also serve as a manager for the external affairs staff which includes a communications specialist, creative services coordinator and website content manager. With this responsibility, I coordinate work schedules, assign staff to projects, direct market research and industry trend analysis, manage communications budgets and oversee the creation of public relations strategies. In addition to the above duties, I also develop cooperative relationships with business contacts, external stakeholders, journalists, public officials, government regulators and investors to maintain the company's reputation, while paving the way for future business partnerships and opportunities. While being the director, I serve on the Chancellor's leadership team and on numerous committees for the campus and System.

Accomplishments

- Planned and executed Fall 2020 virtual commencement ceremony
- Served on the COVID-19 System task force
- Increased social media followers and engagement over 50% since assuming role
- Assist the Chancellor with speech and statement writing
- Created the Law Center's communications and visual identity guide
- Secured feature articles and advertisements in national diversity and legal publications
- Collaborated with colleagues to secure scholarships and grants for diversified programming
- Directed and produced various video commercials for promotional and marketing usage

Communications Specialist - Southern University A&M College, Baton Rouge, LA (2017-2019)

As a communications specialist, my work is centrally focused on building and fostering collaborative relationships with internal departments and external partners. I am responsible for developing effective communication strategies, handling public relation matters, and securing solid relationships with prospective donors for upcoming events and marketing campaigns. I track and review social media analytics and trends to further growth and brand visibility while writing feature stories, coordinating interviews and publishing content for weekly newsletter and social media platforms. In this capacity, I also respond to media inquiries, craft press releases, track internal and external news wires.

Accomplishments

- Increased social media followers by 40% within 4-month period; Facebook increased 2,500 followers. Overall social media following has increased 100% during my tenure
- **Secured \$3200 grant** for social media marketing through Southern University System Foundation.
- Created 30-60 second testimonial commercials used to promote university.

Communications Specialist – Girl Scouts Louisiana East, Baton Rouge, LA (2016-2017)

Created awareness of Girl Scouts Louisiana East through a variety of marketing campaigns, including public service announcements, press releases, developing media kits, designing signage, and special promotions for websites and social media platforms. Public appearances by council representatives were important to our overall objective. I coordinated media coverage for such public appearances while serving as contributing writer for council newsletters.

Accomplishments

- Featured as finalist - Baton Rouge Social Media Association 2017 Social Media Awards
- Achieved unprecedented media success, allowing Girl Scout Cookie sales initiative to gain coverage on seven (7) television stations and twelve (12) radio stations
- Increased social media followers by 34% within 6-month period
- Gained six-time council national recognition in organizational newsletter from Girl Scouts of the United States (GSUSA)

Membership Specialist – *Girl Scouts Louisiana Pines to Gulf, Lake Charles, LA (2015-2016)*

Appointed, supervised and evaluated 40+ volunteers to ensure consistent messaging and organizational vision was implemented throughout assigned territories. I often identified needs for crisis prevention and resolved conflict when appropriate to volunteers and troops. As Communications Manager for nation-wide customer engagement initiative, I designed and distributed quarterly newsletter to volunteer-oriented teams and staff members. Together with my team, we created marketing material to promote membership, fundraising and partnerships with local and national brands.

Accomplishments

- Added over 10 troops within my parishes during tenure
- Recognized for developing content for newsletter and drawing engagement from community residents and business owners.

District Recruiter – *Alabama State University, Montgomery, AL (2012-2015)*

Managed official admissions and recruitment social media accounts while providing information on the educational programs at Alabama State university through public announcements, speeches, and interaction with potential students. Connection Day was an annual event aimed at attracting students to the University. While serving as District Recruiter, I focused on educating potential students on campus culture, educational programs and resources available to help further their career objectives.

Accomplishments

- Achieved 43% recruitment yield rate within first year of employment; Three percent above desired outcome.
- Successfully launched the "We Want You" digital media and marketing campaign, drawing hundreds of students to learn more about University offerings.

Teaching Experience

Adjunct Professor – Alabama State University, Montgomery, AL (2017-2020)

Teaching Style

We communicate with people in a variety of ways, all of which can immediately impact future outcomes. When I teach my students about public relations and communication, they understand the overall objective when delivering content, whether written or verbally. The goal is to deliver effective communication by understanding it is more than its delivery; it's also the discovery of how we receive and process information that comes from others.

My courses include group, lecture and interactive sessions all focused on various elements related to public relations and communication. Students engage in group analysis, brainstorming and creative ideas linked to public speaking, and intercultural communications. Students are encouraged to expand and offer new ideas they believe will improve communication when faced with public relations crisis's or conflict. Students have an opportunity to share thoughts on possibilities and impossibilities based on assumed truths. We offer case studies and apply techniques learned to real life events to demonstrate the importance of communication within business relations and across several industries.

Book Chapter

Byrd, Leslie Simone. (2021). 9: "Reimagining the Internship and Practicum Program: Using Innovative Social Entrepreneurship Applications to Shape Personal Brands". IGI Global, Hershey, Pennsylvania, United States of America.

Professional Affiliations

Zeta Phi Beta Sorority, Inc., 2015-present

- Serves as Public Relations and Scrapbooking Committee Chair

Public Relations Society of America, 2019- present

Public Relations Association of Louisiana, 2016-present

American Association of Blacks in Higher Education, 2017-present

Southern Public Relations Federation, 2016-present

JOB CLASS				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	8	5	3
-----------------	---	---	---	---	---	---

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

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

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

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

Profile of Person Recommended

Length of Employment 10/01/2022 To 09/30/2023
 Effective Date 10/01/2022

Name Terri Mayes SS# xxx-xx-4718 Sex* F Race* B
 (Last 4 digits only)

Position Title: Strategic Partnership Coordinator Department: Law Center Instructional

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

New Position Expiration Date: _____

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

Years Experience _____ Southern University Experience _____

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
J.D.		Southern University Law Center	2016
B.S.		Middle Tennessee State University	2011

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$78,447.50 Salary Budgeted \$78,447.50

Source of Funds 311001-31710-61002-33000 (\$62,947.50) and 327582-31620-61002-36000 (\$15,500.00)

Identify Budget: State/Grant Location _____
 Form Code: 1 Page 1 Item # 1

Change of:

	From	To
Position	_____	Louisiana Workforce Commission
Status	_____	_____
Salary Adjustment	<u>\$62,947.50</u>	<u>\$62,947.50+\$15,500.00=\$78,447.50</u>

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
311001-31710-61002-33000	\$62,947.50
327582-31620-61002-36000	\$15,500.00

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Marta Dawson Date _____
 Supervisor
[Signature] Date 10/18/22
 Vice Chancellor [Signature] Date 10/19/22
 Director/Personnel
 _____ Date _____
 President _____ Date _____

Gerry F. Hall Date 10/18/22
 V/C for Finance and Admin.
[Signature] Date _____
 Chancellor
 _____ Date _____
 Vice President/Finance
 Business Affairs/Comptroller
 _____ Date _____
 Chairman/S.U. Board
 of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

_____ White, not of Hispanic origin. A person having origins in any of the original 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 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: One - Year Salary Adjustment for the Louisiana Workforce Commission (LWC) Project Grant, effective October 01, 2022 through September 30, 2023.

EMPLOYEE REGULAR WORK SCHEDULE: Daily
EMPLOYEE DIRECT SUPERVISOR: Chancellor, John Pierre
NUMBER OF EMPLOYEES SUPERVISED, (if any): 200

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER
ENCUMBERED / FUNDS AVAILABLE
DOC. ID. # _____
US
DATE RA 10/4/22
BY JM6
H1
J1
F1
F0

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

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

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

Terri Mayes
14080 Oakwilde Drive
Denham Springs, Louisiana 70706
(225)207- 2424
tmayes56@gmail.com

LICENSURE

- State Bar of Louisiana- *October 2016*

EDUCATION

Southern University Law Center, Baton Rouge, LA
Juris Doctor Candidate – May 2016

Middle Tennessee State University, Murfreesboro, TN
Bachelor of Science, Political Science minor in English -December 2011

EXPERIENCE

SOUTHERN UNIVERSITY LAW CENTER
STRATEGIC PARTNERSHIP COORDINATOR

JANUARY 2022-PRESENT

- Identify trends/gaps in the higher education and develop new opportunities for students and alumni.
- Assist in the coordination and implementation of memorandums of understandings
- Monitor and evaluate memorandums or understandings
- Draft pleadings and court appearances for special projects
- Monitor and evaluate partnerships and execute growth strategies
- Generate new leads, identify and contact key decision makers, screen potential partnership opportunities, select business/organizations opportunities in line with growth goals.
- Develop strategies and plans to expand students' skills and experiential opportunities.

EAST BATON ROUGE PUBLIC DEFENDER OFFICE

JULY 2019-DECEMBER 2021

SUB SUPERVISOR/FELONY ASSISTANT PUBLIC DEFENDER

JUNE 2020-DECEMBER 2021

- Represent clients charged with felony offenses
- Mentor and train new attorneys
- assign cases

MID-LEVEL ASSISTANT PUBLIC DEFENDER

JULY 2019-JUNE 2020

- Represented clients charged with misdemeanor and felony offenses
- Researched legal issues and rules of law to best protect clients' interests
- Advocated zealously for my clients' rights under the constitution
- Investigate clients' cases, including gathering evidence and conducting witness interviews.

Dickerson, LaBlanc & Woods, LLC

2016-June 2019

Associate Attorney

- Represented clients charged with misdemeanor and felony offenses
- Researched legal issues and rules of law to best protect clients' interests
- Advocated zealously for my clients' rights under the constitution
- Assisted and observed armed robbery and murder trials.
- Investigate clients' cases, including gathering evidence and conducting witness interviews.
- Represent clients at arraignment and negotiate plea agreements with prosecution when appropriate.
- Assist clients in post-conviction matters such as probation and expungement hearings.
- Preparing demand packages, negotiating, petition for damages
- Conduct depositions
- Assisting with family law handling issues of contempt, prepared divorces, child custody, and judicial partition petitions.
- Successfully entrusted with vast responsibility under little direction with proven results

VOLUNTEER WORK

- Christa Martin Campaign for Vice-Mayor and City Council
- Domestic Violent Women Shelter-Murfreesboro
- Maury County Senior Citizen Center
- Maury County Boys and Girls Club
- Victor Woods Campaign for State Representative
- NAACP Baton Rouge
- Louisiana Association of Criminal Defense Lawyers
- National Public Defender Association
- Public Defender Association of Louisiana

AWARDS/CERTIFICATES

- 10:1 Blackstone Certificate **December 2019**
- Leading during troubled times and beyond (NAPD) **February- May 2021**

JASMINE D. HUNTER, M.S.
Strategic Communications
Southern University Law Center
Baton Rouge, LA

1024 Deer Pass Dr.
Baton Rouge, LA 70820
(334) 313-5612
jasminedhunter@gmail.com

Professional Profile

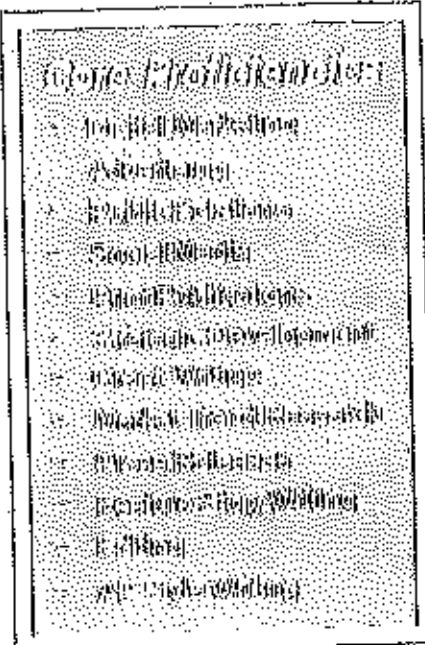
Through innovative techniques, I help foster collaborative environments, providing tools and resources necessary for my team to effectively communicate and achieve partnership goals. Having developed solid skills in public relations, marketing, and communications, my focus is to continually advance strategies necessary to build awareness of organizational objectives and advancements within higher education.

Educational Background

M.S. Troy University, Troy, Alabama	2015
Emphasis: Strategic Communications	
B.A. Alabama State University, Montgomery, AL	2012
Emphasis: Communications	
Minor: English Writing	

Professional Certifications

Sales and Marketing – Sandler Training
Microsoft Office 365 – Skylark Services
Microsoft Outlook 2013 – Lantec of LA



Administrative Experience & Accomplishments

Director of External Affairs - Southern University Law Center, Baton Rouge, LA
(2019- present)

As the director of external affairs, it is my duty and responsibility to create and maintain a positive image for the Law Center through traditional and new media channels. I oversee the writing and editing of event scripts, speeches, shareholder documents and reports, advertising and promotional materials, press releases, interviews and any other external communications. In addition, I also serve as a manager for the external affairs staff which includes a communications specialist, creative services coordinator and website content manager. With this responsibility, I coordinate work schedules, assign staff to projects, direct market research and industry trend analysis, manage communications budgets and oversee the creation of public relations strategies. In addition to the above duties, I also develop cooperative relationships with business contacts, external stakeholders, journalists, public officials, government regulators and investors to maintain the company's reputation, while paving the way for future business partnerships and opportunities. While being the director, I serve on the Chancellor's leadership team and on numerous committees for the campus and system.

Accomplishments

- Planned and executed Fall 2020 virtual commencement ceremony
- Served on the COVID-19 System task force
- Increased social media followers and engagement over 60% since assuming role
- Assist the Chancellor with speech and statement writing
- Created the Law Center's communications and visual identity guide
- Secured feature articles and advertisements in national diversity and legal publications
- Collaborated with colleagues to secure scholarships and grants for diversified programming
- Directed and produced various video commercials for promotional and marketing usage

Communications Specialist - Southern University A&M College, Baton Rouge, LA (2017-2019)

As a communications specialist, my work is centrally focused on building and fostering collaborative relationships with internal departments and external partners. I am responsible for developing effective communication strategies, handling public relation matters, and securing solid relationships with prospective donors for upcoming events and marketing campaigns. I track and review social media analytics and trends to further growth and brand visibility while writing feature stories, coordinating interviews and publishing content for weekly newsletter and social media platforms. In this capacity, I also respond to media inquiries, craft press releases, track internal and external news wires.

Accomplishments

- Increased social media followers by 40% within 4-month period; Facebook increased 2,500 followers. Overall social media following has increased 100% during my tenure
- Secured \$3200 grant for social media marketing through Southern University System Foundation.
- Created 30-60 second testimonial commercials used to promote university.

Communications Specialist - Girl Scouts Louisiana East, Baton Rouge, LA (2016-2017)

Created awareness of Girl Scouts Louisiana East through a variety of marketing campaigns, including public service announcements, press releases, developing media kits, designing signage, and special promotions for websites and social media platforms. Public appearances by council representatives were important to our overall objective. I coordinated media coverage for such public appearances while serving as contributing writer for council newsletters.

Accomplishments

- Featured as finalist-Baton Rouge Social Media Association 2017 Social Media Awards
- Achieved unprecedented media success, allowing Girl Scout Cookie sales initiative to gain coverage on seven (7) television stations and twelve (12) radio stations
- Increased social media followers by 34% within 6-month period
- Gained six-time council national recognition in organizational newsletter from Girl Scouts of the United States (GSUSA)

Membership Specialist – Girl Scouts Louisiana Pines to Gulf, Lake Charles, LA (2015-2016)

Appointed, supervised and evaluated 40+ volunteers to ensure consistent messaging and organizational vision was implemented throughout assigned territories. I often identified needs for crisis prevention and resolved conflict when appropriate to volunteers and troops. As Communications Manager for nation-wide customer engagement initiative, I designed and distributed quarterly newsletter to volunteer-oriented teams and staff members. Together with my team, we created marketing material to promote membership, fundraising and partnerships with local and national brands.

Accomplishments

- Added over 10 troops within my parishes during tenure
- Recognized for developing content for newsletter and drawing engagement from community residents and business owners.

District Recruiter – Alabama State University, Montgomery, AL (2012-2015)

Managed official admissions and recruitment social media accounts while providing information on the educational programs at Alabama State University through public announcements, speeches, and interaction with potential students. Connection Day was an annual event aimed at attracting students to the University. While serving as District Recruiter, I focused on educating potential students on campus culture, educational programs and resources available to help further their career objectives.

Accomplishments

- Achieved 43% recruitment yield rate within first year of employment; Three percent above desired outcome.
- Successfully launched the "We Want You" digital media and marketing campaign, drawing hundreds of students to learn more about University offerings.

Teaching Experience

Adjunct Professor – Alabama State University, Montgomery, AL (2017-2020)

Teaching Style

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Book Chapter

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Professional Affiliations

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- Serves as Public Relations and Scrapbooking Committee Chair

Public Relations Society of America, 2019-present

Public Relations Association of Louisiana, 2016-present

American Association of Blacks in Higher Education, 2017-present

Southern Public Relations Federation, 2016-present

JOB CLASS				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	5	8
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUNO _____ SUSLA _____

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

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

Previous Employer: N/A Reason Left: N/A
 Date Left: N/A Salary Paid: N/A

Profile of Person Recommended

Length of Employment: 10/01/2022 To 09/30/2023

Effective Date: 10/01/2022

Name: Orriel Moore SS#: U014422266 Sex: F Race: B
(Last 4 digits only)

Position Title: Creative Services Coordinator Department: Law Center - Academic Support

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

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

Years Experience: 11 Southern University Experience: 5

Degree(s): Type/Discipline (BA-Education): B.S. Institution/Location (SU-Easton Range): Southern University Law Center Year: 2015

Current Employer: Southern University Law Center

Personnel Action

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

Recommended Salary: \$69,744.00 Salary Budgeted: \$69,744.00

Source of Funds: 311001-31610-61002-36000 (\$62,244.00) and 327587-31620-61002-36000 (\$7,500.00)

Identify Budget: State _____ Location _____
 Form Code: 1 Page 1 Item # 1

Change of: From _____ To _____

Position: _____ Louisiana Workforce Commission

Status: _____

Salary Adjustment: \$62,244.00 \$62,244.00+\$7,500.00=\$69,744.00

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
311001-31710-61002-33000	\$62,947.00
327587-31620-61002-36000	\$7,500.00

*See Reverse Side

Graduate School signature (if applicable):

Marla Outerson Date _____
 Supervisor

[Signature] Date 10/4/22

Vice Chancellor [Signature] Date 10/4/22

Director/Personnel [Signature] Date 10/4/22

President _____ Date _____

Terry L. Hall Date 10/4/22
 V/C for Finance and Adm'ts.

[Signature] Date 10/4/22
 Chancellor

[Signature] Date _____
 Signer D. V. Date

Vice President/Finance Business Affairs/Comptroller Date _____

Chairman/S.U. Board of Supervisors Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

White, not of Hispanic origin. A person having origins in any of the original 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: One - Year Salary Adjustment for the Louisiana Workforce Commission (LWC) Project Grant, effective October 01, 2022 through September 30, 2023.

EMPLOYEE REGULAR WORK SCHEDULE: Daily
EMPLOYEE DIRECT SUPERVISOR: Marla Dickerson
NUMBER OF EMPLOYEES SUPERVISED, (if any) 4
HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

SOUTH UNIVERSITY BANK CENTER
 ENCUMBERED / FUNDS AVAILABLE
 DOC # _____
 DATE 10/14/22
 BY JMC
 PO _____

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

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

Orriel Moore

2347 Gracie Street Baton Rouge, LA 70802 • 225-636-0911 • Orrielm@yahoo.com

Objective

To touch the pinnacle of my graphic design career by converting my passion for technology and branding into fruitful results. To work in a cutting-edge industry and environment with the capacity to conduct the best of my ability.

Skills

Microsoft Office • C++ • Java Script • Adobe Creative Suite (Photoshop, InDesign, Illustrator) • Cobol • HTML • Windows • Mac OS • 75 WPM • Unix • Linux • Momentum • Sprout Social • Social Media Management • Web Design • Brand Design

Education

Southern University Graduate School **Baton Rouge, LA**
Expected Graduation Date: December 2023
Master's in Business Administration with Concentration in Marketing

Southern University A&M College **Baton Rouge, LA**
Expected Graduation Date: May 2015
Bachelor of Science in Computer Science with Concentration in Business Management

Experience

Southern University Law Center, October 2018 to Current, Creative Services Coordinator

- Coordinate and schedule outside printing vendors and other creative services vendors to ensure efficiency and workflow
- Create and design content for website, programs, invitations, flyers, and other printed material
- Ensure quality control of materials produced by External Affairs by providing editing, proofreading, and visual critique

Southern University Law Center, June 2017 to October 2018, Desktop & AV Specialist

- Provide Audio Visual Technical Support
- Resolve various technology issues and Respond to end user support requests
- Maintain inventory and provide training for classroom technology resources

Cox Communication, July 2016 to April 2017, Technical Support Specialist

- Provided first-level technical support to end-users for products provided by company
- Performed troubleshooting techniques over the phone to identify and resolve issues.
- Established patterns to recurring issues and provides input to development teams.

CGI Federal, June 2015 to July 2016, Business Consultant

- Working with system developers and designers to identify, diagnose, and document problems and errors in Enterprise Resource Planning system, Momentum
- Developing knowledge of a client's industry, customers, organization and business objectives in order to help the client in a problem-solving role

Raising Canes, May 2013 to June 2015, Shift Captain

- Supervise daily shifts and delegates task

- Coordinated school drive campaign

Rocket Learning Tutoring Service, *May 2011 to Jan 2012, Tutor/Teacher Assistant*

- Assisted Students with assignments in English and Algebra
- Monitored educational off-site activities to museums

Activities

National Society of Leadership and Success • Black Data Processing Association, BDDPA • Southern Digest, Writer • Southern University Student Ambassador • National Society for Black Engineers, NSBE

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

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	F	9	9	6	4
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment 10/01/2022 To 09/30/2023
 Effective Date 10/01/2022

Name Alycia Grace O'Beir xxx-xx-7557 Sex F Race* R
 (Last 4 digits only)

Position Title: Assistant Professor of Clinical Education Department: Law Center-Institutional Support /Disaster Relief

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

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

Years Experience 23 Southern University Experience 5
 Degree(s): Type/Discipline (BA-Education): J.D. Institution/Location (SU-Baton Rouge): Southern University Law Center Year: 1977
B.A. Tulane University, New Orleans LA 1993

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$101,790.00 Salary Budgeted \$101,790.00

Source of Funds 320184-31240-61003-34100 (\$81,790.00) and 327582-31620-61002-36000 (\$20,000.00)

Identify Budget: Grant Location _____
 Form Code: BOR10 Page 1 Item # 1

Change of: _____ From _____ To _____

Position _____ Louisiana Workforce Commission

Status _____

Salary Adjustment \$81,790.00 \$81,790.00 + \$20,000.00 = \$101,790.00

Financial Aid signature (if applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
320184-31240-61003-34100	\$81,790.00
327582-31620-61002-36000	\$20,000.00

*See Reverse Side

Graduate School signature (if applicable):

Maile Anderson 10/3/20
 Supervisor Date
John D. [Signature] 10/4/22
 Vice Chancellor Date
Trace Woods 10/5/22
 Director/Personnel Date
 _____ Date
 President Date

Gerry Hall 10/4/22
 Director/Head Date
 V/C for Finance and Admin.
John K. Pierre /SDV 10/4/22
 Chair/Chair Date
Shawn D. [Signature]
 Vice President/Finance Date
 Business Affairs/Comptroller
 Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: One - Year Salary Adjustment for the Louisiana Workforce Commission (LWC) Project Grant, effective October 01, 2022 through September 30, 2023.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00am - 5:00pm Monday thru Friday
EMPLOYEE DIRECT SUPERVISOR: Chancellor, John Pierre
NUMBER OF EMPLOYEES SUPERVISED, (if any): 200
HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER
ENCUMBERED / FUNDS AVAILABLE:
DATE: 10/4/22
BY: DMG/cw

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

CONTINGENT UPON AVAILABILITY OF FUNDS

CURRICULUM VITAE
ALYCIA GRACE-O'DEAR

ALYCIA GRACE-O'BEAR, ATTORNEY

Post Office Box 3062

Baton Rouge, Louisiana 70821

agbearlaw@gmail.com

TELEPHONE: 225-922-4245

FACSIMILE: 225-922-4550

PROFESSIONAL COMPETENCIES:

- Practice Specialties include Administrative Law, Civil Law, Criminal Law, Employment Law, Education Law, Family Law, and Government and Public Policy.
- *Louisiana State-Certified Mediator* – Civil, Commercial and Employment.
- Skilled/Experienced in Louisiana Succession Law and Matrimonial Regimes.
- *Skilled Criminal Trial Attorney* - Served as a Louisiana State Criminal Prosecutor.
- *Skilled/Experienced Mass Tort Litigator*
Successfully represented over 450 litigants in a mass tort action, multi-million-dollar recovery
- Skilled/Experienced in Commercial Law, Labor and Worker's Compensation claims/adjudications, and Social Security Administration adjudications.
- *Contract Law* - contract negotiations, contract drafting, contract management services, non-disclosure agreements and standard/non-standard business agreements.
- *Town Attorney, Town of Litcher (2005-2006)* – Litcher, Louisiana
Louisiana City and Municipal Government Management Experience
- *Legal Consultant* - Grants and Federal Funding, Town of White Castle (2004-2008)
Secured over \$1 million in federal funding (USDA) for Town of White Castle.

CERTIFICATIONS AND LICENSES:

- *Attorney*
Louisiana State Supreme Court, December 17, 1999
- *Notary Public*
Louisiana Secretary of State, January 3, 2000
- *Certified Mediator - Civil, Commercial and Employment Law*
Louisiana State Bar Association, Alternative Dispute Resolution Section
- *Public Administration Certification, 2018*
Villanova University – Villanova, Pennsylvania
- *Special Education Law and Policy, 2015 - 2018 Certifications*
National Academy for IDEA Administrative Law and Impartial Hearing Officers
American University, Washington College of Law - Seattle, Washington
- *Administrative Law - Advanced, 2009 Certificate*
University of Nevada, National Judicial College - Reno, Nevada
- *Administrative Law: Fair Hearings, 2008 Certificate*
University of Nevada, National Judicial College – Reno, Nevada

PROFESSIONAL EXPERIENCE

SOUTHERN UNIVERSITY LAW CENTER

2019 - PRESENT

A A LENOIR HALL
2 ROOSEVELT STEPTOE DRIVE
BATON ROUGE, LOUISIANA 70813
agrace-obear@sulc.edu
TELEPHONE: (225) 771-3333
FACSIMILE: (225) 771-2474

ASSISTANT PROFESSOR, CLINICAL EDUCATION

- Louisiana Family Law
- Louisiana Successions and Donations
- Louisiana Civil Law Property
- Disaster Law Clinic (Government Policy Implementation), Clinical Education
- Legal Writing and Analysis

LEBLANC, ROBERTSON, DHISHOLM & ASSOCIATES, LLC

2020

5555 HILTON AVENUE, SUITE 605
BATON ROUGE, LOUISIANA 70808
Service Dates: July 2018 - December 2019

IN-HOUSE COUNSEL

- Represents the organization in complex and important litigation, engages and monitors outside counsel as needed or required.
- Acts as agency liaison with federal and state agencies, legislative bodies, and third-party contractors, service providers.
- Develops, implements, and monitors programs, policies, and procedures for the organization.
- Handles employment law issues with current and prospective personnel.

LOUISIANA DIVISION OF ADMINISTRATIVE LAW

2018

1020 FLORIDA STREET BATON ROUGE, LOUISIANA 70802
Service Dates: December 2006 - October 2018

DEPUTY GENERAL COUNSEL

(March 2011 - October 2018)

- Represented the division in complex and important litigation.
- Drafted and reviewed new legislation, testified before legislative committees and other tribunals.
- Prepared and reviewed the preparation and negotiation of division contracts, requests for proposals and other legal documents.
- Developed or assisted in development of budget recommendations for the division.
- Prepared fiscal notes for legislative committee review.
- Developed, implemented and monitored programs, policies and procedures for the division.

SELECT HONORS AND ACTIVITIES:

- *Presiding Judge*, Louisiana Ethics Adjudicatory Board, 2016 - 2018
Louisiana Board of Ethics
- *2014 Recipient, Charles E. Dunbar, Jr. Career Service Award*
Louisiana Civil Service League's 55th Annual Charles E. Dunbar Award Ceremony
- *2012 Federal Commendation, "Best Practices Unemployment Insurance: Handling and Conducting Unemployment Insurance Hearings"*
United States Department of Labor (USDOL)
- *2012 Member, Louisiana Ethics Adjudicatory Board*
Louisiana Board of Ethics
- *2011 Federal Commendation, "Best Practices Unemployment Insurance: Handling and Conducting Unemployment Insurance Hearings"*
United States Department of Labor (USDOL)

SELECT SPEAKING ENGAGEMENTS:

- *2021 Presenter, "Becoming Fierce in the Practice of Law: Public Policy and Disaster Relief"*
Southern University Law Center, Baton Rouge, Louisiana
- *2020 Presenter, "Louisiana Family Law: Practicing Law in a Pandemic"*
Southern University Law Center, Baton Rouge, Louisiana
- *2020 Lecturer, "Louisiana Succession Law: Current Trends"*
Continuing Legal Education
Southern University Law Center, Baton Rouge, Louisiana
- *2019 Presenter, "Administrative Law and Elderly Services"*
Louisiana Governor's Office of Elderly Affairs, Baton Rouge, Louisiana
- *2018 Presenter, "Federal Disaster Benefit Programs: Policy and Procedure" Government and Public Policy Review, Seattle, Washington*
- *2016 Presenter, "Best Practices in Administrative Law"*
Law and Government Review - 19th Judicial District Court, Baton Rouge, Louisiana
- *2015 Presenter, "Preserving the Case Record: Making Coherent, Cogent Decisions"*
National Association of Administrative Law Judges, Indianapolis, Indiana
- *2015 Presenter, "Exception to the Rule: Handling Exceptionalities in Education Law"*
American University, Washington College of Law - Seattle, Washington
- *2014 Presenter, "Federal Benefits Programs: Avoiding Federal Disallowances" National Association of Administrative Law Judges, Memphis, Tennessee*

SELECT LEGISLATION:

Involved with drafting, consulting and/or committee testimony:

- Act 10 of 2018, Insurance
- Act 423 of 2017, Children/Care
- Act 354 of 2015, Child Daycare
- Act 364 of 2015, Education/Early Childhood
- Act 858 of 2014, Early Childhood Education
- Act 656 of 2014, Ethics/Financial Disclosures

- Acted as agency liaison with federal and state agencies to develop policy and program implementation.
- Resolved issues related to handling of cases, new legislation, policy and procedures.
- Supervised a group of administrative law judges, and support staff.
- Ensured that duties, responsibilities, authority and accountability of all direct subordinates were defined and understood.
- Identified, recommended training needs, assisted with production of in-house trainings for subordinate employees.
- Served on the Louisiana Ethics Adjudicatory Board.
- Served as an administrative law judge for the division.

ADMINISTRATIVE LAW JUDGE

(December 2006 - March 2011)

- Conducted over 4,000 quasi-judicial public, adversarial, evidentiary hearings throughout the state involving various and complex legal issues;
- Ruled on the admissibility of evidence and procedural matters;
- Issued formal written opinions containing findings of fact, conclusions of law, the rationale for the decision and the judgment.

HONORABLE RICHARD J. WARD, JR., DISTRICT ATTORNEY'S OFFICE 2006
 18th JUDICIAL DISTRICT COURT
 58050 MERIAM STREET PLAQUEMINE, LOUISIANA 70764
Service Dates: December 2000 - December 2006

ASSISTANT DISTRICT ATTORNEY

- Prosecuted criminal misdemeanors, felonies and sex crimes.
- Prosecuted/handled juvenile criminal matters and adjudications of "child in need of care" cases.
- Drafted various pleadings and briefs.
- Handled assigned docket, made all court appearances; argued procedural motions, participated in all aspects of pre-trial discovery process; including developing case strategy and theory;
- Drafted and assisted with pre-trial preparation in capital cases; assisted with drafting and preparing of appellate briefs; analyzed and interpreted state statutes and criminal code.
- Acted as a quasi-supervisor for the administrative staff members in the Iberville parish office.

ALYCIA GRACE O'BEAR, ATTORNEY

1999 - PRESENT

GRACE O'BEAR PROFESSIONALS, LLC
 8550 UNITED PLAZA BLVD, SUITE 702 BATON ROUGE, LOUISIANA 70809
aobearlaw@gmail.com
 TELEPHONE: 225-922-4245
 FACSIMILE: 225-922-4550

- Manages a boutique law practice specializing in several practice areas, including administrative law and procedure, civil litigation, criminal law, employment law, education law, family law (matrimonial regimes), succession law, tort law, and government and public policy.

- Handles legal matters from inception to final deposition, which includes pre-trial and status matters, discovery, depositions, hearings, motions, trial, and appellate level litigation.
- Practices and maintains good standing in all Louisiana state courts and federal courts over the past twenty years.

HONORABLE SHARAH HARRIS, JUDGE
 18th JUDICIAL DISTRICT COURT, DIVISION C
 POST OFFICE BOX 626 PLAQUEMINE, LOUISIANA 70764
Service Dates: July 1997-December 1999.

1999

JUDICIAL ADMINISTRATOR/LAW CLERK

- Acted as judicial administrator for 18th Judicial District Court, Division C, serving the parishes of Iberville, West Baton Rouge, and Pointe Coupee.
- Handled and supervised all of the docketing, scheduling and hearing/trial preparation for the tri-parish district, Division C.
- Prepared all of the judicial administrative documents for Louisiana Supreme Court reporting requirements for judicial district court judges.
- Budgeted all of the judicial travel and expense accounts, prepared quarterly audit reports for the respective parish's governing authorities.
- Conducted extensive research on various legal issues to draft written reasons and judgments.
- Supervised a staff of six professionals.

EDUCATION

SOUTHERN UNIVERSITY LAW CENTER – BATON ROUGE, LOUISIANA 1997
JURIS DOCTORATE DEGREE

TULANE UNIVERSITY, NEWCOMB COLLEGE – NEW ORLEANS, LOUISIANA 1993
 BACHELOR OF ARTS, COMMUNICATIONS – RHETORIC AND PUBLIC DISCOURSE

CERTIFICATIONS AND LICENSES

- *Attorney, Louisiana State Supreme Court*
- *Notary Public, Louisiana Secretary of State*
- *Certified Mediator - Civil, Commercial and Employment Law*
Louisiana State Bar Association, Alternative Dispute Resolution Section
- *Public Administration, 2018 Certificate Villanova University - Villanova, Pennsylvania*
- *Special Education Law and Policy, 2015 - 2018 Certifications*
National Academy for IDEA Administrative Law and Impartial Hearing Officers
- *American University, Washington College of Law - Seattle, Washington*
- *Administrative Law - Advanced, 2009 Certificate*
University of Nevada, National Judicial College - Reno, Nevada
- *Administrative Law: Fair Hearings, 2008 Certificate*
University of Nevada, National Judicial College - Reno, Nevada



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

September 15, 2022

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

RE: Position of Deputy Title IX/Campus Safety Coordinator

Dear President Shields:

This letter is requesting permission to fill and rename the vacant position of Campus Safety & Clery Act to Deputy Title IX/Campus Safety Coordinator. Attorney Ursula Ransburg held the position of Campus Safety & Clery Act Coordinator until her recent passing. The Office of Equity, Inclusion, & Title IX is moving in a new direction and would like to change the title along with added responsibilities.

In addition, the individual selected to fill this new position is Ms. Ahvery Thomas, who currently serves as a Counselor in the Office of Career Services. Ms. Thomas possesses the experience and credentials and is the ideal candidate for this position. The annual salary will be \$85,000, effective January 1, 2023.

We are requesting a waiver of search and that it be placed on the board's agenda for the October 21, 2022, board meeting.

Should you have any questions or concerns, please let me know.

Sincerely,

John K. Pierre, Esq.

Chancellor and Vanue B. Lacour Endowed Law Professor

APPROVED: _____

Dennis J. Shields
President/Chancellor

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Deputy Title IX /Campus Safety Coordinator AS DESCRIBED BELOW

Office of Equity, Inclusion & Title IX
(Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Campus Safety and Deputy Title IX Coordinator works with the Title IX Coordinator to ensure institutional compliance with Title IX of the Education Amendments of the 1972 Civil Right Act (Title IX), the Violence Against Women Act Reauthorization of 2013 (AWA), the Campus Sexual Violence Elimination and (Campus SaVE), and other related federal and state laws.

Salary/Range: \$80,000 - \$100,000

Previous Incumbent (if replacement):

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<u>John K. Pierre</u>	<u>9/19/22</u>
		Department Head	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<u>Gerry R. Hall</u>	<u>9/19/22</u>
		Dean/Director/Supervisor of Budget Unit	Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>Jenifer Gray</u>	<u>9/27/22</u>
Signature	Date
Budget Number	<u>311001-38170-61002-35000</u>

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
Employee Class:	<u>MU</u>	Job Class:	<u>32440</u>
<u>Mikhael Williams</u>		<u>10/5/22</u>	
Verified By:		Date:	

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<u>Sh. D. K.</u>	<u>9/19/22</u>
		Vice Chancellor	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<u>John K. Pierre</u>	<u>9/19/22</u>
		Chancellor/Vice President	Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	_____	_____
		President	Date

An Equal Opportunity Employer

**Southern University Law Center
Office of Equity, Inclusion & Title IX**

Campus Safety and Deputy Title IX Coordinator Job

Description

Summary:

The Campus Safety and Deputy Title IX Coordinator works with Title IX Coordinator to ensure institutional compliance with Title IX of the Education Amendments of the 1972 Civil Rights Act ("Title IX"), the Violence Against Women Act Reauthorization of 2013 ("VAWA"), the Campus Sexual Violence Elimination Act ("Campus SaVE"), and other related federal and state laws. In the discharging the duties of the position, the Deputy Title IX Coordinator works closely with the Title IX Coordinator.

Duties and Responsibilities:

1. Serves as the assistant to the Title IX Coordinator by providing subject-matter expertise on requirements of and compliance with Title IX, VAWA, Campus SaVE, and related federal and state laws and fulfills the duties of the Title IX Coordinator in the event that the Title IX Coordinator is unavailable.
2. Serves as a Title IX Investigator by investigating and helping to ensure timely resolution of assigned reports of sex discrimination, sexual misconduct, sexual harassment, domestic violence, dating violence, and stalking involving members of the University community.
3. Assists the Title IX Coordinator with the University's Title IX efforts, including the development, implementation, and monitoring of appropriate disclosures, policies, procedures and practices designed to comply with federal and state legislation, regulation, and case law requiring the prompt and equitable resolution of Title IX complaints.
4. Meets with assigned complainants and respondents to provide information regarding the University complaint process, available resources, interim measures, and reporting and resolution options.
5. Helps to maintain and update content for the University's Title IX webpage.
6. Collaborates with the University's Department of Safety and Transportation to ensure accuracy in reporting annual crime statistics, as required by the Jeanne Clery Act.
7. Promotes awareness and educational events and activities related to Title IX via social media, web pages, and other venues.

8. Contributes to an environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.

9. Participates in self-directed professional reading, develops professional contacts with colleagues, and attends professional development courses and trainings to ensure a full understanding of the legal requirements and best practices related to compliance with Title IX, VAWA, Campus SaVE, and other related federal and state laws.

10. Contributes to the overall success of the University by performing other duties as assigned by the Title IX Coordinator.

Knowledge, Skills and Abilities Required

- Knowledge of current state and federal law and regulations, institution-specific policies, practices, and procedures identified best practices and trends in the field of education related to sexual assault, sexual harassment, intimate partner violence, stalking and other sexual misconduct practices that violate Title IX.
- Knowledge and understanding regarding the resolution of complaints including informal resolution and formal investigation.
- Ability to listen, identify, elicit, and distill essential information needed to assess and resolve problems and issues.
- Ability to work collaboratively with diverse constituencies and foster effective working relationships.
- Exceptional writing skills, including strong analytical and critical thinking skills.

Ahvery N. Thomas, M.S., Esq

Baton Rouge, La 70802 | 318-278-0494 | ahverythomas@gmail.com

Bar Admissions

Louisiana, 2017

Education

Southern University Law Center, Baton Rouge, LA

Juris Doctor, May 2016

Grambling State University, Grambling, LA

Master of Science, Sports Administration, May 2012

- Related Coursework: Mass Communication

Grambling State University, Grambling, LA

Bachelor of Science, Business Management, May 2010

- Minor: Marketing

Experience

Southern University Law Center, Baton Rouge, LA

July 2021 - Present

Career Counselor/Adjunct Professor

- Responsible for event programming for the Career Services Department
- Review and evaluate documents for job applications for current and recent graduates
- Maintain records for stipends given to students interning with non-profit organizations
- Legal research in preparation for instruction
- Maintain social media platforms

Acadiana Legal Services Corp, Lafayette, LA

October 2019 - Present

Staff Attorney (Currently a Contract Attorney)

- Represent children who are victims of neglect, child abuse, drug and violence exposure, sexual assault, etc.
- Conduct client meeting to provide legal advice, counsel, and representation
- Research and review any possible legal issues on behalf of client
- Draft and analyze pleadings, motions, and orders
- Represent clients in hearings, docket reviews, motions, and pre-trials, and trials
- Organize and maintain documents, files, and reports

Southern University Athletics Department, Baton Rouge, La

December 2017 – October 2019

Director of Compliance

- Maintained NCAA reporting, waivers/cases, Financial Aid records, and student compliance and welfare
- Performed eligibility certification, transfer evaluations, and public speaking
- Conducted NCAA research and Title IX investigations
- Drafted contracts, forms, manuals, handbooks, grants and policies
- Assisted with game day preparations and recruiting
- Supervised the Compliance Department

Southern University Athletics Department, Baton Rouge, La

August 2013 – November 2017

Compliance Coordinator

- Maintained NCAA reporting, waivers/cases, and student compliance and welfare
- Performed eligibility certification, transfer evaluations, and public speaking
- Conducted NCAA research and academic advisement
- Drafted contracts, forms, manuals, handbooks, and grants
- Assisted with game day preparations and recruiting

Louisiana House of Representatives, Baton Rouge, LA

January 2016 – January 2017

Representative Legal Assistant

- Researched and reviewed any possible legal issues with for potential new laws or amendments
- Helped draft potential new laws and helped with modifying or updating old laws
- Organized and maintained documents and files

Southern University Law Center, Baton Rouge, LA

August 2015 – May 2016

Student Attorney

- Provide legal advice, counsel, and representation to clients
- Draft pleadings, motions, and conduct discovery
- Represent clients in trials, mediations, depositions, and settlement negotiations

Sum Belt Conference, New Orleans, LA

May 2015 – August 2015

Compliance Assistant / Intern

- Conducted compliance research for NCAA waivers, policies and procedures
- Drafted newsletters, forms, NCAA interpretations, and presentations
- Maintained compliance database
- Prepared medical waivers

JP Morgan Chase, Monroe, LA

April 2012 – September 2012

Quality Control Analyst

- Audited loan files
- Maintained file database
- Operated with confidential records

Skills

- Compliance, Policy, and Auditing
- Research and Drafting
- Management and Leadership
- Communications and Negotiations
- Planning and Operations
- LexisNexis and Westlaw
- Microsoft Office and Adobe Acrobat
- Document Review
- Public Relations

Organizations

- Louisiana Bar Association
- National Association of College and University Attorneys
- National Association of Athletics Compliance (NAAC)
- Delta Sigma Theta Sorority, Inc

Certification

- Diversity, Equity, and Inclusion in the Workplace, May 2021

JOB CLASS 3			
JOB CODE	M		
CAL ID	U		

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

CAMPUS: SUBS _____ SUBR _____ SUJAC X SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

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

Effective Date 01/01/2023

Name Abvery Thomas xxx-xx-2154 Sex F Race* B
 (Last 4 digits only)

Position Title: Deputy Title IX/Campus Safety Coordinator Department: Law Center-Institutional Support

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

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

Years Experience 10 Southern University Experience 2

Degrees:	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>J.D.</u>	<u>Southern University Law Center</u>	<u>2016</u>
	<u>M.S.</u>	<u>Grambling State University, Grambling, LA</u>	<u>2012</u>
	<u>B.S.</u>	<u>Grambling State University, Grambling, LA</u>	<u>2010</u>

Current Employer Southern University Law Center/Contract

Personnel Action

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

Recommended Salary \$85,000.00 Salary Budgeted \$85,000.00

Source of Funds _____

Identify Budget: State _____ Location 311001-38170-61002-35000
 Form Code: BOR10 Page 1 Item # 1

Change of: From _____ To _____

Position Office of Career Services Deputy Title IX/Campus Safety Coordinator

Status _____

Salary Adjustment \$78,624.00 \$85,000.00

Financial Aid signature (if applicable):

List [of] funds currently paid this employee by Southern University:

Source of Funds	Amount
<u>311001-38170-61002-35000</u>	<u>\$85,000.00</u>
Total	\$

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

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

Supervisor <u>Hersi Landry Thomas</u> <u>11/4/22</u>	Deputy Head <u>Ann L. Hall</u> <u>10/24/22</u>
Vice Chancellor <u>Shawn D. [Signature]</u> <u>10/4/22</u>	V/C for Inv. and Administration <u>John H. Pierre</u> <u>10/4/22</u>
Director/Personnel <u>Travis [Signature]</u> <u>10/5/22</u>	Chairman/S.U. Board of Supervisors _____
President _____	Vice President/Finance _____
	Business Affairs/Comptroller _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: The Campus Safety and Deputy Title IX Coordinator works with the Title IX Coordinator to ensure institutional compliance with Title IX of the Education Amendments of the 1972 Civil Right Act (Title IX), the Violence Against Women Act Reauthorization of 2013 (AWA), the Campus Sexual Violence Elimination and (Campus SVE), and other related federal and state laws. Chancellor, John Pierre is requesting permission to fill and resume the vacant position of Campus Safety & Clery Act to Deputy Title IX/Campus Safety Coordinator. Attorney Ursula Ransburg held the position of Campus Safety & Clery Act Coordinator until her recent passing.

Daily

EMPLOYEE DIRECT SUPERVISOR:

Chancellor, John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any)

125

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

SOUTH ALABAMA UNIVERSITY

ENCUMBERED / FUNDS AVAILABLE

United States Citizen/Certificate of Naturalization

DOC ID

Resident Alien

DATE

H-1 Visa (Distinguished Merit & Ability)

BY

J-1 Visa (Exchange Visitor Program)

PU

F-1 Visa (Student Imp. FT 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 (Adult/Tea/Uncl Positions)(Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)