

SOUTHERN[®] UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

BOARD OF SUPERVISORS MEETING

June 18, 2021

9:00 A.M.

Southern University at New Orleans
Millie Charles School of Social Work Auditorium
6803 Leon C. Simon Dr.
New Orleans, LA 70128

ACADEMIC AFFAIRS

ACADEMIC AFFAIRS COMMITTEE

Friday, June 18, 2021

Southern University at New Orleans
Millie Charles School of Social Work Auditorium

6803 Leon C. Simon Dr.
New Orleans, LA 70128
9:00 AM

AGENDA

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Swearing-In of 2021-2022 Student Board Member – Mr. Kevin Taylor-Jarrell, II
4. Roll Call
5. Adoption of the Agenda
6. Special Presentation
 - A. AEP Swepeco Check Presentation for STEM Programs (SUSLA)
7. Public Comments
8. Action Item(s):
 - A. Request Approval of the College of Agriculture, Family and Consumer Sciences Proposal to Establish a New Online Degree Program in “Hospitality and Food Industry Leadership” (SUBR)
 - B. Request to Approve Memorandum of Understanding Between Southern University New Orleans and Bayou Community Academy (SUNO)
9. Other Business
10. Adjournment

MEMBERS

Mrs. Ann Smith – Chairman, Dr. Leon Tarver, II – Vice-Chair,
Mr. Myron Lawson, Mr. Sam Gilliam, Ms. Christy Oliver Reed, Dr. Leroy Davis
Atty. Domoine D. Rutledge-- Ex Officio

RECEIVED

MAY 25 2021

Office of the Vice President
for Academic Affairs and Provost



UNIVERSITY CURRICULUM COMMITTEE

CURRICULUM CHANGE RECOMMENDATION FORM

College/School: College of Agricultural, Family and Consumer Sciences

Department : Family and Consumer Sciences (Human Nutrition and Food Program)

Course Title:

Course Number:

CIP Code 19.05.05 Food Systems Administration
52.09.01 Hospitality/Administration Management

Course Credit Hours: 120 credit hours

Course Contact Hours:

Course/Concentration/Minor/Program Description:

Hospitality and Food Industry Leadership (HFIL)

The Louisiana Board of Regents approved the Letter of Intent to establish the online HFIL degree on March 26, 2021. The Request for Authority to Offer a New Degree Program proposal is being submitted for approval at this time.

The B.S. Degree in Hospitality and Food Industry Leadership is an online 120-semester hour professional hospitality leadership program. The program's curriculum is designed to prepare students to become leaders and managers in the hospitality industry. A systems approach to hospitality leadership will be explored in the curriculum and experiential learning is required. This curriculum will include online classes, required work experiences, and a structured internship. The Hospitality and Food Industry Leadership Major at Southern University will include two tracks: 1) food and beverage management, 2) lodging management, and 3) event management.

The Department of Family and Consumer Sciences/ Human Nutrition and Food Program will provide students majoring in HFIL, with an opportunity to earn a baccalaureate degree following

completion of a Louisiana Transfer Associate Degree. The program will be designed for students to complete the B.S. degree in two years using the Louisiana Board of Regents Master Course Articulation Matrix.

Course/Concentration/Minor/Program Description Goals:

Students earning a Bachelor of Science (B.S.) Degree in Hospitality and Food Industry Leadership (HFIL) from the Southern University and A&M College will have knowledge, skills, and ability to assume leadership and professional roles within the global hospitality, food, and tourism industry and related careers. HFIL program, offered entirely online, will provide students with a range of knowledge and management skills needed to advance in this fastgrowing and wide-ranging global and dynamic industry.

Course/Concentration/Minor/Program Description Objectives:

The mission of the HFIL program is to prepare a diverse community of students to become successful professionals and lifelong learners who aspire to leadership roles in the global hospitality industry and their community.

Goals

- Provide students with knowledge of hospitality leadership principles and practices applicable to the global and dynamic hospitality, food, and tourism industry.
- Promote the development of analytical and decision-making skills; communication skills; a global perspective; a sense of social responsibility and business ethics; and leadership characteristics.
- Meet demands of nontraditional students who wish to pursue a baccalaureate degree in hospitality and food industry leadership.
- Contribute to economic development in the state by delivering educational opportunities that establish and/or improve the workforce for existing, expanding, relocating and new hospitality-oriented businesses.
- Establish a learning environment in hospitality and food industry leadership that contributes to cooperation and collaboration with the hospitality industry community in the state.

Rationale for the Course/Concentration/Minor/Program:

According to the World Travel and Tourism Council, the economics of the 21st century will be dominated by three industries. One of these is tourism. The industry has grown by 500 percent in the past 25 years. It is projected that the hospitality and travel industry will provide 10.5 percent of the total world's employment. Hospitality and tourism is a major contributor to Louisiana's economy. The WTTC predicts more than 100 million jobs could return to the global travel and tourism sector during 2021, as the world recovers from the crippling COVID-19 pandemic. A strong summer of travel is expected as the sector begins its road to recovery from late March onwards, with many major travel companies reporting a significant rise in forward bookings.

The Department of Family and Consumer Sciences/ Human Nutrition and Food Program will provide students majoring in HFIL, with an opportunity to earn a baccalaureate degree following completion of a Louisiana Transfer Associate Degree. The program will be designed for students to complete the B.S. degree in two years using the Louisiana Board of Regents Master Course Articulation Matrix.

Initial students will come from enrolled Southern University students , including undecided majors and students and 2+2 Program students. In the 2+2 Program, freshman and sophomore courses are provided through the Louisiana Transfer Degree Guarantee (TDG) initiative. Students will have completed all 30 credits of general education requirements as well as 21 credit hours or additional coursework, totaling 60 credit hours.

PLEASE ANSWER THE FOLLOWING QUESTIONS

1. Has the course/concentration/program been reviewed by the Department and College Curriculum Committees ?

YES NO

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

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

Title	Number
_____	_____
_____	_____

3. What is the projected enrollment for the course per semester ? 20

4. How often will the course be offered ? Fall Spring Summer

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

REQUIRED _____ ELECTIVE _____ CURRICULUM _____

ELECTIVE: _____ CURRICULUM: _____

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

This is a new online degree program and will not impact the existing degree program.

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

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

Startup funds will be needed to initiate the program in the first four years. After this period, it is projected that the program will be self-sustaining. These startup funds will be gradually replaced by the additional tuition/credit hour revenues generated by the new major, which are expected to cover all program costs by the fourth year of operation. (please see budget spreadsheet).

- 8. What is the minimum rank required of the faculty members who will teach the course?**

Assistant Professor

- 9. What are the qualifications required of the faculty members who will teach the courses (degrees, certifications, professional experience, scholarly research, etc.)?**

HFIL courses will be delivered by faculty having either an extensive professional background and/or a scholarly focus in hospitality and food industry leadership. Faculty who possess a unique combination of academic excellence and industry knowledge. Inadequate faculty currently exists. Two new faculty positions will be created at the Assistant/Associate Professor level.

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

The total amount of funds needed to implement this degree program is detailed in the budget spreadsheet.

- 11. Please attach a copy of the detailed course syllabus and the reading list**

Comments :

The Louisiana Board of Regents REQUEST FOR AUTHORITY TO OFFER A NEW DEGREE PROGRAM is attached.

Signatures:


Chairperson of Department

04/27/2021
Date


College Curriculum Committee, Chair

4/27/2021


Dean of College

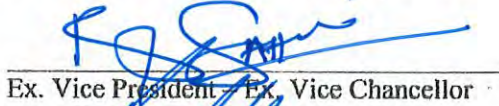
4/27/2021
Date

Graduate School Dean
(if graduate course/program)

Date


SUBR Curriculum Committee, Chair

05/24/2021
Date


Ex. Vice President / Ex. Vice Chancellor

05/25/2021
Date


President Chancellor

4/03/21
Date

Louisiana Board of Regents

AA 2.05: REQUEST FOR AUTHORITY TO OFFER A NEW DEGREE PROGRAM*

-- Including incremental credentials building up to the Degree --

* Prior to final action by the Board of Regents, no institution may initiate or publicize a new program.*

Date:

Institution: Southern University and A&M College	Requested CIP, Designation, Subject/Title: 19.05.05 Food Systems Administration 52.09.01 Hospitality/Administration Management Undergraduate Hospitality and Food Industry Leadership
Contact Person & Contact Info: Bernestine McGee, PhD, RDN, LDN, FAND Professor and Program Leader, Human Nutrition and Food Department of Family and Consumer Sciences College of Agricultural, Family and Consumer Sciences 225-771-4289 bernestine_mcgee@subr.edu	
Date BoR approved the Letter of Intent: 3/26/2021	
Date Governing Board approved this Proposal: TBN	
Planned Semester/Term & Year to Begin Offering Program: Spring 2022	
Program Delivery Site (s): College Agricultural, Family and Consumer Sciences Department of Family and Consumer Sciences Human Nutrition and Food Program	

1. Program Description

Describe the program concept: (a) purpose and objectives; and (b) list learning outcomes for the proposed program, i.e., what students are expected to know and be able to do upon completion of the program. Be as specific as possible.

According to the World Travel and Tourism Council (WTTC), the economics of the 21st century will be dominated by three industries, one of these is tourism. The industry has grown by 500 percent in the past 25 years. It is projected that the hospitality and travel industry will provide 10.5 percent of the total world's employment. The WTTC predicts more than 100 million jobs could return to the global travel and tourism sector during 2021, as the world recovers from the crippling COVID-19 pandemic. A strong summer of travel is expected as the sector begins its road to recovery from late March onwards, with many major travel companies reporting a significant rise in forward bookings. (<https://wttc.org/News-Article/>).

Hospitality and tourism has been and remains a major contributor to Louisiana's economy. The hospitality and tourism industry is the fourth largest employer in Louisiana. The total employment impact of just over 187,000 jobs accounts for 7% of all jobs in the state of Louisiana. (<https://www.crt.state.la.us/Assets/Tourism/research/documents/2018-2019/2018LouisianaTourismEconomicimpactrev.pdf>)

The restaurant industry continues to explode around the globe, requiring educated and experienced professionals who are ready to take on leadership positions. According to the National Restaurant Association (NRA), the food and beverage industry is the largest U.S. employer besides the government. (<https://restaurant.org>) The year 2020 was the most challenging year ever experienced by the restaurant industry due to the COVID -19 pandemic. The NRA predicted that the industry will return by reimagining its operation. Positive news, restaurants are expanding their teams, reemploying the workforce and engineering innovative menus.

Students earning a Bachelor of Science (B.S.) Degree in Hospitality and Food Industry Leadership (HFIL) from the Southern University and A&M College will have knowledge, skills and ability to assume leadership and professional roles within the global hospitality, food and beverage/restaurant, and tourism industry as well as related careers. HFIL program, offered entirely online, will provide students with a range of knowledge and management skills needed to advance in this fast-growing and wide-ranging global and dynamic industry.

Purpose

The purpose of the HFIL program is to prepare a diverse community of students to become successful professionals and lifelong learners who aspire to leadership roles in the global hospitality industry and their community.

Objectives:

The objectives of the HFIL online degree program are to:

1. Provide students with knowledge of hospitality leadership principles and practices applicable to the global and dynamic hospitality, food and beverage/restaurant, and tourism industry.
2. Promote the development of analytical and decision-making skills; communication skills; a global perspective; a sense of social responsibility and business ethics; and leadership characteristics.
3. Meet demands of nontraditional students who wish to pursue a baccalaureate degree in hospitality and food industry leadership.
4. Contribute to economic development in the state by delivering educational opportunities that establish and/or improve the workforce for existing, expanding, relocating and new hospitality-oriented businesses.
5. Establish a learning environment in hospitality and food industry leadership that contributes to cooperation and collaboration with the hospitality community in the state.

The B.S. Degree in Hospitality and Food Industry Leadership is an online 120-semester hour professional hospitality leadership program. The program's curriculum is designed to prepare students to become leaders and managers in the hospitality industry. The systems approach to hospitality leadership will be explored in the curriculum; required experiential learning will further strengthen this approach. The curriculum will include online classes, practicum experiences, and a structured internship. The HFIL major at Southern University and A&M College will include three tracks: 1) food and beverage management, 2) lodging management, and 3) event management.

Curriculum topics include:

- Lodging, food and beverage, and event operations
- Cost controls in hospitality operations
- Sales and promotions
- Food and beverage management
- Sanitation and Safety
- Revenue management
- Facilities management
- Human resource management
- Hospitality law
- Accounting
- Finance
- Marketing

Curriculum – 120 semester hours

- University General Education (34 credit hours)
- Social Sciences (9 credit hours)

- Social and Career Enhancement/Development (3 credit hours)
- Family and Consumer Sciences (6 credit hour)
- Service Learning (3 credit hours)
- Major Core Requirements (18)
- Major Requirements (38 credit hours)
- Hospitality and Food Industry Leadership Specialized Electives (3 credit hours)
- International Experience Electives (6 credits)

2+2 Program

The Department of Family and Consumer Sciences/Human Nutrition and Food Program will provide students majoring in HFIL with an opportunity to earn a baccalaureate degree following completion of a Louisiana Transfer Associate Degree. The program will be designed for students to complete the B.S. degree in two years using the Louisiana Board of Regents Master Course Articulation Matrix.

Under the 2+2 Program, freshman and sophomore courses are provided through the Louisiana Transfer Degree Guarantee (TDG) initiative. Students will have completed all 30 credits of general education requirements as well as 21 credit hours or additional coursework, totaling 60 credit hours.

The proposed online program has been developed to allow students to graduate in two years after completing 120 credit hours. Enrollees will be Business, Associates of Arts Louisiana Transfer degree graduates at Southern University Shreveport, LA (SUSLA), Southern University New Orleans (SUNO), Baton Rouge Community College (BRCC), Louisiana State University-Eunice (LSU-E), and Delgado Community College (DCC).

Prospective students must apply for admission and be formally admitted into the Southern University prior to taking any courses provided by SUBR. Students who meet all admissions criteria including a Business AA/LT or AS/LT and have satisfactorily completed all course requirements including prerequisites earning a grade of "C" or better and are admitted to Southern University and A&M College will be admitted to the College of Agricultural, Family and Consumer Sciences (HFIL) with junior-level status upon admission to the University. In addition, students must meet the program requirements/prerequisites prior to enrolling in any 300-400 level professional education courses labeled HFIL which are the courses necessary to earn the BS degree.

An articulation agreement will be established with the Southern University Shreveport, LA (SUSLA) and the Louisiana Community and Technical College System. The comprehensive articulation agreement will be executed to create a seamless transfer for students from academic programs offered at institutions in the LCTCS.

Southern University Baton Rouge (SUBR)

Enrollees will also include Southern University Baton Rouge (SUBR) students. Students who have met the first 2-year course qualifications are eligible to apply to this on-line program.

Map out the proposed curriculum, including course credits and contact hours (if applicable). Identify any incremental credentials and/or concentrations within the degree. Indicate which courses will be new. Describe plan for developing and offering new courses as well as any special program requirements (e.g., internships, comprehensive exam, thesis, etc.).

Proposed B.S. Degree in Hospitality and Food Industry Leadership 120 Hour Curriculum

Students earning a B.S. Degree in Hospitality and Food Industry Leadership (HFIL) from the Southern University and A&M College will have knowledge, skills and ability to assume leadership

and professional roles within the global hospitality, food and beverage/restaurant, and tourism industry and related careers. The accelerated 2+2 HFIL program, offered entirely online, provides students with a range of knowledge and management skills needed to advance in this fast-growing and wide-ranging global and dynamic industry. Courses are taught in eight-week sessions for a total of eight sessions (8, 8-week sessions). The courses in the program are delivered fully online via the Moodle Learning Management System (LMS).

The Hospitality and Food Industry Leadership Major at Southern University and A& M College focuses on two areas: 1) food and beverage/restaurant industry, and 2) event management.

Curriculum

University General Education (34 credit hours)

- T - Freshman Composition I (3)
- T - Freshman Composition II (3)
- T - African American Literature (3)
- T - Pre-Calculus: College Algebra (3)
- T - Calculus for Business & Social Sciences (3)
- T - Biological Science (3)
- T - Biological Science (3)
- T - Physical Science (4)
- T - Humanities Elective (3)
- T - Arts Elective (3)
- T - Foreign Language Elective (3)

Social Sciences (12 credit hours)

- T - Economics I (3)
- T - Economics II (3)
- T - General Psychology (3)
- T - Social Science Elective (3)

Social and Career Enhancement/Development (3 credit hours)

- T - Business Communications (3)

Family and Consumer Sciences (6 credit hour)

- Orientation to Family and Consumer Sciences (1)
- Family and Consumer Sciences Perspectives (2)
- Essentials of Nutrition and Wellness (3)

Service Learning (0 credit hours)

- Service Learning (0)

Program Requirements

Major Core Requirements (18)

- T - Financial Accounting Principles (3)
- T - Managerial Accounting Principles (3)
- T - Business Computer Applications (3)
- T - Principles of Management (3)
- T - Elementary Statistics (3)
- T - Techniques of Speech (3)

Major Requirements (38 credit hours)

- Introduction to HFIL (3) - New
- FCSC Fundamentals of Food (3)
- FCSC Sanitation and Safety (1)
- HFIL Marketing (3) – New
- HFIL Facilities Management (3) - New

- HFIL Human Resource Management (3) – New
- HFIL Financial Management (3) – New
- HFIL Cost Control (3) – New
- HFIL Restaurant Management (3) – New
- HFIL Lodging Operations (3) – New
- HFIL Contemporary Legal and Ethical Issues (3) – New
- HFIL Event Management (3) – New
- HFIL Practicum I (0) – New
- HFIL Practicum II (0) – New
- HFIL Current Topics in HFIL (1) – New
- HFIL Senior Capstone (3) – New

HFIL Specialized Electives (3 credit hours)

- HFIL Travel and Tourism Management (3) – New
- HFIL Quality Management (3) – New
- HFIL Customer Relations Management (3)
- FCSC Food Design Merchandising and Catering (3)

International Experience Requirement (6 credits)

- International Experience in Hospitality Industry Leadership Elective (6) – New

International Experience in Hospitality and Food Industry Leadership

Hospitality and foodservice systems administration is a global industry that transcends borders and cultural boundaries. The HFIL major will include an international experience component for students to gain cross-national insight into the political, social, cultural, and economic factors that influence the hospitality industry in international environments. The goal is to help students to develop important global competencies resulting in students who will become proficient and more engaged hospitality industry professionals with the potential to be highly competitive in the global business arena. Through this experience student will develop a global mindset to investigate the world beyond their immediate environment; recognize their own cultural intelligence while being able to communicate their ideals effectively with culturally diverse audiences as well as learn global hospitality practices. Additionally, emphasis will focus on building a “world class” HFIL program that would appeal to students across the nation and the world. The International Experience in HFIL will be offered through the Southern University Center for International Affairs and Continuing Education, Study Abroad Program. To fulfil this requirement, students will participate in an educational experience during the May intersession of the academic year. The study abroad program will be implemented through established international memorandum of agreements. The HFIL program aligns with the mission and Strategic Plan of the Southern University and A & M College to provide students with global leadership opportunities to develop global leadership credentials.

Course Development

Course syllabi will be developed by the Human Nutrition and Food faculty. Course syllabi approval include: 1) Department Curriculum Committee; 2) College Curriculum Committee; 3) Dean; 4) University Curriculum Committee; 5) Executive VP-VC Academic Affairs; and 6) President-Chancellor.

Identify any embedded Industry-Based Certifications (IBCs). Describe process for student to earn/receive the IBC.

Certifications available through the HFIL Program

Training programs will be available to reinforce concepts that allow HFIL students to function more effectively in the hospitality industry arena. The special certifications include:

- SERVSAFE - is a food and beverage safety training and certificate program administered

by the National Restaurant Association. The program is accredited by ANSI and the Conference for Food Protection. Sanitation certification is required by most restaurants as a basic credential for their management staff.

- HACCP Certification - the Hazard Analysis and Critical Control Points (HACCP) is an international standard defining the requirements for effective control of food safety. It is built around seven principles: 1) conduct hazard analysis, 2) determine critical control points, 3) establish critical limits, 4) establish monitoring procedures, 5) establish corrective actions, 6) establish verification procedures, and 7) establish record-keeping and documentation procedures.
- Certified Hospitality Supervisor (CHS) - requires three months of supervisor experience or a degree from an accredited school. Candidates may skip the experience and education requirements if they hold other qualifying certification or complete a specialized training program. Candidates must also pass an exam covering such topics as time management, team building, effective communication, and conflict resolution.

Program Delivery (Courses): To what extent must a student come to the campus to complete this program, including orientation or any face-to-face meetings?

- | | | |
|--|--|--|
| <input type="checkbox"/> On-site (>50% delivered face-to-face) | <input type="checkbox"/> Hybrid (51%-99% online) | <input checked="" type="checkbox"/> Online (100% online) |
| <input type="checkbox"/> Day courses offered | <input type="checkbox"/> Evening courses offered | <input type="checkbox"/> Weekend courses offered |

2. Need

How is this program essential for the wellbeing of the state, region, or academy (e.g., how is it relevant, how does it contribute to economic development or relate to current/evolving needs).

America's hospitality industry, especially lodging and food service, is experiencing tremendous growth. Louisiana is a state rich in culture and tourism. Tourism plays a major part in the state's economy, with visitors drawn particularly to the urban areas of New Orleans and Baton Rouge and the more rural deltas, which house one of the most diverse selections of plant and animal life in the country.

Louisiana attracted a record 51.3 million visitors in 2018, according to the Lieutenant Governor's office, up 9% from the previous year. Some 237,200 jobs were the result of visitor spending in Louisiana last year, according to the U.S. Bureau of Labor Statistics. That's an increase of 2,600 new tourism-related jobs over 2017. Since 2016, a total of 6,700 new tourism-related jobs have been added statewide. (<https://www.businessreport.com>, 5/10/19 (accessed 11/4/19))

Economic Impact of Tourism in Louisiana for 2018 follows.
<https://www.crt.state.la.us/tourism/louisiana>

- Tourism is a major contributor to Louisiana's economy. Tourism spending supports 7.0% of all jobs in Louisiana. Tourism supports \$1,082 in state and local taxes for every household in Louisiana. Visitor spending generates income, jobs, and tax revenue.
- Louisiana visitor spending of \$15 billion translated into nearly \$22.5 billion in business sales including indirect and induced impacts.
- While the majority of sales are in industries directly serving visitors, significant benefits accrue in sectors like finance, insurance and real estate from selling to tourism businesses.
- Visitors generated \$10.6 billion in state GDP (value added) in 2018 including indirect and induced benefits—4.2% of the Louisiana economy. This excludes the flow of dollars through the Louisiana economy net of import leakages.
- The restaurant industry has the largest economic contribution from traveler spending, followed closely by recreation.
- Visitor spending directly generated 134,247 jobs and 187,355 jobs when indirect and

induced impacts are considered.

- Visitors generated nearly \$3.6 billion in direct personal income and nearly \$6 billion including indirect and induced impacts.
- If all employees sustained by tourism were unemployed, the unemployment rate would jump to 11.3% from just 4.9%.

The hospitality and food industry is now requiring new college graduates who can go directly into management and can hit the ground running on their first day of work. To fill that need, the proposed HFIL program would provide students the required skills the hospitality and food industry is now, and will be requiring. Specifically, the degree would provide students with skills in management, human resources, hospitality technology, food and beverage operations, and service delivery as well as basic business fundamentals in marketing and accounting.

In 2021, the hospitality and food industry is faced with the challenge of addressing the short-term and long-term impacts of the COVID-19 pandemic. Addressing these impacts involve both survival and recovery strategies. In this regard, the restaurant industry looks to rebuild in 2021 and beyond. The National Restaurant Association has released its 2021 State of the Restaurant Industry Report, which measures the impact of the coronavirus pandemic on the restaurant industry and examined the current state of key pillars including technology and off-premises business, labor, and menu trends. According to the report, post-COVID-19 survival and recovery of the hospitality and food industry will relate to the following changes:

- Operational changes including off-premises business
- Accelerated technology adoption
- Consumer influencers, opinions, and intentions
- Food and menu trends including best sellers

(<https://restaurant.org>)

Fortunately, with continued testing and the launch of the COVID-19 vaccine by various companies, the hospitality and food industry remain optimistic for a rebound in the successful delivery of goods and services to the consumer. Additionally, the expected rebound of the economy will also contribute to the recovery of the hospitality and food industry (<https://www.cnbc.com/quotes/US10Y>). Economic forecasts for Louisiana are increasingly optimistic that the economy rebounded faster than predicted and is expected to have a full recovery by the end of 2022. (https://www.theadvocate.com/baton_rouge/news/). Training of professionals to assume leadership roles in the hospitality and food industry are therefore paramount in the post-pandemic era.

Students earning a Bachelor of Science (B.S.) Degree in Hospitality and Food Industry Leadership (HFIL) from the Southern University and A&M College will have knowledge, skills and ability to assume leadership and professional roles within the global hospitality, food and beverage/restaurant, and tourism industry as well as related careers. The HFIL program, offered entirely online, will provide students with a range of knowledge and management skills needed to advance in this changing and wide-ranging global and dynamic industry.

The addition of the online Hospitality and Food Industry Program will produce trained professionals needed to implement the post-COVID changes in this industry as discussed below.

1. "Hospitality businesses are expected to make substantial changes to their operations in the COVID-19 business environment in order to ensure employees' and customers' health and safety, and enhance customers' willingness to patronize their business (Gössling et al., 2020)."
 - a. The presence of an online B.S. program in Hospitality and Food Industry

Leadership is essential in training/equipping students/professionals to meet the challenges faced by the industry.

2. Training of students
 - a. Regionally and globally competitive
 - b. Graduates of the program may serve as mentors and professional points of contact for internship and employment opportunities.
3. Benefits to the university
 - a. Southern University will be in the forefront of addressing the need for additional online degree programs (research has indicated that there is a slight decline in college enrollment- the online program may serve as an alternative for those not desiring or are unable to engage in face-to-face, traditional classroom instruction)
 - b. Southern University will be at the forefront of creating solutions to a major (local and) global challenge.
 - c. The online BS program in HFIL will serve as a model/template for other universities.
 - d. National and international recognition will increase the visibility and viability of the university.
4. Benefits to the industry (growing workforce in the industry):
 - a. Provision of a unique service
 1. Tourism industry- individuals actively seek the services
 - a. Local importance
 1. Boosts the local economy
 2. Aid to smaller, local businesses
 3. Creation of jobs
 - b. Global importance
 1. Boosts the global economy
 2. Creation of jobs

Further, because personal vehicle travel has increased during the pandemic, many individuals may visit locations (i.e., local tourist attractions) that they otherwise would not have- highlighting the importance of the industry (and an online BS program specific to the industry).

LOUISIANA WORKFORCE COMMISSION STAR LEVEL (<http://www.laworks.net/Stars/>)

5 Stars 4 Stars 3 Stars 2 Stars 1 Star

Describe how the program will further the mission of the institution.

The establishment of this program is aligned with the Southern University and A&M College Strategic Plan, Objective II.6, Strategy II.6.8: Promote online/distance education as a viable option to deliver undergraduate education for the convenience of adult learners. Online education is a significant opportunity for SUBR to increase enrollment, reach nontraditional students, and generate revenue without substantial physical costs.

Southern University can contribute to the tourism industry and economic growth in Louisiana by adding to the workforce qualified Louisiana graduates with training in hospitality leadership.

The HFIL program, offered entirely online, will attract a new pool of students into the hospitality major and industry rather than just shifting students from other in-state institutions offering similar programs.

Southern University will be in the forefront of addressing the need for additional online degree programs (research has indicated that there is a slight decline in college enrollment- the online

program may serve as an alternative for those not desiring or are unable to engage in face-to-face, traditional classroom instruction)

Identify similar programs in the State and explain why the proposed one is needed; present an argument for a new or additional program of this type and how it will be distinct from existing offerings.

The proposed HFIL program would be the only online 4-year baccalaureate degree program of its kind offered in Louisiana and would cater to one of the largest supplier of jobs in the state. Two online hospitality management programs in Louisiana are at the graduate level at the University of Louisiana at Lafayette and the University of New Orleans. It is proposed to partner with the University of Louisiana at Lafayette and the University of New Orleans to serve as a feeder to the online graduate degree program at these institutions. Additionally, it is proposed to collaborate with the College of Business, Southern University to offer a concentration in the MBA Online Program.

**Louisiana
Hospitality and Tourism Management
Degree Programs**

School Name	School Type and Setting	Program
Delgado Community College	2-year, public	Certificate of Technical Studies in Culinary Arts Associate of Applied Science in Hospitality Management
Grambling State University	4-year, public	Bachelor of Science in Management, Minor in Hospitality Tourism Management
Louisiana State University – Eunice	2-year, public	Certificate of Technical Studies in Hospitality and Tourism Management Associate of Applied Science in Management with a concentration in Hospitality Management
Northwestern State University of Louisiana	4-year, public	Bachelor of Science in Hospitality Management and Tourism
Southern University at Shreveport	2-year, public	Certificate of Technical Studies in Event Management, Certificate in Food and Beverage Management Associate of Science in Event Management
University of Louisiana at Lafayette	4-year, public	Bachelor of Science in Business Administration-Hospitality Management Online MBA degree – Hospitality Management
University of New Orleans	4-year, public	Bachelor of Science in Hotel, Restaurant and Tourism Administration, Minor in Hotel, Restaurant and Tourism Administration, Executive Online Master's Degree in Hospitality and Tourism

If approved, will the program result in the termination or phasing out of existing programs? Explain.

The proposed HFIL program would be the only online 4-year baccalaureate degree program of its kind offered in Louisiana. The establishment of this program will not result in the termination or phasing out of existing programs. Two online hospitality management programs in Louisiana are at the graduate level at the University of Louisiana at Lafayette and the University of New Orleans. It is proposed to establish a partnership with the University of Louisiana at Lafayette and the University of New Orleans to serve as a feeder to the online graduate degree program at these institutions.

If a Graduate program, cite any pertinent studies or national/state trends indicating need for more graduates in the field. Address possibilities for cooperative programs or collaboration with other institution(s).

N/A

3. Students

Describe evidence of student interest. Project the source of students (e.g., from existing programs, or prospects of students being recruited specifically for this program who might not otherwise be attracted to the institution).

While an exhaustive survey to determine interest in the program was not completed, we have asked students informally and there does seem to be interest in the program. Hospitality and tourism has been and remains a major contributor to Louisiana's economy. The skills and talent the hospitality and food industry seek in their workforce will evolve to support a new technology ecosystem (including technology and off-premises business, labor, and menu trends). To fill this need, the proposed HFIL program would provide graduates with the required skills the hospitality industry is now, and will be requiring. Based on these factors, the outlook is very good for a successful program.

There are six major student pipelines for the proposed program:

Specifically, there are four 2-year colleges and culinary schools offering hospitality management degrees in various forms. There are six student sources for this program:

Two-year Colleges

Culinary Institutes

ProStart High School Programs

Traditional High Schools

Nontraditional adults

Second degree prospects

Having the online HFIL major at Southern University and A&M College may encourage some in-state students, who may have otherwise enrolled in out-of-state institutions, that have similar majors (such as the University of Southern Mississippi, University of Mississippi, Arkansas Tech University, Stephen F. Austin State University, Texas Tech University, University of Houston, University of North Texas) to stay in-state. In addition, we anticipate that this new online major will increase out-of-state student enrollment. This will result in a net increase in out-of-state enrollment at the University. With this new major, we believe a larger pool of students will be attracted to the Department of Family and Consumer Sciences (FCS)/ Human Nutrition and Food Program and Southern University and A&M College.

Some of these new students will come from currently enrolled Southern University students in other majors, including undecided majors. However, because Southern University does not currently have a major with "hospitality" in the name, a significant number of new students should also be attracted outside of Southern University including out-of-state students (e.g., because the major and Southern University will pop-up when prospective students do internet searches with the term "hospitality"). Since Southern University does not currently offer a hospitality leadership major, this new major will also provide an avenue for students who have already selected Southern University as their first-choice and have been admitted to obtain a degree in hospitality and contribute to the food and hospitality industry in Louisiana.

The HFIL online degree program is a great alternative for nontraditional students whose

schedules can't accommodate attending classes in a traditional manner. This program is very attractive to new students seeking a hospitality leadership degree in Louisiana. However, our ambitions are much higher.

The Department of Family and Consumer Sciences/Human Nutrition and Food Program currently offers a B.S. degree in Family and Consumer/Culinary Management Concentration. The proposed HFIL program will expand the options available to prospective students interested in hospitality leadership.

The proposed online program has been developed to allow students to graduate in two years after completing 120 credit hours. In the first two years, a major source of students would come from the existing pool of Business, Associates of Arts Louisiana Transfer degree graduates at Southern University Shreveport, LA (SUSLA), Southern University New Orleans (SUNO), Baton Rouge Community College (BRCC), Louisiana State University-Eunice (LSU-E), and Delgado Community College (DCC). The first two years of the HFIL degree will be available through Louisiana community colleges thus making it possible for many students to start their degree at their current location before matriculating at Southern University.

Students who graduate with the HFIL degree will have a strategic focus when seeking employment venues/industries including but not limited to hotels, restaurants, casinos, events management, entertainment, attractions and cruises, clubs, and spa management, all in a rapidly evolving global marketplace.

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

o/c

Projected Enrollment

Student Majors	Year 1	Year 2	Year 3	Year 4	Year 5
Transfer from other programs (Switching majors or adding a double major)	10	10	10	10	10
New to the University	10	20	25	55	75
Total	20	30	45	65	85

Initial students will come from enrolled Southern University students including internal and external students, other majors, undecided majors and students and 2+2 Program students. In subsequent years students would come from internal transfer and the existing pool of Business, Associates of Arts Louisiana Transfer degree graduates at Southern University Shreveport, LA (SUSLA), Southern University New Orleans (SUNO), Baton Rouge Community College (BRCC), Louisiana State University-Eunice (LSU-E), and Delgado Community College (DCC).

List and describe resources that are available to support student success.

Startup funds will be needed to initiate the program in the first four years. After this period it is projected that the program will be self-sustaining. These startup funds will be gradually replaced by the additional tuition/credit hour revenues generated by the new major, which are expected to cover all program costs by the fourth year of operation. (please see budget spreadsheet)

Faculty

HFIL courses will be delivered by faculty having either an extensive professional background and/or a scholarly focus in hospitality leadership. Faculty who possess a unique combination of academic excellence and industry knowledge. Inadequate faculty currently exist. Two new faculty positions will be created at the Assistant/Associate Professor level. The salary for these positions

will range from \$85,000-\$100,000. Funds will be needed to fund essential faculty overloads as needed.

Facilities

A "virtual laboratory" will be created by a contracted external company specializing in the development and maintenance of virtual laboratories for higher education. The virtual laboratory will allow distant-learner students to access the laboratory facilities available on-campus via computer technology. Students will be able to enter the virtual laboratory and view available laboratory equipment and methodologies at their convenience. Necessary equipment, not available in the on-campus facilities, will be included in the design of the virtual laboratory. Simulations of critical hospitality processes will be demonstrated to assist students in meeting core objectives related to (but not limited to):

- Facilities management
- Cost control
- Design merchandising and catering
- Hospitality operations

Faculty will be available to interact with students during specified time periods via live chats and real-time webinars. Students will also be able to post questions and comments on course discussion boards. Students will be required to provide feedback on quality, quantity, accessibility and user-friendliness of virtual resources. Faculty within the Department of Family and Consumer Sciences (Human Nutrition and Food Program) will collaborate with software developers and virtual/3D technology consultants as well as the Office of Information Technology during course content development, maintenance and evaluation; an independent assessor may be contracted to examine program/course outcomes. More importantly, faculty will work closely with university officials to ensure that courses offered within the HFIL program meet curriculum and SACS accreditation standards. Estimated cost = \$25,000

What preparation will be necessary for students to enter the program?

Prospective students must apply for admission and be formally admitted into the Southern University prior to taking any courses provided by SUBR. Students who meet all admissions criteria including a Business AA/LT or AS/LT and have satisfactorily completed all course requirements including prerequisites earning a grade of "C" or better and are admitted to Southern University and A&M College will be admitted to the College of Agricultural, Family and Consumer Sciences (HFIL) with junior-level status upon admission to the University. In addition, students must meet the program requirements/prerequisites prior to enrolling in any 300-400 level professional education courses labeled HFIL which are the courses necessary to earn the BS degree.

If a Graduate program, indicate & discuss sources of financial support for students in the program.

N/A

4. Faculty

collaborate

List present faculty members who will be most directly involved in the proposed program: name, present rank; relevant degree; courses taught; other assignments.

Faculty				
Faculty Name	Rank	Relevant Degree	Courses Taught	Other Assignments
Cheryl Atkinson	Professor	Ph.D., Cornell University Registered	FCSC 501B Preprofessional Practice-Clinical FCSC 502B	Chairman, Department of Family and Consumer

		Dietitian	Preprofessional Practice-FSM	Sciences
Melissa Johnson	Assistant Professor	Ph.D., Tuskegee University	FCSC 230 Essentials of Nutrition and Wellness FCSC 332 Human Nutrition FCSC 410 Advanced Human Nutrition FCSC 422 Experimental Foods FCSC 429 Seminar in Food and Nutrition	
Bernestine McGee	Professor	Ph.D., University of Iowa Registered Dietitian	FCSC 230 Essentials of Nutrition and Wellness FCSC 338 Nutrition Assessment FCSC 435 Nutrition and Disease I FCSC 435 Nutrition and Disease II FCSC 450 Practicum	Program Leader, Human Nutrition and Food Program
Sungpo Yi	Assistant Professor	Ph.D. Foodservice Management Texas Tech University	FCSC 220 Fundamentals of Food FCSC 322 Food Production Management FCSC 346 Foodservice Management FCSC 348 Customer Relations Management FCSC Food and Beverage Management FCSC 432 Multicultural Foods FCSC 480 Food Design, Merchandising	

			and Catering FCSC 498 Problems in Foodservice Management	
Kaala Lawla	Adjunct Professor	M.S Hospitality Business Management, University of Delaware	HFIL courses	
New Hire	TBN	Ph.D. Hospitality Foodservice Management	HFIL courses	
New Hire	TBN	Ph.D. Hospitality Foodservice Management	HFIL courses	

Project the number of new faculty members needed to initiate the program for each of the first five years. If it will be absorbed in whole or part by current faculty, explain how this will be done. Explain any special needs.

Inadequate faculty currently exists. Two (2) new faculty positions will be created at the Assistant/Associate Professor level. The salary for these positions will range from \$85,000-\$100,000. Funds will be needed to fund essential faculty overloads as needed.

Describe involvement of faculty -- present and projected -- in research, extension, and other activities and the relationship of these activities to teaching load. For proposed new faculty, describe qualifications and/or strengths needed.

On-going research in HNFP supports the research objective of the Department and College of improving human nutrition and well-being. Scientists contribute findings which will enhance health and well-being of Louisiana citizens. Research is focused on current issues including value-added product development, the effect of processing and storage on complex food systems and agricultural products; obesity intervention in children, health promotion disease prevention in limited resource residents, community-based participatory research in nutrition; and foodservice management, sustainability, entrepreneurship, and consumer behavior in the hospitality industry.

Proposed new faculty holding the doctoral degree are expected to support the research and outreach objectives of the Department and College through applied research and outreach activities targeted at supporting and growing the hospitality and food industry in Louisiana. The University encourages the faculty to engage in scholarly activities and to pursue external funding. Faculty are given release time for involvement in funded research activities.

5. Library and Other Special Resources

To initiate the program and maintain the program in the first five years what library holdings or resources will be necessary? How do journal, database, monograph, datasets, and other audiovisual materials compare to peer institutions' holdings with similar/related programs?

John B. Cade Library/Hospitality and Food Industry Leadership

Library and Information Resources

Consistent with its mission and core themes, the institution holds and provides access to library and information resources with a proper level of currency, depth, and breadth to support the institution's mission, core themes, programs, and services, offered and delivered.

Support for mission

As an essential pillar of education at Southern University, the library serves as an instructional unit, a learning space, and a virtual library. The library supports all its students, faculty, staff, and community members at the university's campus, as well as those online. The library has adopted to current demands by focusing its efforts on streamlining workflows, purchasing through consortia arrangements, purchasing online tools that improve the user's experience, helping faculty with information literacy instruction, and making economical decisions on collecting print and digital resources.

Selection Criteria for Library Resources

Materials for the John B. Cade Library are selected to meet the teaching and research needs as well as the educational and recreational needs of the Southern University community. Materials are selected in all formats through various means including approval plans, publisher's brochures, catalogs, sales representatives, and recommendations from faculty, students, and librarians. Standard bibliographical tools are used to select qualitative materials.

Librarians collect resources in appropriate and available formats by adapting strategies that provide for the anticipated needs of patrons. Availability of digital content varies due to disciplinary and developments in the publishing marketplace, and technological advances. Southern University librarians assess the Library's collections for quality and accessibility, and foster peer relationships within the library profession to better increase the library's collection building.

The library has limited resources to collect comprehensively in all subject areas and therefore supplement collections through interlibrary borrowing-lending programs and document delivery services. John B. Cade Library participates in consortia arrangements, and seeks collaborations with other libraries, publishers, commercial and open access enterprises, open source communities, and digital initiatives, to maximize access to resources.

The library collection supports general education with access to consortia holdings as well as its own local collection. As a member of [LOUIS Library Consortium](#), John B. Cade Library benefits from consortia pricing, a shared collection, and widely recognized as a model for cost-effective collaboration in higher education to ensure access to equitable resources, services, and technologies by maximizing purchasing power and shared expertise among librarians.

The chart below reflects Hospitality and Food Industry Leadership holdings and resources in various formats available.

Hospitality and Food Industry Leadership Library Collections (By Number)

Print Books	47
Print Journals	4
Hospitality Electronic Books	378
Food Industry Electronic Books	416
Hospitality Leadership Electronic Books	7
Hospitality Electronic Journals	69
Food Industry Electronic Journals	168
Business Leadership Electronic Journals	156

Access to Electronic Resources in the Library

The library continues to improve service by increasingly adding various components of

information technology for access and delivery of electronic content. In this process the library seeks to execute the latest emerging technologies and provides a variety of services in an evolving continuum. The library's website gives access to the following services: online catalog, electronic databases, departmental subject guides (LibGuides), document delivery services, chat services, archival documentation, reference sources, dissertation and theses, and more.

Databases

John B. Cade Library subscribes to over [100 databases](#) covering specialized and multiple disciplines. Off-campus access is restricted to the current Southern University community (students, faculty, and staff). EZ Proxy is the service used to provide off-campus access to databases. Southern University Students can access databases off-campus, by logging-on providing a username and password from the Library's Website.

Library Databases/Hospitality and Food Industry Leadership

<i>*Hospitality and Tourism Index</i>	<i>Credo General Reference</i>	<i>Human Resources Abstracts</i>
<i>*Business Source Complete</i>	<i>Dissertation Abstracts Online</i>	<i>JSTOR</i>
<i>EBSCO Discovery Service</i>	<i>eBook Academic Collection</i>	<i>Legal Source</i>
<i>Academic Search Complete</i>	<i>Family Studies Abstracts</i>	<i>SocIndex</i>
<i>Access world News Collection</i>	<i>Funk and Wagnalls New World Encyclopedias</i>	<i>Public Administration</i>
<i>Advocate Collection</i>	<i>GPO Access</i>	<i>Urban Studies Abstracts</i>
<i>AGRICOLA</i>	<i>GreenFile</i>	
<i>CQ Researcher</i>	<i>Health Source</i>	

*Business Source Complete Content Include:

- More than 2,000 active full-text journals and magazines
- More than 1,200 active full-text peer-reviewed journals
- More than 740 active full-text peer-reviewed journals with no embargo
- More than 820 active full-text journals indexed in Web of Science or Scopus

Document Delivery Services

Books and articles owned by the library will be shipped or delivered electronically to students enrolled in online classes. Requested materials not owned by the library can be ordered via Interlibrary Loan. Books received in print format are shipped via courier as soon as they are received. Articles received electronically are emailed to distanced students.

Document Delivery Options consist of the following library services:

- The library's existing collection
- Interlibrary Loan
- IngentaConnect
- Get it Now Service

Future Library Budget Needs

To ensure currency with the collection in this subject area, the Library requests an annual budget of \$2,500 to acquire necessary resources.

What additional resources will be needed?

Are there any open educational resources (OER), including open textbooks, available to use as required course materials for this program? If so, which courses could these materials support, and what is the anticipated savings to students?

Open Educational Resources (OER) and Hospitality and Food Industry Leadership

OER are teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that permits their free use and re-purposing

by others.

This is a sample of several OER **Hospitality and Food Industry Resources**

- [Introduction to Tourism and Hospitality in BC](#)

This textbook is an introduction to the tourism and hospitality industry in British Columbia and is written with a first-year college and university audience in mind.

- [Food and Beverage Management](#)

This introductory textbook provides a thorough guide to the management of food and beverage outlets, from their day-to-day running through to the wider concerns of the hospitality industry.

Principles of Food, Beverage, and Labor Cost Controls

- [Food and Beverage Cost Control](#)

This textbook helps students and professionals alike understand and apply practical techniques to effectively manage food and beverage costs. It examines the entire cycle of cost control, including purchasing, production, sales analysis, product costing, food cost formulas, and much more.

6. Facilities and Equipment

Describe *existing* facilities (classrooms, labs, offices, etc.) available for the program and their present utilization.

The HFIL program will be housed in Pinkie Thrift Hall. Current Culinary/Food Management courses have regular classroom space assigned. Facilities are available to schedule new major courses. A Food Production Management laboratory is available to the program. To improve the functionality of this laboratory approximately \$10,000.00 are needed for essential repairs.

Describe the need for new facilities (e.g., special buildings, labs, remodeling, construction, equipment), and estimate the cost, proposed sources of funding, and estimated availability for program delivery.

A "virtual laboratory" will be created by a contracted external company specializing in the development and maintenance of virtual laboratories for higher education. The virtual laboratory will allow distant-learner students to access the laboratory facilities available on-campus via computer technology. Students will be able to enter the virtual laboratory and view available laboratory equipment and methodologies at their convenience. Necessary equipment, not available in the on-campus facilities, will be included in the design of the virtual laboratory. Simulations of critical hospitality processes will be demonstrated to assist students in meeting core objectives related to (but not limited to):

- Facilities management
- Cost control
- Design merchandising and catering
- Hospitality operations

Faculty within the Department of Family and Consumer Sciences (Human Nutrition and Food Program) will collaborate with software developers and virtual/3D technology consultants as well as the Office of Information Technology during course content development, maintenance and evaluation; an independent assessor may be contracted to examine program/course outcomes. Estimated cost = \$25,000

7. Administration

In what administrative entity (department/school/college) will the proposed program be housed? How will the new program affect the present administrative structure of the institution?

The HFIL program will be housed in the College of Agricultural, Family and Consumer Sciences, Department of Family and Consumer Sciences. The administrative structure of the new program will not affect the present administrative structure of the institution. A Coordinator will be identified for the HFIL program.

Describe departmental strengths and/or weaknesses and how the proposed program will affect them.

Strengths/Weaknesses	Impact of Proposed Program
Strengths	
Faculty investment in student success	Commitment to prepare students to become leaders and managers in the hospitality industry.
Program offered at an HBCU	Southern University will be in the forefront of addressing the need for additional online degree programs (research has indicated that there is a slight decline in college enrollment-the online program may serve as an alternative for those not desiring or are unable to engage in face-to-face, traditional classroom instruction)
Provision of experiential learning opportunities - Practicum and Certifications	Availability of experiential opportunities. Practicum opportunities are incorporated into the program. Three certifications will be available to students enrolled in the program: SERVSAFE HACCP Certification Certified Hospitality Supervisor
International Experience Electives	The HFIL major will include an international experience component (6 credit hours) for students to gain cross-national insight into the political, social, cultural and economic factors that influence the hospitality industry in international environments.
Weaknesses	
Inadequate faculty	Two (2) new faculty positions will be created at the Assistant/Associate Professor level.
Small student enrollment	Enrollment will increase as a result of intensified recruitment and marketing strategies. The major student pipelines for the proposed program: Two-year Colleges Culinary Schools/Institutes ProStart High School Programs Traditional High Schools Nontraditional adults Second degree prospects Intra-university change of major
Limited resources	Startup funds will be needed to initiate the program in the first four years. After this period, it is projected that the program will be self-sustaining. These startup funds will be gradually replaced by the additional tuition/credit hour revenues generated by the new major, which are expected to cover all program costs by the fourth year of operation.

	(please see budget spreadsheet).
Immediate improvements are needed to improve the functionality of the Laboratory 161-163 which is needed to support the food service systems management/culinary courses in the HFIL program.	Funding to support the needed improvement will be submitted to the CAFCS and University leadership.
Limited initial industry support.	Industry support, including the industry stakeholders will help launch the HFIL program through support for practicum, field projects and internships.

8. Accreditation

Describe plan for achieving *program* accreditation, including: name of accrediting agency, basic requirements for accreditation, how the criteria will be achieved, and projected accreditation date.

Accreditation is not required for this program, but there is a governing body for accreditation in this discipline -- Accreditation Commission for Programs in Hospitality Administration (ACPHA). According to guidelines on ACPHA's website, a program must be in continuous operation for at least four years and have had at least three years of graduating classes by the time of review. At the appropriate time, ACPHA accreditation will be sought.

If a graduate program, describe the use of consultants in developing the proposal, and include a copy of the consultant's report as an appendix.

N/A

9. Related Fields

Indicate subject matter fields at the institution which are related to, or will support, the proposed program; describe the relationship.

Courses in the Human Nutrition and Food Program will support the HFIL program:

- Essentials of Nutrition and Wellness
- Fundamentals of Food
- Customer Relations Management
- Event Management
- Food Design, Merchandising and Catering

Students completing a double major or switching majors may enroll in business courses in the College of Business.

10. Cost & Revenue

Summarize additional costs to offer the program, e.g., additional funds for research needed to support the program; additional faculty, administrative support, and/or travel; student support. How will the program affect the allocation of departmental funds?

Startup funds will be needed to initiate the program in the first four years. After this period it is projected that the program will be self-sustaining. These startup funds will be gradually replaced by the additional tuition/credit hour revenues generated by the new major, which are expected to cover all program costs by the fourth year of operation. (please see budget spreadsheet)

In addition to meeting the workforce development needs of Louisiana's tourism industry, the proposed degree program will increase performance for the Southern University System under

the Board of Regent's Funding Formula. This accelerated 2+2 degree program is designed for Louisiana Community College and Technical School graduates who hold a Louisiana Transfer Associate's Degree with a Business Administration Concentration. Those students will transfer into the 100% online degree program offered through Southern University Online by the College of Agricultural and Family & Consumer Sciences. As specifically designed, it presents an opportunity to recognize the autonomous programming of each institution while leveraging the power of the System to maximize funding opportunities. Under the formula, the Southern University System's performance increases as follows:

1. **Time to Degree (TTD):** Students who finish in a shorter time frame will receive a higher weight.
 - a. This is an opportunity for Southern to proactively decrease the number of transfer students who remain at the senior level from 4.5 years and above.
 - b. Transfer students who finish in a shorter timeframe than the 4.5 years and higher, will receive a higher weight.
 - c. In this accelerated program, students receive up to 60 hours of transfer credit and complete the remaining required 60 credit hours of upper level work in 2 years.

2. **Pell, Adult and Equity Gap Completers:** Historically, the Southern University System has consistently had a large number of students in these categories.
 - a. As students in these categories transfer in from across the community colleges across the state, and complete the two year program, points are added under the formula.
 - b. Both SUSLA and SUBR benefit individually under the formula from a large number of students in this category

3. **Transfers From 2 to 4 –Year Programs:** The increase in transfer students from two-year to four-year institutions, results in additional points.
 - a. The majority of SUBR's transfer students come from SUSLA and BRCC.
 - b. The majority of SUSLA's students transfer to SUBR.
 - c. SUSLA earns more points for degree completers.
 - d. SUBR and SUNO can earn more points from students who transfer from SUSLA.

*On the separate budget form, estimate new costs and revenues for the projected program for the first four years, indicating need for additional appropriations or investment by the institution.

Outside of revenue from tuition & fees, explain and justify any additional anticipated sources of funds, e.g., grants (in hand, promised, or in competition), institutional funds, etc.

No additional funds are anticipated at this time.

CERTIFICATIONS:

Primary Administrator for Proposed Program

Date

Provost/Chief Academic Officer

Date

Management Board/System Office

Date

**Hospitality and Food Industry Leadership (HFIL)
Plan of Study**

FRESHMAN YEAR							
FALL SEMESTER				SPRING SEMESTER			
Freshman Composition I	T	3		Freshman Composition II	T	3	
Foreign Language Elective	T	3		Enjoyment of Music or Understanding the Arts	T	3	
General Biology	T	3		General Biology	T	3	
Pre-Calculus: College Algebra I	T	3		Calculus for Bus & Social Sciences	T	3	
Social Science Elective	T	3		Humanities Elective	T	3	
TOTAL SEMESTER HOURS 15				TOTAL SEMESTER HOURS 15			
SOPHOMORE YEAR							
FALL SEMESTER				SPRING SEMESTER			
Intro. to African American Literature	T	3		Techniques of Speech	T	3	
Physical Science	T	4		Elementary Statistics	T	3	
Principles of Economics	T	3		Principles of Economics	T	3	
Financial Accounting Principles	T	3		Managerial Accounting Principles	T	3	
General Psychology	T	3		Principles of Management	T	3	
Business Computer Applications	T	3		Business Communications	T	3	
TOTAL SEMESTER HOURS 19				TOTAL SEMESTER HOURS 18			
JUNIOR YEAR							
FALL SEMESTER				SPRING SEMESTER			
Intro to Hospitality & Food Industry Leadership	HFIL	3		HFIL Financial Management	HFIL	3	
Fundamentals of Food	FCSC	3		HFIL Cost Control	HFIL	3	
HFIL Marketing	HFIL	3		HFIL Restaurant Management	HFIL	3	
HFIL Facilities Management	HFIL	3		HFIL Lodging Operations	HFIL	3	
HFIL Human Resource Management	HFIL	3		HFIL Practicum I	HFIL	0	
Sanitation and Safety	FCSC	1		Orientation to FCSC	FCSC	1	
TOTAL SEMESTER HOURS 16				TOTAL SEMESTER HOURS 13			
SENIOR YEAR							
FALL SEMESTER				SPRING SEMESTER			
Contemporary Legal and Ethical Issues	HFIL	3		HFIL Senior Capstone	HFIL	3	
Event Management	FCSC	3		Current Topics in HFIL	HFIL	1	
Essentials of Nutrition Wellness	FCSC	3		FCSC Perspectives	FCSC	2	
HFIL Practicum II	HFIL	0		Service Learning	SVLR	0	
International Experience Elective		6		HFIL Elective	HFIL	3	

TOTAL SEMESTER HOURS 15	TOTAL SEMESTER HOURS 9
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Student is required to earn a "C" grade or better in division (FCSC and HFIL) courses and all Science Courses. **Total Credit Hours = 120**

**Hospitality and Food Industry Leadership (HFIL)
Accelerated Online Degree Plan**

Year 3				
Fall		Spring		Total Hours
Session I	Session II	Session I	Session II	
6	6	6	6	24
SU 1		SU 2		
4		4		8
Year 4				
Fall		Spring		Total Hours
Session I	Session II	Session I	Session II	
6	6	3	3	18
SU 1		SU 2		
3				3
			Total Hours	53

SUMMARY OF ESTIMATED ADDITIONAL COSTS/INCOME FOR INTENDED PROGRAM

Institution: Southern University and A&M College

Date: 4/23/2021

Degree Program, Unit: Hospitality and Food Industry Leadership

FTE = Full Time Equivalent (use the institution's standard definition and provide that definition).

EXPENDITURES								
INDICATE ACADEMIC YEAR:	FIRST		SECOND		THIRD		FOURTH	
	AMOUNT	FTE	Amount	FTE	AMOUNT	FTE	AMOUNT	FTE
Faculty	\$50,000.00	1.5	\$90,000.00	2.5	\$139,000.00	2.5	\$139,000.00	2.5
Graduate Assistants	0.00		0.00		0.00		0.00	
Support Personnel	20,000.00	.5	20,000.00	.5	50,000.00	1	50,000.00	1
Fellowships and Scholarships	0.00		0.00		0.00		0.00	
SUB-TOTAL	\$70,000.00	2	\$110,000.00		\$189,000.00	3.5	\$189,000.00	3.5
	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
Facilities	\$ 0.00		\$ 0.00		\$ 0.00		\$ 0.00	
Equipment	63,000.00		5,000.00		5,000.00		5,000.00	
Travel	5,000.00		5,000.00		5,000.00		5,000.00	
Supplies	7,500.00		2,500.00		2,500.00		2,500.00	
SUB-TOTAL	\$75,500.00		\$12,500.00		\$12,500.00		\$12,500.00	
TOTAL EXPENSES	\$145,500.00		\$122,500.00		\$201,500.00		\$201,500.00	
REVENUES								
Revenue Anticipated From:	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
*State Appropriations	\$		\$		\$		\$	
*Federal Grants/Contracts	0		0		0		0	
*State Grants/Contracts	0		0		0		0	
*Private Grants/Contracts	0		0		0		0	
Expected Enrollment	20		30		45		67	
Tuition	284,400.00		426,600.00		639,900.00		952,740.00	
Fees	12,600.00		14,400.00		17,100.00		21,060.00	
*Other (specify)								
TOTAL REVENUES	\$297,000.00		\$441,000.00		\$666,000.00		\$973,800.00	

* Describe/explain expected sources of funds in proposal text.



SOUTHERN UNIVERSITY AT NEW ORLEANS

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www.suno.edu

Office of the Chancellor

June 3, 2021

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

Dear Dr. Belton:

On behalf of the faculty of the College of Education & Human Development, I would like to recommend approval of a Memorandum of Understanding (MOU) between Southern University at New Orleans and Bayou Community Academy. The purpose of this MOU is to implement a Residency Teacher Education Program in their school district. Development of MOUs with K-12 school districts is a requirement in meeting Council for the Accreditation of Educator Preparation standards (*Standard 2: Clinical Partnership and Practice*).

I seek your approval and submittal to the Southern University Board of Supervisors for consideration at the June 18, 2021 meeting.

With kind regards,

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

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

APPROVAL: _____

Ray L. Belton, Ph.D.
President-Chancellor
Southern University System



MOU
Between
Southern University at New Orleans
College of Education & Human Development
and
Bayou Community Academy

For a Residency Program

This Agreement is entered into on March 15, 2021 between Bayou Community Academy (hereinafter "District") and Southern University at New Orleans (hereinafter "SUNO CoEHD") for the joint exercise of their powers.

RECITALS:

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree as follows:

1. Purpose.

The purpose of this Agreement is to allow SUNO CoEHD and District to implement a Residency Teacher Education Program in the District.

2. Definitions.

- 2.1. Full Year Residency Program is defined as collaboration between PreK-12 schools, colleges or departments of education, and school districts.
- 2.2. Full Year Residency Student Teacher District - a school district contracting with SUNO CoEHD to implement a Full Year Residency Program.
- 2.3. Cooperating Teacher - a certified teacher that models good teaching and wise counseling; primarily responsible for supervising the work and activities of the student teachers.
- 2.4. Resident (Student Teacher/Intern) - a SUNO CoEHD student in his/her final year of the teacher education program.
- 2.5. Course Instructor - either a SUNO CoEHD faculty member or a faculty associate hired by SUNO to provide instruction in the Full Year Residency Program.
- 2.6. University Supervisor - a SUNO CoEHD faculty member working with the District to administer and evaluate Student Teachers, and assist sites in the professional development of in-service staff.
- 2.7. Teacher Education Program - a professional preparation program for certification according to the standards of the State Board of Education.
- 2.8. Professional Development (in-service) - activities designed to improve Cooperating Teachers' effectiveness and increase their students' learning and achievement. District/school activities designed for in-service educators and/or SUNO CoEHD faculty/course instructors to learn about district/school curriculum



or initiatives.

2.9. Governance Meetings – a committee of district-level leadership (Superintendent or designee, Site Principals) and University Supervisors that governs the aspects of the program while continually assessing the effectiveness of the program by: reviewing student teacher data, Cooperating teacher feedback, and providing support. During governance meetings calendars for implementing professional development should be coordinated.

2.10. Professional Improvement Plan - a detailed improvement and accountability plan of action developed to assist a student teacher falling far below the college's academic and/or professional standards.

3. School District Obligations.

Pursuant to the terms of this agreement, in regard to the district-based teacher education program, the District shall:

3.1. Provide high quality Cooperating/Mentor Teachers sufficient in numbers up to 30 Residents.

3.2. Share and analyze student achievement/benchmark data with SUNO CoEHD for the purpose of improving student learning and for program improvement as long as it does not violate the Personal Identifiable Information requirement for the District.

3.3. Actively supervise, mentor and evaluate Residents using SUNO CoEHD processes and performance assessment tools.

3.4. Actively participate in program evaluation to support PreK-12th grade student achievement and in-service and pre-service teacher education program effectiveness.

(a). Support SUNO CoEHD in distribution of program/graduate effectiveness surveys to District personnel.

(b). Support Residents in distribution of PreK-12 student surveys for the purposes of professional learning. Information identifying individual students will be shared with the College of Education.¹

3.5. Provide opportunities for the Resident and SUNO CoEHD faculty to attend district-level and school-level professional development.

3.6. SUNO CoEHD and its Residents are expected to comply with the local school district network standards and policies. SUNO CoEHD will follow the school district technology standards for antivirus, operating system setup, and software installation protocols and rules.

3.7. SUNO CoEHD agrees to be subject to the school district Internet filtering system and use policy to the extent it uses the school district computers.



4. SUNO CoEHD Obligations.

Pursuant to this Agreement, SUNO shall:

- 4.1. Support programming that helps Residency Program graduates meet state and federal guidelines for quality teacher preparation.
- 4.2. To the extent not in conflict with SUNO CoEHD policies and procedures, comply with District policies and procedures that are made known to SUNO CoEHD and ensure that all Course Instructors, University Supervisors, and Student Teachers are aware of these policies.
- 4.3. Provide upfront and ongoing training to cooperating teachers.
- 4.4. Pay \$200 stipend to cooperating teachers per semester.

5. Mutual Obligations.

Pursuant to this Agreement, the parties shall each in good faith:

- 5.1. Collaboratively recruit prospective future-teachers to the teacher preparation program.
- 5.2. Given the increasing number of university students using personal laptop computers with wireless capability, the SUNO CoEHD and the district will collaborate to find ways to provide wireless access in a manner that is mutually acceptable to SUNO and the District.
- 5.3. Encourage District staff and SUNO CoEHD staff to jointly conduct and disseminate research.
- 5.4. Actively participate in shared governance for the collaboration by attending Governance Meetings twice per semester.
- 5.5. Direct employees under the parties control to perform the obligations under this Agreement.

6. Hold Harmless.

- 6.1. SUNO CoEHD, shall indemnify, defend and hold harmless Bayou Community Academy from any claims, demands, and expenses of any kind, including attorney's fees, which result from or arise out of any act or omission of its students or faculty members relating to the terms and conditions of this Agreement.
- 6.2. Bayou Community Academy, shall indemnify, defend and hold harmless SUNO CoEHD from any claims, demands, and expenses of any kind, including attorney's fees, which result from or arise out of any act or omission of its students or faculty members relating to the terms and conditions of this Agreement.

7. Term.

This Agreement will be effective from the last date of signing through 5 years from effective date.




SOUTHERN UNIVERSITY at NEW ORLEANS

8. Termination.

Except as otherwise provided, this Agreement may only be terminated by written notification of either party at least six months prior to the termination date. The parties agree to use their best efforts to allow sufficient opportunity for students enrolled in the teacher education program to graduate prior to the effective date of termination. Upon termination, unless otherwise expressly provided, any property purchased in furtherance of this Agreement shall remain the property of the party that purchased such property.

This Agreement will be effective from the last date of signing through **5 years** from effective date.



Melanice Beanel
CEO/Director
Bayou Community Academy

3/15/21

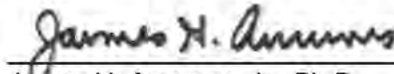
Date



Willie Jones, III
Dean, College of Education & Human Development
Southern University at New Orleans

3-15-21

Date



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

6-3-21

Date

Dr. Ray L. Belton
President-Chancellor
Southern University System

Date

ATHELETICS

ATHLETICS COMMITTEE
(Following Academic Affairs Committee) Friday,
June 18, 2021

Southern University at New Orleans
 Millie Charles School of Social Work Auditorium
 6803 Leon C. Simon Dr.
 New Orleans, LA 70128

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s):
 - A. Request Approval of Contract Extension for Athletic Director (SUBR)
 - B. Request Approval of Contract for SU Baseball Coach (SUBR)
 - C. Request Approval of Salary Adjustments for the following Athletic Personnel

Name	Position/Campus	Salary	Funding Source
1. Trayvean Scott	Deputy Athletic Director Additional Duties (SUBR)	\$128,450.00	State
2. Rodney Kirschner	Senior Associate Athletic Director/ SID Director of Media Relations Additional Duties (SUBR)	\$83,585.00	State

D. Request Approval for Salary Adjustments in Accordance with NCAA Gender Equity Requirements

Name	Position/Campus	Salary	Funding Source
1. Ajeanne Dillon	Director of Student Athletic Academic Services Gender Equity Adjustment (SUBR)	\$65,165.00	State
2. Aretha Hunt	Assistant Athletic Director for Ticket Sales Gender Equity Adjustment (SUBR)	\$69,697.00	State
3. Karmen King	Associate Athletic Director for Student Services Gender Equity Adjustment (SUBR)	\$69,697.00	State

4.	Ajohnee Rodney	Athletics Chief of Staff Gender Equity Adjustment (SUBR)	\$70,697.00	State
5.	Lashonda Stirgus	Athletics Chief Financial Officer/SWA Gender Equity Adjustment (SUBR)	\$86,250.00	State

6. Other Business

7. Adjournment

MEMBERS

Mr. John Barthelemy – Chairman, Dr. Rani Whitfield – Vice-Chair, Mr. Myron Lawson,
Mrs. Ann Smith, Atty. Jody Amedee, Atty. Ed Shorty
Atty. Domoine D. Rutledge-- Ex Officio



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

DEPARTMENT OF ATHLETICS

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To Whom This May Concern:

Please accept this memorandum as a request and formal justification to amend the salary of Christopher Crenshaw. Please be advised that this individual is receiving a salary increase due to sustained eligibility within the Baseball program, leading the team to postseason play with making an appearance at the SWAC tournament leaving victorious as SWAC Champion. We are requesting to remove the Interim title with making Crenshaw's position permanent with a 3-year contract.

- **Head Baseball Coach: Christopher Crenshaw \$100,000**

If you have any questions germane to this request, please contact me as soon as possible. Thanks so much.

Best,

Roman P. Banks
Director of Athletics
Southern University and A&M College
Baton Rouge Campus

Dr. Ray L. Belton
President Chancellor
Southern University A&M College
Baton Rouge Campus

DEFENDERS OF THE "OLD AND BLUE"

**SECOND AMENDMENT TO THE
EMPLOYMENT CONTRACT OF ATHLETICS DIRECTOR
ROMAN P. BANKS**

This amendment is made and entered into on the ___ day of June 2021 between the Board of Supervisors of Southern University and A&M College (“Board”) and Roman P. Banks (“Athletics Director”). This Amendment, along with the previous amendments and the original employment contract constitutes the Employment Contract of the Athletics Director at Southern University in Baton Rouge, Louisiana (“University”) (collectively referred herein as “Parties”). This Second Amendment shall be effective as of the date referenced above through the end of the contract term. The Parties wish to amend their agreement in the following respects. All other provisions not specifically addressed herein remain in effect.

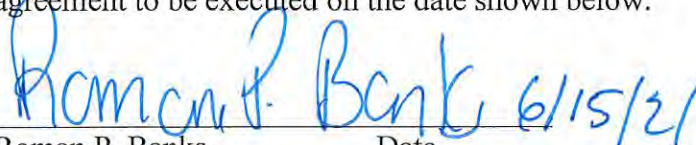
II. Term

- a. The term of this agreement is for one (1) year commencing June 1, 2024 and terminating on May 30, 2025.

III. Compensation and Employee Benefits

- a. Athletics Director shall receive the following compensation for services and satisfactory performance of this agreement. University shall pay Athletics Director a base annual salary, on a monthly basis the following amounts, of two hundred seventy-five thousand dollars (\$275,000.00). The salary shall be effective commencing July 1, 2021 through the term of the contract.

IN WITNESS WHEREOF, the parties hereto have executed this agreement, or caused this agreement to be executed on the date shown below.



Roman P. Banks Date
Director of Athletics



Dr. Ray L. Belton Date
President-Chancellor

Domoine D. Rutledge Date
Chairman, Board of Supervisors

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	6	5	2-01
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

TYPE OF APPOINTMENT:

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

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

Profile of Person Recommended

Length of Employment July 1, 2020 To June 30, 2021
Effective Date of Employment July 1, 2021

Name Roman Banks SS# U01624034 Sex M Race* B
(Last 4 digits only)

Position Title: Athletic Director Athletics

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 10+ Southern University Experience 10+

Degree(s):	Type/Discipline (BA-Science):	Institution/Location	Year:
	<u>B.S of Marketing</u>	<u>Northwestern State University, Natchitoches, LA</u>	<u>1993</u>
	<u>Captain Shreve High School</u>	<u>Shreveport, LA</u>	<u>1987</u>

Current Employer Southern University

Personnel Action

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

Annual Salary \$275,000 Salary Budgeted \$275,000 Hourly Rate, if applicable: _____

Pay Cycle: Biweekly Monthly Faculty

Source of Funds: State Identify Budget: _____ Location: _____

Change of:

	<u>From</u>	<u>To</u>
Position:	<u>Athletic Director</u>	<u>Athletic Director</u>
Status:	_____	_____
Salary Adjustment:	<u>\$242,000</u>	<u>\$275,000</u>

List total funds currently paid this employee by Southern University:

Source of Funds (Current)	Amount
218900-21801-61002-29000	\$275,000

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

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

Supervisor Ray S. Belta Date _____
Vice Chancellor _____ Date 6/15/21 Chancellor _____ Date _____

Director/Personnel

Date

President

Date

J. Sanders McCall

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 X Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Roman Banks will be receiving a salary increase effective July 1, 2021. This will now make his salary \$275,000.

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM M-S

EMPLOYEE DIRECT SUPERVISOR: Ray Belton

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-4680

NUMBER OF EMPLOYEES SUPERVISED, (if any) None

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)	HI	
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
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AND AGRICULTURAL & MECHANICAL COLLEGE

DEPARTMENT OF ATHLETICS

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GOJAGSPORTS.COM | [#SOUTHERNUJAGUARS](#) | [#SOUTHERNSPORTS](#)

To Whom This May Concern:

Please accept this memorandum as a request and formal justification to amend the salary of Christopher Crenshaw. Please be advised that this individual is receiving a salary increase due to sustained eligibility within the Baseball program, leading the team to postseason play with making an appearance at the SWAC tournament leaving victorious as SWAC Champion. We are requesting to remove the Interim title with making Crenshaw's position permanent with a 3-year contract.

- **Head Baseball Coach: Christopher Crenshaw \$100,000**

If you have any questions germane to this request, please contact me as soon as possible.
Thanks so much.

Best,

Roman P. Banks
Director of Athletics
Southern University and A&M College
Baton Rouge Campus

Dr. Ray L. Belton
President Chancellor
Southern University A&M College
Baton Rouge Campus

THE COLORS OF THE SOUTH AND BLUE



To: Corinne M. Blache
General Counsel

From: Roman Banks Director of Athletics

RE: Head Baseball Coach New Agreement/Amendment

Date: June 7, 2021

Term

Three (3) years with a one-year (1) option.

Salary

First (1st) year \$100,000; second (2nd) year \$100,000; third (3rd) year \$100,000; and fourth (4th) year if option is exercised \$100,000

Incentives (Stay the Same Adding 1 Additional Incentive)

I. SWAC Divisional Championship

1) Head Baseball Coach	One Month's Salary
2) Full-Time Assistant Coaches	\$1,000.00
3) Part-Time Coaches	\$500.00

v. Private Fundraising

- Head Coach will have the opportunity to secure private donations for baseball program.
- Head Baseball Coach, upon AD, President-Chancellor, and Director of the Foundation approval, may withdraw up to forty-five thousand dollars (\$45,000.00) per year of the private donations for the baseball program. However, Head Baseball Coach can only use twenty-five thousand dollars (\$25,000.00) toward Head Baseball Coach's Salary and ten thousand dollars (\$10,000.00) toward Assistant Baseball Coach's Salary.

***All Other Terms Remain the Same**

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	6	9	1
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CAMPUS: SUS _____ SUBR X SULAC _____ SUAREC _____ SUNO _____ 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 (<u>100</u> % 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 _____ Reason Left _____
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment January 1, 2021 To June 30, 2021
 Effective Date of Employment July 1, 2021

Name Christopher Crenshaw SS# S01524247 Sex M Race* B
 (Last 4 digits only)

Position Title: Interim Head Baseball Coach Department: Athletics

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

--	--	--

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

Years Experience 10 Southern University Experience 2 years
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
B.S. / Physical Education Bethel University 2013

Current Employer Southern University

Personnel Action

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

Annual Salary \$100,000 Salary Budgeted \$100,000.00 Hourly Rate, if applicable: _____

Pay Cycle: _____ Biweekly X Monthly _____ Faculty

Source of Funds: State Identify Budget: 218900-21803-61002-29000 Location: _____

Change of:

Position: Interim Baseball Coach From Head Baseball Coach To
 Status: _____
 Salary Adjustment: \$65,000.00 \$100,000.00

Financial Aid signature (if, applicable):

Source of Funds (Current)	Amount
218900-21803-61002-29000	\$100,000.00

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

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

Roman Banks 6/8/21 Supervisor Date
Roman Banks 6/8/21 Dean/Unit Head Date
[Signature] 6/14/21 Vice Chancellor Date
[Signature] 6/13/21 Director/Personnel Date
[Signature] Vice President/Finance 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:

Christopher Crenshaw will now be the Head Baseball Coach effective July 1, 2021.

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM M-S

EMPLOYEE DIRECT SUPERVISOR: Roman Banks

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-5908

NUMBER OF EMPLOYEES SUPERVISED, (if any) None

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):

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

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- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form-Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
- 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

**EMPLOYMENT CONTRACT OF BASEBALL'S HEAD COACH
CHRISTOPHER G. CRENSHAW**

This agreement is made and entered into on the ___ day of June, 2021 between Southern University at Baton Rouge ("SUBR"), through its management board, the Southern University Board of Supervisors ("Board") and Christopher G. Crenshaw ("Head Baseball Coach"). This agreement constitutes the employment contract and appointment of the Head Baseball Coach at Southern University in Baton Rouge, Louisiana. This agreement shall be effective on July 1, 2021 and shall remain in effect through June 30, 2024.

I. Employment

- a. Board does hereby employ Head Baseball Coach as the head baseball coach, and Head Baseball Coach does hereby accept employment and agrees to perform all of the services pertaining to Baseball program that are required of Head Baseball Coach as well as other services as may be contemplated hereunder. All appointments are subject to applicable policies and regulations of the Board, and all employees are required to adhere to Board and/or administrative policies as they relate to them.
- b. Head Baseball Coach shall be responsible to, and shall report, directly to SUBR's Athletic Director.
- c. Head Baseball Coach shall supervise and manage the Baseball team and shall perform such other duties in SUBR's athletics department as the Athletic Director and/or President-Chancellor may assign, provided such other services are consistent with the services and duties of a NCAA Division I Head Baseball Coach.
- d. Head Baseball Coach agrees to represent Southern University System positively in public and private forums and shall perform his duties and personally handle himself in a manner consistent with good sportsmanship and in accordance with high moral, ethical and academic standards of the Southern University System and its athletic programs.

II. Term

- a. The term of this agreement is for three (3) years commencing on July 1, 2021, and terminating on June 30, 2024. The Board shall have the option to extend this agreement for one (1) additional year.
- b. All options to extend and/or renewals of this agreement must be approved by the Board and Head Baseball Coach. Such extension and renewals shall be in writing and signed by both parties.

III. Compensation and Employment Benefits

- a. For services and satisfactory performance of all terms of this agreement, SUBR shall pay Head Baseball Coach an annual base salary of one-hundred thousand dollars (\$100,000.00). The salary shall be paid in equal amounts monthly or such other regular pay periods used for administrative employees.
- b. SUBR will provide Head Baseball Coach the opportunity to participate in the benefit plans for health insurance, dental insurance, retirement, disability, and life insurance, subject to eligibility requirements, normally provided by SUBR to its regular non-academic unclassified full-time employees.

IV. Outside Income - Subject to Compliance with Board Rules

- a. Head Baseball Coach shall be authorized to earn other revenue while employed by SUBR but such activities are independent of his SUBR employment and SUBR shall have no responsibility for any claims arising therefrom. All outside income will be subject to approval in accordance with the Board's policies.
- b. Head Baseball Coach shall report annually in writing to the Athletic Director and President-Chancellor all income received from athletically related sources outside of SUBR including but not limited to income from sports camps, housing benefits, television and radio programs, endorsement or consultation contracts with athletic shoe, apparel or equipment manufacturers or sellers, and SUBR shall have reasonable access to records of Head Baseball Coach to verify this report.

V. Performance Incentives

- a. As an incentive for exemplary performance and additional work that is required for season and post-season games and events and as an incentive for Head Baseball Coach to achieve the goals described below, SUBR agrees to pay the following performance incentives:

i.	<u>SWAC Divisional Championship</u>	
	Head Coach	One-Month's Salary
	Full Time Assistant Coach	\$1,000.00
	Part Time Assistant Coach	\$ 500.00
ii.	<u>Championship – Regular Season or Tournament</u>	
	Head Coach	One-Month's Salary
	Full Time Assistant Coach	\$1,000.00
	Part Time Assistant Coach	\$ 500.00
iii.	<u>Participation in NCAA or Other Post Season Competition</u>	
	Head Coach	One-Month's Salary
	Full Time Assistant Coach	\$1,000.00

- | | | |
|-----|--|--------------------|
| | Part Time Assistant Coach | \$ 500.00 |
| iv. | <u>SWAC Coach of the Year</u> | |
| | Head Coach | One-Month's Salary |
| | Full Time Assistant Coach | \$1,000.00 |
| | Part Time Assistant Coach | \$ 500.00 |
| v. | <u>Advancing to Each Subsequent Round of the NCAA Tournament</u> | |
| | Head Coach | \$5,000.00 |
| | Full Time Assistant Coach | \$1,000.00 |
| | Part Time Assistant Coach | \$ 500.00 |
| vi. | <u>Fundraising Incentives</u> | |
| | Head Baseball Coach shall have the opportunity to secure private donations for the baseball program. The Southern University System Foundation ("Foundation") in an account dedicated for the baseball program shall manage such donations. To the extent adequate funds are available, and subject to the approval of the Athletic Director, President-Chancellor and Director of the Foundation, Head Coach may withdraw not more than forty-five thousand (\$45,000.00) per year of such private donations dedicated to the baseball program to supplement his salary and those of his assistant coaches. Head Baseball Coach can only use twenty-five thousand dollars (\$25,000.00) toward his salary and ten thousand dollars (\$10,000) toward Assistant Baseball Coaches' salaries. If such a withdrawal is requested, it shall be made after the last contest of the baseball season. | |
| b. | In order for Head Baseball Coach to receive the above-mentioned performance incentives, Baseball Team shall meet all NCAA APR standards and Baseball Team shall be eligible for post-season play. | |
| c. | Within forty-five (45) days of the last contest, Head Baseball Coach shall be provided an annual report of all performance incentives attained and private donations collected by the Foundation designated for baseball. All incentive payments earned and salary supplements shall be paid not later than sixty (60) days following the last contest of the season, including post-season play. | |

VI. Compliance with NCAA, Conference and University Rules

- a. Head Baseball Coach shall be responsible for being knowledgeable of and in compliance with all rules and regulations of the NCAA, SWAC and SUBR. If Head Baseball Coach or the Baseball Program is found to be in violation of NCAA regulations, Head Baseball Coach shall be subject to disciplinary action or termination for cause as defined below. Head Baseball Coach may be suspended

for a period of time, without pay, if Head Baseball Coach is found to be personally guilty of deliberate and serious violations of NCAA, SWAC or SUBR regulations.

- b. Head Baseball Coach shall abide by state and federal laws, the State of Louisiana Code of Government Ethics, and the policies and regulations of Southern University System.

VII. Coaching Staff

Head Baseball Coach shall have the authority to recommend an offer of employment to two (2) Assistant Coaches subject to approval by the Athletic Director and President-Chancellor. The employment for the Assistant Coaches will terminate annually and will be renewed only on the recommendation of the Head Baseball Coach and the approval of the Athletic Director and President-Chancellor.

VIII. Termination

- a. **With Cause-** The Board shall have the right to terminate this agreement for cause prior to its expiration, and such right shall exist notwithstanding any rights available under Section VI hereof, and in addition to the examples listed in SUBR Personnel Handbook, the termination for cause shall include but not be limited to any one or more of the following:
 - i. Negligent or inattention by Head Baseball Coach of the standards, duties, or responsibilities expected by Southern University System employees, after written notice thereof has been given to Head Baseball Coach by Athletic Director and Head Baseball Coach has continued such neglect or inattention during a subsequent period for not less than thirty (30) days;
 - ii. Material, intentional, or reckless breach or violation by Head Baseball Coach of the agreement, including without limitation governing athletic rules and Southern University System rules;
 - iii. Conviction of Head Baseball Coach of any criminal violation (does not include minor traffic offenses or non-criminal offenses);
 - iv. Fraud or dishonesty of Head Baseball Coach in the performance of his duties or responsibilities hereunder;
 - v. Actively engaging in any conduct or committing any act that brings SUBR, Southern University System and Head Baseball Coach into public disrepute, contempt, embarrassment, scandal or ridicule and that negatively impacts the reputation or the high moral or ethical standards of the Southern University System;

- vi. Conduct of Head Baseball Coach constituting a major violation or a pattern of conduct that may constitute or lead to a major violation, of any NCAA or other governing athletic association rule or Southern University System interpretation thereof, that may, in the reasonable and good faith judgment of the Southern University System negatively and significantly impact and reflect adversely upon the Southern University System or its athletic programs;
- vii. Any NCAA or SWAC rules violation by the Baseball program that results or could result in the University being placed on probation by the NCAA or the SWAC;
- viii. Conduct by members of Head Baseball Coach's coaching or Baseball staff or others under his supervision or subject to his control or authority that may constitute a major violation or a pattern of conduct that may constitute or lead to a major violation of any NCAA or other governing athletic rule or Southern University System interpretation thereof of which Head Baseball Coach had knowledge and failed to act reasonably to prevent, limit or mitigate, which may, in the reasonable and good faith judgment of the Southern University System negatively and significantly impact and reflect adversely upon SUBR or its athletic program;
- ix. Conduct that the Athletic Director, President-Chancellor and/or Board agree is not the best interest of SUBR and Southern University System and such conduct would be detrimental to the SUBR and Southern University System; or
- x. Failure of the Baseball program to meet the academic benchmarks established by the NCAA (including Academic Progress Rate (APR) benchmarks) which results in penalties or sanctions being imposed by the NCAA or other athletic governing authority.

In the event this Agreement is terminated for cause in accordance with the provisions of Section VIII hereof, then effective as of the termination date, Head Baseball Coach shall not be entitled to receive any further payments of base salary, and any other compensation or benefits otherwise payable under Section III hereof, except Head Baseball Coach will be entitled to continue such life or health insurance benefits at Head Baseball Coach's expense as required by law; and subject to any deductions. Head Baseball Coach will be paid any earned outstanding payments owed by SUBR as of the effective termination date pursuant to the terms of the Agreement. Head Baseball Coach will be given notice of the cause and an opportunity for a hearing before the Board's Athletic Committee. The Athletic Committee will make a recommendation to Board on whether to terminate the Head Baseball Coach for cause for their final approval.

- b. **Without Cause-** In the event this agreement is terminated without cause, Head Baseball Coach and SUBR will be required to provide thirty (30) days written notice to the other party. However, Head Baseball Coach may not terminate this agreement thirty (30) days prior to the first scheduled Baseball game of the Baseball season through the date of the last game of the Baseball season. In the event the agreement is terminated without cause, Head Baseball Coach will be paid any earned outstanding payments owed by SUBR as of the effective termination date pursuant to the terms of the agreement. The parties agree that if this agreement is terminated without cause, Head Baseball Coach may be given a hearing at the sole discretion of the Board's Athletic Committee. If SUBR terminates the agreement without cause, as permitted by Section VIII hereof, SUBR shall pay, and Head Baseball Coach agrees to accept as liquidated damages, an amount equal to the sum of the annual base salary for the remaining term of the agreement. If Head Baseball Coach terminates this agreement, the Head Baseball Coach will not be entitled to liquidated damages.

IX. Miscellaneous

- a. This agreement may be amended at any time only by a written instrument duly signed by SUBR through its designated representative and Head Baseball Coach. All amendments must be in writing.
- b. The agreement shall be governed by and construed in accordance with the laws of the State of Louisiana.
- c. Head Baseball Coach's rights and interests under this Agreement may not be assigned, pledged or encumbered by Head Baseball Coach.
- d. The agreement constitutes the full and complete understanding and agreement of the parties with respect to the employment of Head Baseball Coach by SUBR and supersedes all prior understandings and agreements, oral and written, regarding Head Baseball Coach's employment by SUBR.
- e. Head Baseball Coach acknowledges that he has read and understands the foregoing provisions are reasonable and enforceable, and Head Baseball Coach agrees to abide by this agreement and the terms and conditions set forth herein.

- f. All notices, requests, demands and other communication hereunder may be given by personal delivery, delivery via expedited delivery or mail service such as Federal Express and United States mail with first class postage prepaid. Notices shall be sent to the names below:

If to Head Baseball Coach
Christopher G. Crenshaw
Head Baseball Coach
1894 Royal Aberdeen Ave.
Zachary, Louisiana 70791

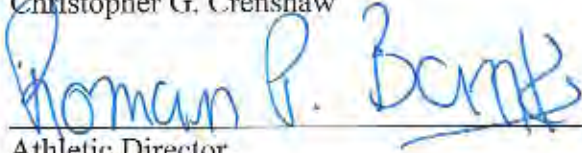
If to SU-Baton Rouge
Roman Banks
Athletic Director
Southern University - Baton Rouge
F. G. Clark Activity Center
Harding Boulevard
Baton Rouge, LA 70813

With copies to:
General Counsel
Office of President
J. S. Clark Administration Bldg.
4th Floor
Baton Rouge, LA 70813

- g. The invalidity or enforceability of any provision of this agreement has no effect on the validity or enforceability of any other provisions.

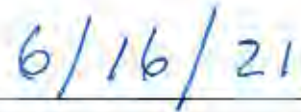
IN WITNESS WHEREOF, the parties hereto have executed this agreement, or caused this agreement to be executed on the date shown below.

Head Baseball Coach,
Christopher G. Crenshaw



Athletic Director,
Roman Banks

Date



Date



System President-Chancellor,
Dr. Ray Belton

Date



System Board Chairman,
Domoine D. Rutledge

Date

CHRISTOPHER CRENSHAW

Southern University -- Recruiting Coordinator/Pitching Coach

Baton Rouge, LA

January 2019-Present

- Responsible for the coordination and recruiting of players and scheduling
- Implemented and oversees the development of pitchers
- Charged with making in game pitching changes

Southern Accomplishments

- Western Division Title
- Conference Title - 2019
- 1 Relief Pitcher of the Year
- 1 Player of the Year
- 6 All Conference Selections

Jackson State University-Recruiting Coordinator/Assistant Coach

Jackson, MS

Fall 2013-January 2019

- Took the lead on overseeing the academic eligibility and development of players
- Responsible for the coordination and recruiting of players
- Implemented and oversees the development of pitchers
- Charged with making in game pitching changes

Jackson State University Accomplishments

- 170 Wins in 5 years
- Conference Title - 2014
- Division Title
- 2 Players of the Year
- 1 Pitcher of the Year
- 1 Hitter of the Year
- 2 Freshmen of the Year
- 2 Newcomer of the Year
- 1 Relief Pitcher of the Year
- 2 All Americans
- 2 ALL Region Players
- 26 All Conference Selections
- 1st JSU NCAA Tournament Win
- 5 professional players in 5 years
- Players with 3.0 GPA's or higher in 10 out of 11 semesters

Southwest Tennessee Community College -- Recruiting Coordinator

Memphis, TN

Fall 2011-Spring 2013

- Responsible for the coordination and recruiting of players in the U.S. and Canada

Dullins Baseball Academy -- Pitching Coordinator/Coach

Memphis, TN

Fall 2010 -- Spring 2013

- Oversaw the mental and spiritual development of the kids
- Developed & implemented a pitching plan for 8-18 year olds

Notable Players Coached:

- Jordan Barnes (Yankees), Dalton Dulin (Nationals), Cody Reed (Reds), Garret Copeland (Orioles), Daniel Garner (Phillies), Kyle Overstreet (Padres), Austin Sexton (Cardinals), Ridge Smith (Blue Jays), Austin Riley (Braves), Gray Fenter (Orioles), Carlos Diaz (Cubs), Melvin Rodriguez (Nationals), Javany Felipe (Rays), Vance Tatum (Royals), Tanner Murphy (Braves), David Owens (Giants), Delta Cleary, Jr. (Rockies & Nationals), Drake Owenby (Brewers), Domenick Carlini (Twins), Henri Lartigue (Phillies), Wyatt Short (Cubs) Javeyan Williams (Giants) Bryce Brown (Rays)

EDUCATION:

Southwest Tennessee Community College -- Associates Degree in Communications -- Memphis, TN -- 2004-2006

Southern University and A&M College -- Baton Rouge, LA - 2006-2007



CONTACT



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

DEPARTMENT OF ATHLETICS

SOUTHERN JAGUARS | PO BOX 9942 | BATON ROUGE, LA 70813
GOJAGSPORTS.COM | [/SOUTHERNUJAGUARS](#) | [SOUTHERNUSPORTS](#)

To Whom This May Concern:

Please accept this memorandum as a request and formal justification to amend the salaries of the individuals noted below effective July 1, 2021. Please be advised that this individual is receiving a salary adjustment because of the ongoing commitment as the Associate Athletic Director and being assigned additional duties as the SID/ Director of Media Relations within the Department of Athletics.

- Rodney Kirschner \$12,000

If you have any questions germane to this request, please contact me as soon as possible.
Thanks so much.

Best,

Roman P. Banks
Director of Athletics
Southern University and A&M College
Baton Rouge Campus

Dr. Ray Belton
President Chancellor
Southern University and A&M College
Baton Rouge Campus

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	8	8	6	3
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CAMPUS: SUS _____ SUBR X SULAC _____ SUAREC _____ SUNO _____ 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 (<u>100</u> % 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 Employee _____ Reason Left _____
Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment July 1, 2020 To June 30, 2021
Effective Date of Employment July 1, 2021

Name Rodney Kirschner SS# U01381279 Sex M Race* W
(Last 4 digits only)

Position Title: Assistant to Director of Athletics/ SID Director Department: Athletics

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

--	--	--

_____ New Position Visa Expiration Date: _____

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

Years Experience 13 years Southern University Experience 8 years
Degree(s): Type/Discipline (BA-Science): B.S. Institution/Location (Lake Charles, LA) Southeastern Louisiana University Year: 2008

Current Employer Southern University

Personnel Action

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

Annual Salary \$83,585 Salary Budgeted \$83,585 Hourly Rate, if applicable: _____

Pay Cycle: _____ Biweekly X Monthly _____ Faculty _____

Source of Funds: State Identify Budget: 218900-21801—61002-29000 Location: _____

Change of:

Position: Assistant to Director of Athletics/ SID Director From Assistant to Director of Athletics/ SID Director To

Status: _____
Salary Adjustment: \$71,585.00 \$83,585

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds (Current)	Amount
218900-21801-61002-29000	\$83,585

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

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

Roman Bantz 4/8/21 Roman Bantz 4/8/21
Supervisor Date Dean/Unit Head Date

[Signature] 6/14/21 [Signature]
Vice Chancellor Date Chancellor Date

Director/Personnel

Date

6/18/21

J. Gordon McC...

Vice President/Finance

Date

Business Affairs/Comptroller

President

Date

Chairman/S.U. Board of Supervisors

Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Rodney Kirschner will be receiving a salary increase effective July 1, 2021. This increase will now make his salary \$83,585.

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM M-S

EMPLOYEE DIRECT SUPERVISOR: Roman Banks

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 771-5908

NUMBER OF EMPLOYEES SUPERVISED, (if any) None

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

RODNEY L. KIRSCHNER II

TO IMPLEMENT THE KNOWLEDGE I HAVE GAINED OVER THE PAST FIFTEEN YEARS AS A HIGH SCHOOL, AND COLLEGE COACH AND ADMINISTRATOR TO ASSIST IN THE SUCCESS OF A COLLEGIATE ATHLETICS PROGRAM WITH THE GOAL OF BUILDING PEOPLE TO BECOME SUCCESSFUL ON AND OFF THE COURT AND IN LIFE.

CORE COMPETENCIES

- Four years of college playing experience at D-1, NAIA and NJCAA level
- A true student of the game, always on the lookout for new innovations and new teaching techniques
- Familiar with many basketball video and scouting programs such as Sportstec, XO's, DragonFly Storm, FastDraw, FastScout, Dartfish, Xpressplay & Synergy)
- Able to multi-task in stressful and daily scenarios
- Passionate, dedicated, driven individual who will always put in the necessary time and hard work to make sure the job gets done right
- Experience with statistics software and sidarm websites

PROFESSIONAL EXPERIENCE

Southern University and A&M College

Senior Associate Athletic Director | Director of Media Relations

Baton Rouge, LA

June 2021-Present

- Will directly oversee the Sports Information Department
- Responsible for all 15 Division 1 teams and game statistics home and away
- Organizing press releases and other content for Student Athletes and Coaches
- Responsible for www.gojagsports.com website and all content and material
- Organize and direct all game dame operations from media, print and video board content
- Will be the oversight for Apparel, Baseball, Bowling, Men's Basketball, Sports Medicine and Soccer
- Oversees the Men's Basketball game scheduling

Southern University and A&M College

Assistant Athletic Director

Baton Rouge, LA

April 2017-June 2021

Southern University and A&M College

Assistant to the Head Coach

Baton Rouge, LA

April 2011-Present

Director of Basketball Operations / Academic Liaison

- Assists in on-court coaching during games, practices, and individual workouts
- Creates film breakdowns for scouting and analyzing opponents and assists with designing game plans
- Academic Liaison, manages and oversee's tutors and the academic affairs of all student-athletes and oversee's study hall
- Director of all video operations and film exchange
- Responsible for all Team scheduling and logistics
- On floor coaching duties
- NCAA Compliance liaison
- Team travel coordinator
- Equipment / Student manager supervisor
- Camp Director
- Scouting and analyzing opponents and designing game plans
- Organizes and coordinates community and charity activities for student-athletes

- Responsible for master schedule for practices and game facility liaison
- Coordinator of on-campus official and unofficial visits
- Assist with Recruiting efforts for the Kansas Junior College and Midwest area
- Performance rankings 2014-2015 (18-17 record, 13-5 SWAC record)
 - Ranked 22nd nationally in field-goal percentage defense (39 %)
 - Ranked 12th nationally in 3 point field-goal defense (29.9 %)
 - Played in the 2015 SWAC tournament championship game
 - One Jaguar named to all SWAC team (Adrian Rodgers, 2nd team)
- Performance rankings 2013-2014 (19-13 record, 15-3 SWAC record)
 - Ranked 2nd in the nation in field-goal percentage defense (37.3 %)
 - 10th in the nation in three point field-goal defense (29.7 %)
 - 11th in the nation in defensive rebounds per game (26.9%)
 - 2013-14 SWAC regular season champions
 - Two Jaguars named to all SWAC team (Malcolm Miller, 1st team; Calvin Godfrey, 1st team)
 - Calvin Godfrey named SWAC Newcomer of the year
 - Trelun Banks named SWAC Freshman of the year
- Performance rankings 2012-2013 (23-10 record, 15-3 SWAC record)
- Helped develop the 2013 SWAC tournament MVP and Louisiana College Player of the Year - Derick Beltran
 - 2nd in the nation in Field-Goal Percentage Defense (36.7 %)
 - 5th in the nation in Three Point Field-Goal Defense (28.8 %)
 - 12th in the nation in Scoring Defense (57.3 %)
 - 2013 SWAC Tournament Champions and 2013 NCAA Tournament berth
 - Facilitator of perimeter/post individual skill workout programs
 - Managed scouting reports and film on opponents
 - Two players named to all SWAC team (Derick Beltran, 1st team; Malcolm Miller, 1st team)
 - Malcolm Miller named SWAC Newcomer of the year
 - Derick Beltran SWAC All-Tournament team and Tournament MVP, Malcolm Miller SWAC All-Tournament Team
- Performance rankings 2011-2012 (17-14 record, 13-5 record)
 - Ranked 14th nationally in FG percentage defense
 - Tied win total from previous three season combined
 - Won consecutive games for the first time since 2009
 - Won season high 5-consecutive games
 - 2011-12 awards and accolades
 - Two jaguars named to all SWAC team (Quinton Doggett, 1st team; Derick Beltran, 2nd team)
 - Assisted Southern University to the largest win-loss turnaround in the state of Louisiana and third largest turnaround in the NCAA (+13 wins year-to-year)

Northwestern State University

Director of Video Operations

Natchitoches, LA

June 2008-April 2011

- Assists in on-court coaching during games, practices, and individual workouts
- Creates film breakdowns for scouting and analyzing opponents and assists with designing game plans
- Manages and tutors the academic affairs of multiple student-athletes, assist with study hall
- Director of all video operations and film exchange with other colleges
- Responsible for setting up/taking down and maintenance of film equipment
- Provides support to the coaching staff in day to day operations
- Coordinates post game meals and assists with pre game meal
- Assists with travel arrangements, transportation, and accommodations
- Organizes and coordinates community and charity activities for student-athletes
- Create calendar of master schedule for practices and game facility liaison
- Assist with on-campus official and unofficial visits

Southeastern Louisiana University

Director of Basketball Operations / Video Coordinator

Hammond, LA

June 2006-June 2008

- Organize and set-up community and charity activities for student-athletes
- Provided support to the coaching staff in day to day operations

- Assist with on-campus official and unofficial visits
- Coordinate study hall for student-athletes
- On the floor coaching duties
- Assist with recruiting mail-outs
- Coordinate video operations
- Assisted with and develop scouting reports of all opponents
- Equipment supervisor
- Assist in Team travel
- Supervise and coordinate responsibilities and activities of a 3 person student managerial staff
- Coordinate pre and post game meals

Woodlawn High School
Associate Head Boys Basketball Coach

Baton Rouge, LA
June 2004-June 2006

- Made State Playoffs, Quarterfinalist, 2004-05 record 28-9
- Ralph Sellers Gold Dome Tournament Champion 2005-06
- Barbe Tournament Champions 2005-06
- 7-5A District Champions, Class 5A State Runner-up 2005-06 record 36-5
- 3 Division I signees in 2 years, 4 all-state selections, 6 student-athletes received 4-year scholarships
- On the floor coaching duties
- Implemented a summer practice program and individual workout
- Coordinate booster club
- Responsible for contracting and developing game schedule
- Secure and coordinate travel
- Assist in fundraising
- Coordinate the junior varsity team and oversaw the Freshman team
- Post coach-responsible for all aspects of their physical and mental development
- Academic coordinator and tutor
- Assist with daily practice plan
- Equipment supervisor and coordinate equipment checkout and laundry
- Directed and helped to administer several functions such as our annual awards banquet, Shootout in the Jungle Basketball Tournament

EDUCATION

Bachelor of Science, General Studies
 Southeastern Louisiana University, Hammond, LA

August 2006-May 2008
 Graduated May 2008

AFFILIATIONS/ACHIEVEMENTS

Individual

- Member, NABC (National Association of Basketball Coaches), 2009 to Present
- Member, LHSBCA (Louisiana High School Basketball Coaches Association), 2004 to Present
- Member, LABC (Louisiana Basketball Coaches Association), 2006 to Present
- Member, CO-SIDA (College Sports Information Directors of America), 2019 to Present
- Member, BCSID (Black College Sports Information Directors), 2019 to Present
- Member, NACDA (National Association of Collegiate Directors of Athletics), 2017 to Present
- Three-year letterman Men's Basketball (Kansas Wesleyan University 2001-2004)
- Two-year letterman Football (Kansas Wesleyan University 2002-2004)
- Kansas Wesleyan University Dean's List (2001-2004)
- Louisiana State University Dean's List (2005-2006)

Southeastern Louisiana University Dean's List (2006-2008)
 Captain, Kansas Wesleyan University Men's Basketball Team (2001-2004)
 Captain, Kansas Wesleyan University Football Team (2002-2004)
 2002-2003 Most Outstanding Player in Basketball, Kansas Wesleyan University
 2003 Coyote Football MVP Kansas Wesleyan University
 2001 Kansas High School Athletic Association 4-A All State 1st Team, Mid Con District MVP
 2000-2001 Captain, Nickerson High School Basketball and Soccer Teams
 2000 Kansas High School Athletic Association 3-A All State 1st Team (Basketball and Football)
 1999 Kansas High School Athletic Association 3-A All State 2nd Team (Basketball and Football)
 1998 Kansas High School Athletic Association 3-A All State 3rd Team (Basketball and Football)
 1998-2000 Captain, Horton High School Basketball and Football Teams

Coaching

2014 SWAC (Southwestern Athletic Conference) Regular Season Conference Champions
 2013 NCAA Tournament 2nd Round Appearance vs Gonzaga - Salt Lake City, UT
 2013 SWAC (Southwestern Athletic Conference) Tournament Champions
 2005 Ralph Sellers Gold Dome Tournament Champion
 2005 Barbe High School Tournament Champions
 Louisiana High School 7-5A District Champions

CAMPS

- Colonnade All-Star Basketball Camp, AL, Joe Dean Jr. & Ronnie Stapler Directors
- Dixie Basketball Camp, MS, Joe Dean Jr. Director
- Five-Star Central Basketball Camp, KS
- Heart of America, KS, Ken Cochran Director
- Jim Yarbrough Basketball Camp, LA, Jim Yarbrough Director
- Liberty Hill High School Basketball Camp, TX, Barry Boren & Matt Kirschner Directors
- Louisiana State University Individual Camp, LA, John Brady Director
- Louisiana State University Team Camp, LA, John Brady Director
- Northwestern State University Basketball Camp, LA, Mike McConathy & Jacob Spielbauer, Director
- Northwestern State University Team Camp, LA, Mark Slessinger & Jeff Moore Directors
- Rod Kirschner Basketball Camp, KS, LA, Rod Kirschner Director
- Snow Valley Basketball School, IA, Don Showalter & Jerry Slykhuis Directors
- Southeastern Louisiana Team Camp, LA, Roman Banks, Larry Cordaro Directors
- Texas Prep Basketball School, TX, Kenny Hoffpauir, Barry Boren, Sam Walker Directors
- University of Kansas Basketball Camp, KS, Roy Williams Director
- University of Kentucky Basketball Camp, KY, Tubby Smith Director

What They Are Saying About Him

"I have been in the education and coaching profession for 35 years...Rodney would rank in the top 2 percent of the young people I have had the honor and privilege to work alongside of."

Mike McConathy, Head Basketball Coach, Northwestern State University

"Rodney demonstrated leadership qualities that have been invaluable to the success of the program; he has a tremendous work ethic and is willing to do big things as well as the little things that it takes to be successful."

Mark Slessinger, Head Basketball Coach, University of New Orleans

"I appreciated not only his work ethic but more importantly his character and integrity...
 ...this is an individual that will have an immediate impact on your organization."

Jim Yarbrough, Former Head Basketball Coach, Southeastern Louisiana University



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

DEPARTMENT OF ATHLETICS

SOUTHERN JAGUARS | PO BOX 9942 | BATON ROUGE, LA 70813

GOJAGSPORTS.COM | [F /SOUTHERNUJAGUARS](#) | [TW #SOUTHERNUSPORTS](#)

To Whom This May Concern:

Please accept this memorandum as a request and formal justification to amend the salaries of the individuals noted below effective July 1, 2021. Please be advised that this individual is receiving a salary adjustment because of the ongoing commitment an overseeing the new NCAA legislative Name, Image, and Likeness rule as well as additional duties.

- Trayvean Scott \$10,000

If you have any questions germane to this request, please contact me as soon as possible.
Thanks so much.

Best,

Roman P. Banks
Director of Athletics
Southern University and A&M College
Baton Rouge Campus

Dr. Ray Belton
President Chancellor
Southern University and A&M College
Baton Rouge Campus

BLUE

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	8	8	4	3
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

TYPE OF APPOINTMENT:

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

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

Profile of Person Recommended

Length of Employment July 1, 2020 To June 30, 2021
Effective Date of Employment July 1, 2021

Name Trayvean Scott SS# U01475436 Sex M Race* B
(Last 4 digits only)

Position Title: Deputy Athletic Director Athletics

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 19 years Southern University Experience 10 Years

Degree(s)	Type/Discipline (BA-Science):	Institution/Location	Year:
	<u>B.S of Marketing</u>	<u>Southern University - Baton Rouge</u>	<u>2003</u>
	<u>B.S of Management</u>	<u>Southern University- Baton Rouge</u>	<u>2005</u>
	<u>M.S of Arts</u>	<u>Southern University- Baton Rouge</u>	<u>2005</u>
	<u>Doctorate of Philosophy- Northcentral University 2018</u>		

Current Employer Southern University

Personnel Action

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

Annual Salary \$128,450.00 Salary Budgeted \$128,450.00 Hourly Rate, if applicable: _____

Pay Cycle: Biweekly Monthly Faculty

Source of Funds: State Identify Budget: 21101-21816-61002-26000 (58,600) Location: _____
218900-21801-61002-29000

Change of:

Position: Deputy Athletic Director From Deputy Athletic Director To

Status: _____

Salary Adjustment: \$118,450.00 \$128,450.00

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Notes: (Use back of form)

Source of Funds (Current)	Amount
<u>211001-21816-61002-26000 (58,600)</u>	<u>\$128,450.00</u>
<u>218900-21801-61002-29000</u>	

Graduate School signature (if applicable):

2189-157

Roman Bann
Supervisor
Date 11/9/21
Vice Chancellor
Date 6/18/21
Director/Personnel
Date
President
Date

Roman Bann
Dean/Unit Head
Date 10/9/21
Chancellor
Date
Vice President/Finance
Business Affairs/Comptroller
Date
Chairman/S.U. Board of Supervisors
Date

Bea
6/1/21

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:

Trayvean Scott will be receiving a salary increase of \$10,000 effective July 1, 2021. This will now make his salary \$128,450.

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM M-S

EMPLOYEE DIRECT SUPERVISOR: Roman Banks

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-5908

NUMBER OF EMPLOYEES SUPERVISED, (if any) None

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

Trayvean D. Scott, Ph.D.

EDUCATION

- Pursuant: Fall 2012
Defense Date: June 2018; Graduation Date: August, 2018
- Ph.D.** Education/Sport Management
North Central University, Prescott Valley, AZ.
- Dissertation** *"The Effects of University Sponsored Student Athletics on Academic Performance at Historic Black Colleges and Universities: A Mixed Methods Approach"*
- Completed May 2005
Comprehensive Exams passed with "High Honors"
- M.A.** Mass Communications/Public Relations
Southern University and A&M College, Baton Rouge
- Completed August 2003 in two and a half years (six semesters)
College of Business Student Marshal (Summer 2003)
- B.S.** Business Management
Business Marketing (Sales Concentration)
Southern University and A&M College, Baton Rouge

ADMINISTRATIVE EXPERIENCE

Southern University at Baton Rouge
Department of Athletics

Deputy Athletic Director/Chief Operating Officer

June 2018-Present

- **Chief Operating Officer** within the Department of Athletics.
Serves as a member of the Executive Staff for the Director of Athletics and working on the strategic direction of the department as well serves in the absence of the A.D. in SWAC conference and Presidential cabinet meetings.
- **Provides direct oversight** to the Compliance, Academics, Human Resources, & Student-Athlete Development staffs.
- **Provides direct oversight** to athletic facilities and operations, event management, championships, sports information, marketing, development, and equipment services.
- **Provides direct oversight** Football, Women's Basketball, Softball, Men's & Women's Track & Field, Cheer, and Strength and Conditioning programs.
Primarily responsible for Football & Women's Basketball game scheduling. Secondary for Men's Basketball.
- **Serves as the Department Title IX Representative**

Executive Athletic Director

June 2017-June 2018

- **Supervises and leads staff** in all areas related to the day-to-day operations of the department.
- **Provides direct oversight** to the Compliance, Academics, & Student-Athlete Development staffs.
- **Provides direct oversight** to Football, Women's Basketball, Softball, Men's & Women's Track & Field, and Strength and Conditioning programs.
Serves on the Director of Athletics' Senior and Executive Staff(s), as well as serve in the absence of the A.D. in SWAC conference and Presidential cabinet meetings.

Assists in budget planning for intercollegiate athletic program.

Primary in handling disciplinary problems with student-athletes in concert with the Director of Athletics

Provides support in making executive decisions and completing projects related to staffing, business contracts, meeting deadlines and implementation of efficiency strategies and systems related to the Department of Athletics strategic plan and program goals.

Primarily responsible for football game scheduling, Secondary for Men's Basketball

Associate Athletics Director/Dir.--Institutional Compliance

November 2014-June 2017

- **Provide day-to-day oversight** of all Department of Athletics initiatives for compliance with NCAA and SWAC Conference rules.
- **Maintain and conduct creative, proactive and comprehensive rules** training programs for coaches, staff and student-athletes.
- **Holds administrative oversight** over multiple athletic programs/departments (Track & Field, Strength & Conditioning, Sports Medicine, Academics, Compliance) related to planning, fiscal responsibilities, troubleshooting issues, and communication to the conference office.
- **Develop effective programming** within athletics academic support geared towards the positive matriculation and graduation of student-athletes.
- **Provide direction and day-to-day oversight** of the athletics annual fund (Jamboree Athletics Association) to strengthen the Athletics program and unrestricted giving.
- **Responsibilities include operational planning**, set-up, and management for all game days including Football, Men's Basketball, and Women's Basketball
- **Assists in the execution** of football game scheduling.
- **Supervise and evaluate** employees.

Assistant Athletics Director/Director of Academics

July 2014-June 2017

- **Provides support in making executive decisions** and completing projects related to staffing, business contracts, meeting deadlines and implementation of efficiency strategies and systems related to the Department of Athletics strategic plan and program goals.
- **Responsible for leading** the Sport Administration Intern Program that includes mentoring, advising and leading seminars on various facets of sport administration.
- **Assist the Director in planning and carrying out** a variety of strategic plans and policy activities.
- **Performs public relations duties** with faculty, students, contributors, alumni, University administrators and SWAC & NCAA conference representatives.
- **Represents the Athletic Department** and Athletic Director on various University, SWAC and NCAA committees.
- **Provides stewardship** of donors to the athletics program.
- **Responsibilities include operational planning**, set-up, and management for all game days including Football, Men's Basketball, and Women's Basketball.

Special Assistant to the Athletics Director/Director of Academics

July 2013-June 2014

- **Facilitated the acquisition of capital funds** for construction of baseball Fieldhouse (Open 8/2014)
- **Responsibilities include operational planning**, set-up, and management for all game days including Football, Men's Basketball, and Women's Basketball
- **Prepares and presents speaking engagements** for special interest groups to advance better understanding of the goals and direction of the athletic department.
- **Assists administration in strategic planning**, development, and implementation of new athletic programs and university initiatives.
- **Assists in the development** of fundraising related to athletic annual funds and major gifts.
- **Coordinates with Marketing and Promotions** and assists with identification and cultivation of potential marketing and corporate development opportunities.

Manages communication and coordination between the SU athletic department, city/regional leadership, and government officials related to partnership opportunities.

Director of Special Projects/Academic Counselor

August 2011-June 2013

- **Founder of Jaguar Jamboree Athletics' Association/Jags Unlimited** (Fundraising Arm for Dept. of Athletics)
- **Authored & Developed academic waiver** which contributed to the removal of men's basketball from level 3 APR Penalties.
- **Meet with assigned student-athletes** weekly to offer academic coaching in areas of study skills, time management, monitoring eligibility standards, developing academic support for students by designing individualized academic plans.
- **Compile reports** (independent study hours, tutor schedules, academic performance, academic progress reports, class schedules, weekly meeting records).
- **Coordinates data management** and processing program evaluations and assessments.

TEACHING/RESEARCH EXPERIENCE

Adjunct Faculty

August 2014-Present

College of Business/Department of Management & Marketing, Southern University, Baton Rouge, La.

Courses Taught:

Mgmt 100-Introduction to Business

Mgmt 300-Principles of Management

Mktg 315-Business to Business Marketing

Mgmt 401—Sports Marketing

CONFERENCE

PRESENTATIONS/WORKSHOPS

"Whom do we serve? When NCAA and HBCU Missions Clash." Scott, Trayvean D., Broussard, William J. & Fletcher, Ventric D. co-presenters. The Association of Public and Land-grant Universities National Conference. Paper accepted, not presented. Atlanta, Ga. 2015.

"Athletics & Academics: Til Death Do Us Part." Scott, Trayvean D., Broussard, William J., Wiggins, Urban, & Fletcher, Ventric D. co-presenters. Southern Association for Institutional Research (SAIR) Conference. Paper accepted, not presented. Savannah, Ga. 2015.

Moderator—"From a PWI to an HBCU" Emerging Administrators Academy, Atlanta, Ga., 2017

Presenter—"Improving the Certification Process." Scott, Trayvean D., Derringer, David-Michael, Greim, Robert, D. NCAA Regional Rules Seminar, Atlanta, Ga., 2018.

Presenter—"Success with Less." Scott, Trayvean D., Griffin, Ryan, McClelland, Hakim, Westman, Ryan. National Association of Collegiate Directors of Athletics, Orlando, Fl., 2019



SOUTHERN UNIVERSITY
AND AGRICULTURAL & MECHANICAL COLLEGE

DEPARTMENT OF ATHLETICS

SOUTHERN JAGUARS | P.O. BOX 9942 | BATON ROUGE, LA 70813
GOJAGSPORTS.COM | @SOUTHERNUJAGUARS | #SOUTHERNSPORTS

June 7, 2021

Memo: NCAA Gender Equity

I would like to recommend the following Athletic employees for salary increases within the NCAA Gender Equity initiative effective 2021 Fiscal Year July 1, 2021. This request comes from departmental corrective actions with the NCAA and successfully fulfilling last year of obligations with the NCAA.

- Taylor Stewart: \$8,000
- Lashonda Stirgus: \$9,000
- Ajohnee Rodney: \$9,000
- Ajeanne Dillon: \$8,000
- Karmen King: \$8,000
- Aretha Hunt: \$8,000

These ladies have handled themselves with class and exemplify great work ethic while trying to improve this athletic department and university.

Please accept my recommendation of the above mentioned.

Respectfully,

Roman Banks
Director of Athletics
Southern University and A&M College University

Mr. Roman P. Banks
Director of Athletics
Southern University and A&M College
Baton Rouge Campus

RB
6/7/21

Dr. Ray L. Belton
President-Chancellor
Southern University and A&M College
Baton Rouge Campus

BLUE

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	B	9	8	1	0
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CAMPUS: SUS _____ SUBR X SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

TYPE OF APPOINTMENT:

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

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

Profile of Person Recommended

Length of Employment July 1, 2020 To June 30, 2021
Effective Date of Employment July 1, 2021

Name Aretha Hunt SS# U01358403 Sex F Race* B
(Last 4 digits only)

Position Title: Assistant Athletic Director of Ticket Operations Department: Athletics

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 10+ years Southern University Experience 30 years

Degree(s): Type/Discipline (BA-Science): B.S Institution/Location: McNeese State University Year: 1990

Current Employer Southern University

Personnel Action

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

Annual Salary \$69,697.00 Salary Budgeted \$69,697.00 Hourly Rate, if applicable: _____

Pay Cycle: Biweekly Monthly Faculty

Source of Funds: State Identify Budget: 218900-21801-61002-29000 Location: _____

Change of:

Position: Assistant Athletic Director of Ticket Operations From Assistant Athletic Director of Ticket Operations To

Status: _____ Salary Adjustment: \$61,697.00 \$69,697.00

Financial Aid signature (if, applicable):

Source of Funds (Current)	Amount
218900-21801-61002-29000	\$69,697.00

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

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

Roman Banks 0/8/21 Roman Banks 0/8/21
Supervisor Date Dean/Unit Head Date

Vice Chancellor Date Chancellor Date

Beif
6/14/21

Director/Personnel

Date

Vice President/Finance

Date

Business Affairs/Comptroller

President

Date

Chairman/S.U. Board of Supervisors

Date

6/18/21

[Handwritten Signature]

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:

Aretha Hunt will be receiving a salary increase of \$8,000 effective July 1, 2021. This is now making her salary \$69,697.00. This increase comes from within the NCAA Gender Equity initiative.

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM M-S

EMPLOYEE DIRECT SUPERVISOR: Roman Banks

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 771-5908

NUMBER OF EMPLOYEES SUPERVISED, (if any) None

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.

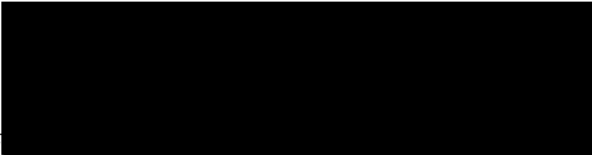
CLASS OF EMPLOYMENT (VISA STATUS):

<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



aretha_hunt@subr.edu

ARETHA W. HUNT

Objective

A position at a university box office using my training and years of experience with the opportunity for advancement.

Education

Mc Neese State University

Lake Charles, LA

- Graduated 1990

Ville Platte High School

- Graduated 1987

Ville Platte, LA

Experience

Southern University Ticket Office Manager

2000-present

Southern University Ticket Office Assistant Manager

1996-2000

Southern University Ticket Office Secretary

1991-1996

Ville Platte Technical Institute Temporary Secretary

1990-1991

Activities

Member Immaculate Conception Catholic Church

Offering Counter- ICC

Welcome Committee Volunteer – ICC

References

Father Thomas Clark

225-775-7067

Regina O. Thomas

337-831-2069

Dena K. Davis

225-368-6811

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	2	8	9-01
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CAMPUS: SUS _____ SUBR X SULAC _____ SUAREC _____ SUNO _____ 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 (<u>100</u> % 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 _____ Reason Left _____
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment July 1, 2020 To June 30, 2021
 Effective Date of Employment July 1, 2021

Name Ajeanne Dillon SS# U01632783 Sex F Race* B
 (Last 4 digits only)

Position Title: Director of Academics Department: Athletics

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

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

Years Experience 7+ years Southern University Experience 8 years
 Degree(s): Type/Discipline (BA-Science): Institution/Location Year:
B.S in Criminal Justice Southern University/Baton Rouge July 2011
M.S in Criminal Justice Southern University/ Baton Rouge May 2013

Current Employer Southern University

Personnel Action

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

Annual Salary \$65,165 Salary Budgeted \$65,165 Hourly Rate, if applicable: _____

Pay Cycle: _____ Biweekly X Monthly _____ Faculty _____

Source of Funds: State Identify Budget: 218900-21801-61002-29000 Location: _____

Change of: _____
 From Director of Academics To Director of Athletics
 Status: _____
 Salary Adjustment: \$57,165 _____ \$65,165 _____

Financial Aid signature (if, applicable):

Source of Funds (Current)	Amount
218900-21801-61002-29000	\$65,165

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

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

Roman Banks 6/8/21 Roman Banks 6/8/21
 Supervisor Date Dean/Unit Head Date
 Vice Chancellor Date Chancellor Date

Director/Personnel

Date

Vice President/Finance

Date

6/18/21
BSP
6/14/21

Business Affairs/Comptroller

President

Date

Chairman/S.U. Board of Supervisors

Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Ajeanne Dillion will be receiving a salary increase of \$8,000 effective July 1, 2021. This is now making her salary \$65,165.00. This increase comes from within the NCAA Gender Equity initiative.

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM M-S

EMPLOYEE DIRECT SUPERVISOR: Roman Banks

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-5908

NUMBER OF EMPLOYEES SUPERVISED, (if any) None

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)	HI	
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

A'JENNAE L. DILLON

SUMMARY OF QUALIFICATIONS

Multi-faceted, efficient, and reliable administrative professional with over 10 years of experience in education, student-athlete relations, budgeting and various other duties as needed within the realm of collegiate administration. Flexible personality with the ability to work in either a team or individual setting.

EDUCATION

Southern University
M.S. in Criminal Justice

Baton Rouge, LA
May 2013

Southern University
B.S. in Criminal Justice

Baton Rouge, LA
July 2011

RECENT PROFESSIONAL EXPERIENCE

SOUTHERN UNIVERSITY

Baton Rouge, LA

Director of Student Athlete Academic Services

May 2018-Present

- Oversee the Academic department of 3 advisors, interns, and student workers
- Oversee Certification process along with compliance office
- Counsel students in career planning, job placement, and academic goals
- Manage campus collaborations with registrar's office, Dean of Depts, and Honors College.
- Monitor study hall and its effectiveness, set standards for study hall, send weekly study hall reports
- Weekly meetings with staff and compliance directors
- Weekly Academic Meetings with at risk students and coaches
- Encourage students to develop four-year plan and assisted in planning and individual program of study for next term
- Manage campaign reports that are sent to professors each term for student athletes
- Review student grade reports each semester to determine probation or suspension based on academic regulations of university and NCAA
- Improved student educational plans by advising on course selection, progress plans and career decisions
- Attended in-services, workshops and seminars
- Manage daily attendance and reported absences and tardies to coaches for all sports.
- Help with improvement of APR, team GPAs, GSR, and retention rates.

Director of Student Athlete Development / Academic Advisor

November 2014 – May 2018

- Assist with the certification process for all Southern University student-athletes.
- Work along with faculty representatives to evaluate and organize student-athlete progress toward degree documents
- Facilitate the process of placing student athletes with the proper tutors for various degree programs and with placement in the proper classes for accurate degree matriculation.
- Assist with game-day ticket operations for Football and Basketball season.
- Organize and chair the Southern university SAAC Committee

Adjunct Professor of Intro to Criminal Justice

August 2014 – May 2016

- Educate 30-40 young men and women on the basics of Criminal Justice through the SUSLA transitional program.
- Work with students from a variety of backgrounds in a program designed to prepare them for a 4 year degree program in Criminal Justice.

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	8	9	7	6-01
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CAMPUS: SUS _____ SUBR X SULAC _____ SUAREC _____ SUNO _____ 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 (<u>100</u> % 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 _____ Reason Left _____
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment July 1, 2020 To June 30, 2021
 Effective Date of Employment July 1, 2021

Name Karmen King SS# U01380498 Sex F Race* W
 (Last 4 digits only)

Position Title: Director of Athletics Compliance Athletics

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

--	--	--

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

Years Experience 5+ years Southern University Experience 6 years
 Degree(s): Type/Discipline (BA-Science): _____ Institution/Location _____ Year: _____
B.S Political Science. Con. Sam Houston State University May 2012
Middle East Studies

Current Employer Southern University

Personnel Action

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

Annual Salary \$69,697 Salary Budgeted \$69,697 Hourly Rate, if applicable: _____

Pay Cycle: _____ Biweekly X Monthly _____ Faculty _____

Source of Funds: State Identify Budget: 218900-21801-61002-29000 Location: _____
211001-21816-61002-26000 (\$52,500)

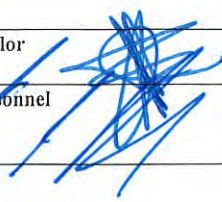
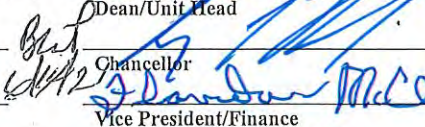

Change of: _____
 Position: Director of Athletics Compliance From Director of Athletics Compliance To
 Status: _____
 Salary Adjustment: \$61,697.00 \$69,697.00

List total funds currently paid this employee by Southern University:

Source of Funds (Current)	Amount
218900-21801-61002-29000	\$69,697
211001-21816-61002-26000 (\$52,500)	

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

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

<u>Roman Banks</u>	<u>6/8/21</u>	<u>Roman Banks</u>	<u>6/8/21</u>
Supervisor	Date	Dean/Unit Head	Date
	<u>6/8/21</u>		<u>6/8/21</u>
Vice Chancellor	Date	Chancellor	Date
	<u>6/8/21</u>	<u>J. Brandon McQuinn</u>	<u>6/8/21</u>
Director/Personnel	Date	Vice President/Finance Business Affairs/Comptroller	Date
President	Date	Chairman/S.U. Board of Supervisors	Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Karmen King will be receiving a salary increase of \$8,000 effective July 1, 2021. This is now making her salary \$69,697.00. This increase comes from within the NCAA Gender Equity initiative.

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM M-S

EMPLOYEE DIRECT SUPERVISOR: Roman Banks

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-5908

NUMBER OF EMPLOYEES SUPERVISED, (if any) None

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):

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

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- 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

Karmen C. King

Experience

Southern University, Baton Rouge Assistant AD for Compliance	August 2015 - Present
Southeastern Louisiana University Compliance & Title IX Coordinator	January 2014 – August 2015
Sam Houston State University Compliance Intern	June 2013 – December 2013
Sam Houston State University Teaching Assistant, Department of History	June 2012 – June 2013
Sam Houston State University Event Staff, Department of Athletics	August 2010 – December 2013

Education

Sam Houston State University M.A. History. Thesis: The History of Women's Athletics and the Impact of Title IX at Sam Houston State University, 1972-2013.	August 2019
Sam Houston State University B.A. Political Science. Concentration in Middle East Studies	May 2012

Skills

- Certified by the National Association for Athletics Compliance (NAAC)
- Certified by the National Association of Academic Advisors for Athletics (N4A)
- Proficient in NCAA compliance software including CAi, APP/APR, LSDBi, and RSRO.
- Expert in ACS Athletics InControl System

Affiliations/Memberships/Conferences

- National Association for Athletics Compliance (NAAC)
- Title IX and Cleary Act Workshop – January 13, 2015
- EEO Advisory Committee Investigator – Southeastern Louisiana University
- Title IX Policy Committee Member – Southeastern Louisiana University

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	8	8	4	6-01
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CAMPUS: SUS _____ SUBR X SULAC _____ SUAREC _____ SUNO _____ 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 (<u>100</u> % 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 _____ Reason Left _____
Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment July 1, 2020 To June 30, 2021
Effective Date of Employment July 1, 2021

Name Ajohne Rodney SS# U01465872 Sex F Race* B
(Last 4 digits only)

Position Title: Chief of Staff Department: Athletics

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

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_____ 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 6 years Southern University Experience 6 years
Degree(s): Type/Discipline (BA-Science): Institution/Location Year:
B.S. in Family Consumer Science Southern University/ Baton Rouge, LA 2013
M.S in Public Administration Southern University/ Baton Rouge, LA 2016

Current Employer Southern University

Personnel Action

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

Annual Salary \$70,697 Salary Budgeted \$70,697 Hourly Rate, if applicable: _____

Pay Cycle: _____ Biweekly X Monthly _____ Faculty _____

Source of Funds: State Identify Budget: 21101-21816-61002-26000 (43,565) Location:
218900-21801-61002-29000

Change of:

Position:	<u>Chief of Staff</u>	From	<u>Chief of Staff</u>	To
Status:				
Salary Adjustment:	<u>\$61,697.00</u>		<u>\$70,697.00</u>	

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

Source of Funds (Current)	Amount
21101-21816-61002-26000 (43,565)	\$70,697.00
218900-21801-61002-29000	

Comments: (Use back of form)

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

Roman Banks 6/8/21 Roman Banks 6/8/21
Supervisor Date Dean/Unit Head Date

Vice Chancellor

Date

Chancellor

Date

Director/Personnel

Date

Vice President/Finance
Business Affairs/Comptroller

Date

President

Date

Chairman/S.U. Board of Supervisors

Date

Bill
 6/18/21
 6/14/21
[Signature]
[Signature]
[Signature]

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:

Ajohne Rodney will be receiving a salary increase of \$9,000 effective July 1, 2021. This is now making her salary \$70,697. This increase comes from within the NCAA Gender Equity initiative.

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM M-S

EMPLOYEE DIRECT SUPERVISOR: Roman Banks

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-5908

NUMBER OF EMPLOYEES SUPERVISED, (if any) None

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).

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- Application for Employment Form-Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
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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

AJOHNEE' RODNEY

ajohneerodney@gmail.com

OBJECTIVE

Seeking a challenging career that utilizes my skills, enriches my knowledge, and gives me a chance to be part of a team that contributes towards the growth of the organization.

SKILLS & QUALIFICATIONS

- Exceptional multi-tasker, who is able to create and maintain strict deadlines
 - Fluent with entire Microsoft Word, Excel, PowerPoint, Office products and working knowledge of Adobe Suites
-

EMPLOYMENT

Chief of Staff | Associate Athletic Director of Administration
Southern University and A&M College

January 2020- Present
Baton Rouge, LA

- Analyze administrative issues of the athletic department as they come up on a routine basis
- Participate in the hiring, evaluating and supervision of personnel
- Manage and promote athletic events, coordinate athletic facilities, develop schedules, strategic planning, project management and representing the athletic department at various events
- Create written plans, policies and procedures for the athletic department
- Handle special projects as assigned by the Director of Athletics
- Assist the Director of Athletics in running daily operations in the Athletic Department

Director of Student Athlete Support Services
Southern University and A&M College

September 2017- December 2019
Baton Rouge, LA

- Evaluate course work and degree requirements to ensure student athletes follow program requirements for continuing NCAA eligibility requirements necessary for certification to compete
- Counselors and advises students and families about educational opportunities, admission, transfer or credit, financial assistance, university and NCAA policies and requirements
- Maintains communication with NCAA faculty representative, athletic advisors, and compliance coordinators; Assists and advises coaches in their recruitment efforts; counsels coaches, students and families on NCAA Initial Clearinghouse eligibility
- Create and maintain academic records on student athletes and provides a range of periodic and ad-hoc statistical reports and data needed for various reporting agencies and programs related to student athlete progress
- Assists with the formulation, development, and implementation of admissions-related and eligibility-related policies and procedures
- Performs miscellaneous job-related duties as assigned by the Deputy Director of Athletics and/or the Director of Athletics

Admissions Counselor
Southern University and A&M College

December 2014 – September 2017
Baton Rouge, LA

- Establishes and maintains an informational, active communication system with either traditional high school or college students, parents and counselors, or non-traditional degree-seeking adults;
- Counsels student applicants concerning admission
- Identifies, recruits, and enrolls prospective students in a designated market;
- Conducts office-based contact by mail and phone with students, and parents if applicable;
- Reads, interprets, and evaluates students' academic credentials and makes admission/denial decisions;
- Participates as an active member of the recruitment team
- Assists with special programs and research projects; participates in the development and implementation of enrollment strategies
- Composes routine letters; compiles data for reports; processes applications; schedules appointments; maintains confidential files; prepares position papers/reports; inputs/retrieves data with information system software;
- Assists with making hiring recommendations
- Supervises student work-study staff; performs other duties as assigned.

PROFESSIONAL/SOCIAL AFFILIATIONS

- Alpha Kappa Alpha Sorority, Incorporated
 - Junior-League of Baton Rouge
-

EDUCATION

SOUTHERN UNIVERSITY, BATON ROUGE LA

Master of Public Administration

SOUTHERN UNIVERSITY, BATON ROUGE LA

Bachelor of Science - Family and Consumer Sciences

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	8	8	4	4
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CAMPUS: SUS _____ SUBR X SULAC _____ SUAREC _____ SUNO _____ 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 (<u>100</u> % 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 _____ Reason Left _____
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment July 1, 2020 To June 30, 2021
 Effective Date of Employment July 1, 2021

Name Lashonda Stirgus SS# U01660055 Sex F Race* B
 (Last 4 digits only)

Position Title: CFO/SWA for Athletics Department: Athletics

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

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 _____ 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 10 years Southern University Experience 5 years

Degree(s):	Type/Discipline (BA-Science):	Institution/Location	Year:
	<u>B.S. in Accounting</u>	<u>Grambling State University/ Grambling, LA</u>	<u>2003</u>
	<u>M.S in Science of Sports Admin.</u>	<u>Grambling State University/ Grambling, LA</u>	<u>2204</u>

Current Employer Southern University

Personnel Action

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

Annual Salary \$86,250 Salary Budgeted \$86,250 Hourly Rate, if applicable: _____

Pay Cycle: _____ Biweekly X Monthly _____ Faculty _____

Source of Funds: State Identify Budget: 218900-21801-61002-29000 Location: _____
211001-21816-61002-26000 (\$45,000)

Change of:

Position: CFO/SWA for Athletics From CFO/SWA for Athletics To
 Status: _____
 Salary Adjustment: \$77,250 \$86,250

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds (Current)	Amount
218900-21801-61002-29000	\$86,250
211001-21816-61002-26000 (\$45,000)	

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

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

Roman Banks 0/8/21 Roman Banks 0/8/21
 Supervisor Date Dean/Unit Head Date

Vice Chancellor

Date

Chancellor

Date

Director/Personnel

Date

Vice President/Finance

Date

Business Affairs/Comptroller

President

Date

Chairman/S.U. Board of Supervisors

Date

[Handwritten signature and date 6/18/21]

[Handwritten signature]

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:

Lashonda Stirgus will be receiving a salary increase of \$9,000 effective July 1, 2021. This is now making her salary \$86,250. This increase comes from within the NCAA Gender Equity initiative.

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM M-S

EMPLOYEE DIRECT SUPERVISOR: Roman Banks

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 771-5908

NUMBER OF EMPLOYEES SUPERVISED, (if any) None

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.

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CLASS OF EMPLOYMENT (VISA STATUS):

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

Do Not Write Below This Area - For Human Resource 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

LaShonda Stirgus



PROFESSIONAL PROFILE

An accomplished professional with proven experience as being an athletics administrator on an Intercollegiate NCAA Division I level. Broad knowledge of the National Collegiate Athletic Association and the Southwestern Athletic Conference rules and regulations..

PROFESSIONAL EXPERIENCE

Chief Finance Officer for Athletics/Senior Women Administrator

February 2018-Present

Southern University A&M College, Baton Rouge, LA

- Administer rules education programs to Coaches, University Administration, Staff, and Student-athletes in the area of compliance, rules, and regulation.
- Conduct research and compile data for the completion of all reports required by governing bodies.
- Coordinate and administrate the operational process and procedures governing National Collegiate Athletic Association (NCAA) compliance as it relates to the University and the Athletic Department.
- Establish and maintain an effective system for monitoring student-athletes satisfactory academic progress and graduation rates.
- Manage the finance efforts of the Athletics Department;
- Manage the processes for financial forecasting/predictions;
- Develop and oversee the preparation of financial reporting;
- Promote proportionality amongst Olympic and minority sports while encourage women leadership within the department and within the sports;
- Manage Olympic and minority sports on campus.

Compliance Director

February 2011-2013

Southern University A&M College, Baton Rouge, LA

- Administer rules education programs to Coaches, University Administration, Staff, and Student-athletes in the area of compliance, rules, and regulation.
- Conduct research and compile data for the completion of all reports required by governing bodies.
- Coordinate and administrate the operational process and procedures governing National Collegiate Athletic Association (NCAA) compliance as it relates to the University and the Athletic Department.
- Establish and maintain an effective system for monitoring student-athletes satisfactory academic progress and graduation rates.

Compliance Director

February 2005-2010

Grambling State University, Grambling, LA

- Administer rules education programs to Coaches, University Administration, Staff, and Student-athletes in the area of compliance, rules, and regulation.

- Conduct research and compile data for the completion of all reports required by governing bodies.
- Coordinate and administrate the operational process and procedures governing National Collegiate Athletic Association (NCAA) compliance as it relates to the University and the Athletic Department.
- Establish and maintain an effective system for monitoring student-athletes satisfactory academic progress and graduation rates.

Athletics Academic Intern

August 2004 –December 2004

Delaware State University, Dover, DE

- Assisted the academic staff with pre-advisement for incoming freshmen;
- Assisted with evaluating incoming transfer student-athletes transcripts.

EDUCATION

Grambling State University, Grambling, Louisiana: Master of Science in Sport Administration (2004)

Grambling State University, Grambling, Louisiana: Bachelor of Science in Accounting (2003)
Cum Laude Graduate

ACTIVITIES

Student-Athlete Advisory Committee/CHAMPS Lifeskills

Grambling State University, Grambling, Louisiana

Co-advisor, 2005-2008

- Supervise and conduct meetings with the student-athletes.
- Appoint individuals to offices within the organizations.
- Supervise the organization's conference and community services activities.
- Solicit sponsorship from the National Collegiate Athletic Association (NCAA) and local organizations.

Academic Performance Rate (APR) Committee

Grambling State University, Grambling, Louisiana

Committee member, 2007-Present

- Collaborate with other committee members to compose a plan to improve Grambling State University's student-athletes academic performance rate.
- Educate campus wide committee members about the APR and its effect on the athletics department and university as a whole.

VOLUNTEER SERVICES

USA Volleyball Website Judging Committee

USA Volleyball, Colorado Spring, Colorado

Committee Chairperson, 2004

Angels Solution Hurricane Relief Volunteer

Ruston Civic Center, Ruston, Louisiana

Grambling State University Intramural Center, Grambling, Louisiana

Committee Chairperson, 2008

FACILITIES AND PROPERTY

FACILITIES AND PROPERTY COMMITTEE

(Following Academic Affairs Committee)

Friday, June 18, 2021

Southern University at New Orleans
Millie Charles School of Social Work Auditorium
6803 Leon C. Simon Dr.
New Orleans, LA 70128

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Informational Item
 - A. Facilities Planning Project Updates (SUS)
6. Other Business
7. Adjournment

MEMBERS

Dr. Rani Whitfield – Chairman, Ms. Arlanda Williams – Vice Chair,
Mr. John Barthelemy, Mr. Richard Hilliard, Mr. Myron Lawson, Dr. Leon Tarver
Atty. Domoine D. Rutledge- Ex Officio

Southern University and A&M College				
Facilities and Property Report				
<i>SU System Campuses Projects</i>				
AGENCY	PROJECT NAME	PROJECT BUDGET		COMMENTS
SUAG	SUAG Arena building exterior painting and wall svstem/roof canopy repairs	\$ 350,000.00		Pending Funding
SUAG	SUAG - A. O. Williams Hall Renovations - Phase 2, Part 1 Westside Attic & interior moisture control and Mechanical System upgrades	\$ 1,660,400.00		Pre-construction meeting for abatement 4/26/21. Mold remediation has begun. Construction slated for June. Project estimated end date December 2021
SUAG	SUAG - A. O. Williams Hall Renovations - Phase 2, Part 2 Eastside, ext. wall flashing, de-brick masonry and Mechanical System upgrades	\$ 4,000,000.00		Projected to go out for bidding in July.
SUAG	SUAG New Mega Disaster Relief Shelter (2,500 beds)	\$ 23,375,000.00		Design contract awarded to Domain Architects and Modus, Inc.
SUAG	SUAG Urban Forestry & Natural Resources Headhouse Renovations	\$ 350,000.00		Bid awarded to Dynamic Construction; Pre-construction 4/29/21
SUBR	New Science "STEM" Complex Building	\$ 48,000,000.00		Prelim-program submitted to FP&C; awaiting architect selection.
SUBR	W. W. Stewart Hall Auditorium Mech. HVAC repairs/upgrades and J. S Clark Adm. Building - Upgrade chill water and hot water pumps and install new automated digital controls	\$ 610,000.00		Currently in progress
SUBR	DOTD Ravine Erosion Control & Road Improvements	\$ 8,000,000.00		Currently in progress
SUBR				

SUBR	J. W. Fisher Renovations Phase 1 - classroom Labs hoods, lab casework, Mech., Elect, Window sys. Interior finishes upgrades pj# 01-107- 18-02 WBS-F.01003868	\$ 8,500,000.00	Ready for bidding predecated on vacating current personnel
SUBR	Demolition of Jesse Owens. Hall	\$ 252,664.00	Bidding
SUBR	SU Laboratory School Addition and Upgrades	\$ 8,029,200.00	Prelim-program being finalized.
SUBR	Stewart Hall - Wall Mount HVAC Units upgrades	\$ 1,800,000.00	Preliminary programming and cost estimating
SUBR	Ruffin Paul Central Plant - Loop Pumps, Valves, VFDs	\$ 322,000.00	Initial project completed however, with it coming under budget, additional funds have been approved to be repurposed for additonal valves. SU will manage project.
SUBR	ADA Safety Compliance & Drainage Project at the Law Center	\$ 95,400.00	Complete, awaiting CO approval for additional work.
SUBR	Repairs of 100ft tower and parking lot lighting upgrades to LED's - West and East of F G Clark Activity Center / Upgrade lighting system for classrooms, exits and stairwells in various buildings (Disaster Relief Shelter) WBS:F.19002290	\$ 291,000.00	Awarded to Sun Industries; waiting on light fixtures to be delivered.
SUBR	Demolition of Washingtoo Hall and Collections & Receivab_les Building	\$ 368,816.00	Awarded to Lathan Contruction; begins 5/10/21.
SUBR	SU Laboratory School Elementary Build-1 Exterior Window & Build-2 Interior, Gym Roof and North Parking Lot upgrades	\$ 740,000.00	Currently awaiting plan review by FP&C
SUBR	Navy ROTC (Army ROTC- review 20 year warranty) Roof Replacement	\$ 110,000.00	Plan review by FP&C and SUBR
SUBR	J. B. Moore Hall Roof Replacement	\$ 300,000.00	Plan review by FP&C and SUBR

SUBR	DOTD - Information Center @ SUBR Campus	\$ 5,625,876.00	Awarded to Blount Construction; site work has begun water line removed and relocated.
SUBR	WW Stewart Hall Renovations to 2nd floor Restrooms Renovations	\$ 175,000.00	Awarded to Integrity Builders; shop drawing submitted to architect for review.
SUBR	Law Center Mechanical HVAC Upgrades Phase 1	\$ 350,000.00	In design with architect and engineers
SUBR	Law Center Mechanical HVAC upgrades Phase 2	\$ 390,000.00	In design with architect and engineers
SUNO	Washington Library - Reroofing	\$ 525,000.00	Manning Architects to proceed with design planning phase in progress Nov 2020
SUNO	ADA Compliant Restrooms and Public accommodations in the Cafeteria, University Center, Health & Physical Education, Library and Administration Building, Planning and Construction	\$ 1,650,000.00	Program under review from SUNO for review by FP&C for selection of Designer in April 2021
SUNO	Site Parking Lot Restoration Phase 1 & 2 - Demo of temporary fema trailers on the lake campus (classrooms) and park campus (conf. center).	\$ 2,154,846.00	Active - Phase 2 - 75% complete-pending additional planning meeting w/ Fp&c. All South Eng. designer -planning 10june20 w/ a/c \$1,709,918 - bidding in Feb 2021
SUNO	Campus sidewalk and parking lot upgrades / repairs for various locations on the Park Campus and Lake Campus WBS-F.19002262	\$ 145,000.00	Active - planning by Studio Kiro Nov2019 , CD planning and bidding Oct 2020 - pending bids Feb 2020

SUNO	Demolition of existing Buildings - New Science and Old Science Buildings	\$ 1,393,000.00	Active - planning by Manning Architects w/ pre-design meeting Oct. 2019 - bidding date is set for Sept/Oct 2020/Jan 19, 2021 - pending to award project to lower bidder in review by fp&c Jan/Feb 2021
SUNO	Administration Building - Roof upgrades	\$ 350,000.00	Verges Rome Architects in Design planning phase
SUSLA	Lewis Collier Hall Science Building Renovaion, Planning and Construction	\$ 4,200,000.00	pending program from SUSLA for review by FP&C for selection of Designer in April 2021
SUSLA	Gymnasium roof replacement I building ext. walls & Mech. System upgrades	\$ 400,000.00	Engineering study by fp&c in progress for planning phase Jan. 2021
SUSLA	Library Building Roof Replacement Building	\$ 160,000.00	pending proj# to proceed by fp&c
SUSLA	Mechanical/HVAC System- Repairs - Controls - WBS:F.19002199	\$ 476,000.00	Active - pending planning & bidding - Purtle & Assoc. Eng. - planning Des. Dev. Phase: Re-bid date pending for Feb 2021
SUSLA	ADA Restrooms upgrades Downtown Metro 3rd & 4th floors - WBS:F.19002255	\$ 202,747.00	Active - pending planning by Fp&c - Designer McNew Architects (Brian McNew 318-219-7388) - pending final CD's completion Feb. 2021 to set-up for bidding March 2021
SUSLA	Louis Collier Hall (Site campus drainage upgrade throughout the main campus) WBS:F.19002260	\$ 47,828.00	Active - planning by The 3- K LW Company Inc. - pending additional funds by the State

SUSLA	Mechanical System - Replace Air Handler Units and Duct system, Fan Coils, Exhaust Fans (Science Building (S07505), (Fine Arts, S07509 & Jesse Stone, S07511) Server Unit Repair (IT, Main Campus, S07503), Replace Fan Coil Unit Motors and (Administration S07503), Replace Pumps (Administration S07503) - WBS:F.19002261	\$ 515,000.00		Active - planning by Purtle & Associates Sept 2019 - Pre Bid meeting Sept 11, 2020 and Bid open Sept 24, 2020 low bid by The Payne Company at \$399,000 - pre-Const. meeting Jan 2021 and work in progress
		TOTAL \$ 125,914,777.00		

Bid Documents Submitted: 3/18/21
Not approved for advertisement yet
*******awaiting AO williams vacancy and closed speciication approval for hvac controls**

Bid Documents Submitted: 3/18/21
Not approved for advertisement yet
*******awaiting additional funding**

Request package to SM 7/16/21
selection board: 9/15/21

Not Applicable - Not FPC project

*******SU required to request approval from BOS prior to FPC budgeting and initiation project**

CO for Hand Rails approved. New contract acceptance date: 6/6/21

NTP: 2/22/21
Contract Acceptance Date: 7/22/21
*******no activity from contractor or construction schedule submitted - concerned about this one**

NTP: 4/12/21
Contract Acceptance Date: 8/10/21

Construction Documents Submitted: 3/16/21
*******awaiting closed speciication approval for hvac controls**

Construction Documents Submitted: 5/20/21

Construction Documents Submitted: 5/20/21

Not Applicable - Not FPC project

Not Applicable - Not FPC project

Not Applicable - Not FPC project

No direct appointment initiated/No design on-going

project put on hold at SUNO request. Designer's latest submittal indicated Statement of Probable cost was much greater than AFC. Needed approximately \$200,000 in added funding. Project was put on hold pending receipt of added funding.

Received \$250,000 P1 Funding in the 2020 HB2. Project could probably select a designer to get through the design process, only.

Phase II bids received 05/04/2021
Contract awarded 05/17/2021
NTP 06/ 07/2021
Contract acceptance date 9/15/2021

contractor was issued NTP in May, construction underway. Current completion August 8, 2021

demo contractor is under contract. Current contract completion date is July 13, 2021.
Demolition approximately 28% complete

Verges Rome in CD phase of design. CD's expected 6/3/2021

Capital Outlay Funding \$225,000

***** Final report submittal anticipated next week**
*****Probable construction cost: \$4,839,615**

Direct Appointment completed
Pre-Design Meeting held: 05/11/21 Additional funding obtained. Designers are in CD phase

Original Bid Date: 01/21/21 - project over budget
Designer reduced scope
New Bid Date: 6/23/21

Proposals Received: \$146,210 base bid, \$55,500 Alt #1 = \$201,710 total
*****SU wants to accept alternate/FPC Added project budget to accept alternate**
*****Low proposer pulled out, looking to second low bidder (\$219,000)**

Not Applicable***project being managed by SU**

Construction will be completed next month

FINANCE

FINANCE COMMITTEE

(Following Facilities and Property Committee)

Friday, June 18, 2021

Southern University at New Orleans
Millie Charles School of Social Work Auditorium
6803 Leon C. Simon Dr.
New Orleans, LA 70128


AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s):
 - A. Ratification of Fiscal Year 2020-2021 Budget Adjustment (BA-7) for the Southern University System:
 1. Southern University Board of Supervisors
 2. Southern University Baton Rouge (SUBR)
 3. Southern University Law Center (SULC)
 4. Southern University New Orleans (SUNO)
 5. Southern University Shreveport (SUSLA)
 6. Southern University Agricultural Extension and Research Center (SUAREC)
6. Informational Item
 - A. Finance Update
 1. Interim Financial Reports
7. Other Business
8. Adjournment

MEMBERS

Dr. Leon R. Tarver–Chairman, Mr. Myron Lawson -Vice Chair
Mr. Sam Gilliam, Atty. Ed Shorty, Mr. Richard Hilliard, Dr. Rani Whitfield,
Atty. Domoine D. Rutledge- Ex Officio

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

DEPARTMENT: Higher Education		FOR OPB USE ONLY				
AGENCY: Southern University Board of Supervisor		OPB LOG NUMBER		AGENDA NUMBER		
SCHEDULE NUMBER: 19-615		Approval and Authority:				
SUBMISSION DATE: 06/02/21						
AGENCY BA-7 NUMBER: 2						
HEAD OF BUDGET UNIT: Dr. Ray Belton						
TITLE: System President-Chancellor						
SIGNATURE <small>(Certifies that the information provided is correct and true to the best of your knowledge.)</small> 						
MEANS OF FINANCING	CURRENT FY 2020-2021	ADJUSTMENT (+) or (-)	REVISED FY 2020-2021			
GENERAL FUND BY:						
DIRECT	\$43,442,284	\$4,275,000	\$47,717,284			
INTERAGENCY TRANSFERS	\$3,028,515	\$841,307	\$3,869,822			
FEES & SELF-GENERATED	\$101,105,493	\$3,857,077	\$104,962,570			
STATUTORY DEDICATIONS	\$4,228,516	\$6,142	\$4,234,658			
Support Education in Louisiana First Fund (G10)	\$2,419,377	\$0	\$2,419,377			
Tobacco Tax Health Care Fund (E32)	\$1,000,000	\$0	\$1,000,000			
Subtotal of Dedications from Page 2	\$809,139	\$6,142	\$815,281			
FEDERAL	\$3,654,209	\$2,500,000	\$6,154,209			
TOTAL	\$155,459,017	\$11,479,526	\$166,938,543			
AUTHORIZED POSITIONS	0	0	0			
AUTHORIZED OTHER CHARGES	0	0	0			
NON-TO FTE POSITIONS	0	0	0			
TOTAL POSITIONS	0	0	0			
PROGRAM EXPENDITURES						
PROGRAM NAME:	DOLLARS	POS	DOLLARS	POS	DOLLARS	POS
Southern University - Board of Supervisors	\$3,199,565	0	\$0	0	\$3,199,565	0
Southern University - Baton Rouge Campus	\$85,078,854	0	\$2,322,449	0	\$87,401,303	0
Southern University - Law Center	\$17,876,002	0	\$3,857,077	0	\$21,733,079	0
Southern University - New Orleans Campus	\$23,609,065	0	\$0	0	\$23,609,065	0
Southern University - Shreveport Campus	\$15,329,395	0	\$300,000	0	\$15,629,395	0
Southern University - Agricultural, Research & Extension Center	\$10,366,136	0	\$5,000,000	0	\$15,366,136	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
Subtotal of programs from Page 2:	\$0	0	\$0	0	\$0	0
TOTAL	\$155,459,017	0	\$11,479,526	0	\$166,938,543	0

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

DEPARTMENT: Higher Education	FOR OPB USE ONLY	
AGENCY: Southern University Board of Supervisor	OPB LOG NUMBER	AGENDA NUMBER
SCHEDULE NUMBER: 19-615		
SUBMISSION DATE: 06/02/21	ADDENDUM TO PAGE 1	
AGENCY BA-7 NUMBER: 2		

Use this section for additional Statutory Dedications, if needed.
The subtotal will automatically be transferred to Page 1.

MEANS OF FINANCING	CURRENT FY 2020-2021	ADJUSTMENT (+) or (-)	REVISED FY 2020-2021
GENERAL FUND BY:			
STATUTORY DEDICATIONS			
Parl-mutuel Live Racing Facility Gaming Control Fund (G09)	\$50,000	\$0	\$50,000
Southern University AgCenter Program Fund (G12)	\$750,000	\$0	\$750,000
Education Excellence Fund (Z18)	\$9,139	\$6,142	\$15,281
{Select Statutory Dedication}	\$0	\$0	\$0
{Select Statutory Dedication}	\$0	\$0	\$0
{Select Statutory Dedication}	\$0	\$0	\$0
SUBTOTAL (to Page 1)	\$809,139	\$6,142	\$815,281



Use this section for additional Program Names, if needed.
The subtotal will automatically be transferred to Page 1.

PROGRAM EXPENDITURES	DOLLARS	POS	DOLLARS	POS	DOLLARS	POS
PROGRAM NAME:						
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
SUBTOTAL (to Page 1)	\$0	0	\$0	0	\$0	0

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT**

Policy and Procedure Memorandum No. 52, Revised, requires that all Requests for Changes in Appropriation be fully documented. At a minimum, the following questions and statements must be answered. Use Continuation Sheets as needed. **FAILURE TO ANSWER ALL QUESTIONS COMPLETELY WILL BE CAUSE TO RETURN THIS DOCUMENT WITHOUT ACTION.**

1. What is the source of funding (if other than General Fund (Direct))? Specifically identify any grant or public law and the purposes of the funds, if applicable. A copy of any grant application and the notice of approved grant or appropriation must accompany the BA-7. What are the expenditure restrictions of the funds?
The source of funding is supplemental appropriations for direct, interagency transfer, fees & self-generated and statutory dedication funds for fiscal year 2020-2021. The direct funds are for infrastructure upgrades, equipment, implementation of Health Clinic and matching grant funds. The Laboratory School had an adjustment for Education Excellence Fund and Minimum Foundation Program Funding due to increase enrollment. The Law Center had an increase in self-generated funds as a result of increased enrollment and/or fees. The funds will be used to support the general operations of the campuses.

2. Enter the financial impact of the requested adjustment for the next four fiscal years.

MEANS OF FINANCING OR EXPENDITURE	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
GENERAL FUND BY:					
DIRECT	\$4,275,000	\$0	\$0	\$0	\$0
INTERAGENCY TRANSFERS	\$841,307	\$0	\$0	\$0	\$0
FEES & SELF-GENERATED	\$3,857,077	\$0	\$0	\$0	\$0
STATUTORY DEDICATIONS	\$6,142	\$0	\$0	\$0	\$0
FEDERAL	\$2,500,000	\$0	\$0	\$0	\$0
TOTAL	\$11,479,526	\$0	\$0	\$0	\$0

3. If this action requires additional personnel, provide a detailed explanation below:
The Law Center had to hire additional faculty and adjunct professors because of the increase in enrollment and the need for smaller class sizes due to COVID 19.

4. Explain why this request can't be postponed for consideration in the agency's budget request for next fiscal year.
The funds are generated in this fiscal year and will be spent in this fiscal year.

5. Is this an after the fact BA-7, e.g., have expenditures been made toward the program this BA-7 is for? If yes, explain per PPM No.52.
This is not an after the fact BA-7.

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT**

PERFORMANCE IMPACT OF MID-YEAR BUDGET ADJUSTMENT

1. Identify and explain the programmatic impacts (positive or negative) that will result from the approval of this BA-7.
The funds will be used to support current activities and essential operations required at Southern University campuses. .

2. Complete the following information for each objective and related performance indicators that will be affected by this request. (Note: Requested adjustments may involve revisions to existing objectives and performance indicators or creation of new objectives and performance indicators. Repeat this portion of the request form as often as necessary.)

OBJECTIVE:

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE STANDARD		
		CURRENT FY 2020-2021	ADJUSTMENT (+) OR (-)	REVISED FY 2020-2021

JUSTIFICATION FOR ADJUSTMENT(S): Explain the necessity of the adjustment(s).

3. Briefly explain any performance impacts other than or in addition to effects on objectives and performance indicators. (For example: Are there any anticipated direct or indirect effects on program management or service recipients? Will this BA-7 have a positive or negative impact on some other program or agency?)

The BA-7 will not impact any other program or agency.

4. If there are no performance impacts associated with this BA-7 request, then fully explain this lack of performance impact.

The BA-7 will not have any performance impact.

5. Describe the performance impacts of failure to approve this BA-7. (Be specific. Relate performance impacts to objectives and performance indicators.)

The BA-7 will not have any performance impact.

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 1 NAME: Southern University - Board of Supervisors

MEANS OF FINANCING:	CURRENT FY 2020-2021	REQUESTED ADJUSTMENT	REVISED FY 2020-2021	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
GENERAL FUND BY:							
Direct	\$3,199,565	\$0	\$3,199,565	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Statutory Dedications *	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$3,199,565	\$0	\$3,199,565	\$0	\$0	\$0	\$0

EXPENDITURES:	CURRENT FY 2020-2021	REQUESTED ADJUSTMENT	REVISED FY 2020-2021	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
SALARIES	\$1,649,530	\$0	\$1,649,530	\$0	\$0	\$0	\$0
Other Compensation	\$88,000	\$0	\$88,000	\$0	\$0	\$0	\$0
Related Benefits	\$769,942	\$0	\$769,942	\$0	\$0	\$0	\$0
Travel	\$185,000	\$0	\$185,000	\$0	\$0	\$0	\$0
Operating Services	\$171,100	\$0	\$171,100	\$0	\$0	\$0	\$0
Supplies	\$80,000	\$0	\$80,000	\$0	\$0	\$0	\$0
Professional Services	\$94,000	\$0	\$94,000	\$0	\$0	\$0	\$0
Other Charges	\$136,993	\$0	\$136,993	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$25,000	\$0	\$25,000	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$3,199,565	\$0	\$3,199,565	\$0	\$0	\$0	\$0

POSITIONS	CURRENT FY 2020-2021	REQUESTED ADJUSTMENT	REVISED FY 2020-2021	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
Classified	0	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0	0

* Statutory Dedications:	CURRENT FY 2020-2021	REQUESTED ADJUSTMENT	REVISED FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT**

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 1 NAME: Southern University - Board of Supervisors

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0

EXPENDITURES:						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0

OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
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POSITIONS						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0
OTHER CHARGES POSITION:	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0

STATE OF LOUISIANA
 DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
 REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 2 NAME: Southern University - Baton Rouge Campus

MEANS OF FINANCING:	CURRENT FY 2020-2021	REQUESTED ADJUSTMENT	REVISED FY 2020-2021	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
GENERAL FUND BY:							
Direct	\$18,275,725	\$1,475,000	\$19,750,725	\$0	\$0	\$0	\$0
Interagency Transfers	\$3,028,515	\$841,307	\$3,869,822	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$62,181,366	\$0	\$62,181,366	\$0	\$0	\$0	\$0
Statutory Dedications *	\$1,593,248	\$6,142	\$1,599,390	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$85,078,854	\$2,322,449	\$87,401,303	\$0	\$0	\$0	\$0

EXPENDITURES:	CURRENT FY 2020-2021	REQUESTED ADJUSTMENT	REVISED FY 2020-2021	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
Salaries	\$40,450,820	\$41,982	\$40,492,802	\$0	\$0	\$0	\$0
Other Compensation	\$181,377	\$0	\$181,377	\$0	\$0	\$0	\$0
Related Benefits	\$18,669,613	\$17,800	\$18,687,413	\$0	\$0	\$0	\$0
Travel	\$268,210	\$0	\$268,210	\$0	\$0	\$0	\$0
Operating Services	\$8,662,277	\$0	\$8,662,277	\$0	\$0	\$0	\$0
Supplies	\$865,911	\$0	\$865,911	\$0	\$0	\$0	\$0
Professional Services	\$1,026,480	\$787,667	\$1,814,147	\$0	\$0	\$0	\$0
Other Charges	\$10,746,988	\$1,475,000	\$12,221,988	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$4,017,497	\$0	\$4,017,497	\$0	\$0	\$0	\$0
Acquisitions	\$189,681	\$0	\$189,681	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$85,078,854	\$2,322,449	\$87,401,303	\$0	\$0	\$0	\$0

POSITIONS	CURRENT FY 2020-2021	REQUESTED ADJUSTMENT	REVISED FY 2020-2021	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
Classified	0	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0	0

* Statutory Dedications:	CURRENT FY 2020-2021	REQUESTED ADJUSTMENT	REVISED FY 2020-2021	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
Support Education in Louisiana First Fund (G10)	\$1,584,109	\$0	\$1,584,109	\$0	\$0	\$0	\$0
Education Expenses Fund (228)	\$9,139	\$6,142	\$15,281	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT**

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 2 NAME: Southern University - Baton Rouge Campus

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$1,475,000	\$841,307	\$0	\$6,142	\$0	\$2,322,449
EXPENDITURES:						
Salaries	\$0	\$37,640	\$0	\$4,342	\$0	\$41,982
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$16,000	\$0	\$1,800	\$0	\$17,800
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$787,667	\$0	\$0	\$0	\$787,667
Other Charges	\$1,475,000	\$0	\$0	\$0	\$0	\$1,475,000
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$1,475,000	\$841,307	\$0	\$6,142	\$0	\$2,322,449
OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
POSITIONS						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0
OTHER CHARGES POSITION:	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 3 NAME: Southern University - Law Center

MEANS OF FINANCING:	CURRENT FY 2020-2021	REQUESTED ADJUSTMENT	REVISED FY 2020-2021	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
GENERAL FUND BY:							
Direct	\$3,735,319	\$0	\$3,735,319	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$13,967,744	\$3,857,077	\$17,824,821	\$0	\$0	\$0	\$0
Statutory Dedications *	\$172,939	\$0	\$172,939	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$17,876,002	\$3,857,077	\$21,733,079	\$0	\$0	\$0	\$0

EXPENDITURES:	CURRENT FY 2020-2021	REQUESTED ADJUSTMENT	REVISED FY 2020-2021	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
SALARIES	\$9,471,530	\$2,163,371	\$11,634,901	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$3,609,686	\$822,081	\$4,431,767	\$0	\$0	\$0	\$0
Travel	\$385,000	\$0	\$385,000	\$0	\$0	\$0	\$0
Operating Services	\$1,690,629	\$483,922	\$2,174,551	\$0	\$0	\$0	\$0
Supplies	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$0
Professional Services	\$1,220,590	\$300,001	\$1,520,591	\$0	\$0	\$0	\$0
Other Charges	\$632,027	\$87,702	\$719,729	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$366,540	\$0	\$366,540	\$0	\$0	\$0	\$0
Acquisitions	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$17,876,002	\$3,857,077	\$21,733,079	\$0	\$0	\$0	\$0

POSITIONS	CURRENT FY 2020-2021	REQUESTED ADJUSTMENT	REVISED FY 2020-2021	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
Classified	0	0	0	0	0	0	0
Unclassified	0	46	46	0	0	0	0
TOTAL T.O. POSITIONS	0	46	46	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	46	46	0	0	0	0

* Statutory Dedications:	CURRENT FY 2020-2021	REQUESTED ADJUSTMENT	REVISED FY 2020-2021	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
Support Education in Louisiana First Fund (Q10)	\$172,939	\$0	\$172,939	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 3 NAME: Southern University - Law Center

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$0	\$3,857,077	\$0	\$0	\$3,857,077

EXPENDITURES:						
Salaries	\$0	\$0	\$2,163,371	\$0	\$0	\$2,163,371
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$0	\$822,081	\$0	\$0	\$822,081
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$483,922	\$0	\$0	\$483,922
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$300,001	\$0	\$0	\$300,001
Other Charges	\$0	\$0	\$87,702	\$0	\$0	\$87,702
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$3,857,077	\$0	\$0	\$3,857,077

OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
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POSITIONS						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 4 NAME: Southern University - New Orleans Campus

MEANS OF FINANCING:	CURRENT FY 2020-2021	REQUESTED ADJUSTMENT	REVISED FY 2020-2021	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
GENERAL FUND BY:							
Direct	\$8,158,721	\$0	\$8,158,721	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$14,947,545	\$0	\$14,947,545	\$0	\$0	\$0	\$0
Statutory Dedications *	\$502,799	\$0	\$502,799	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$23,609,065	\$0	\$23,609,065	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$10,111,886	\$0	\$10,111,886	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$4,740,079	\$0	\$4,740,079	\$0	\$0	\$0	\$0
Travel	\$37,000	\$0	\$37,000	\$0	\$0	\$0	\$0
Operating Services	\$2,285,294	\$0	\$2,285,294	\$0	\$0	\$0	\$0
Supplies	\$285,500	\$0	\$285,500	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$5,450,826	\$0	\$5,450,826	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$523,480	\$0	\$523,480	\$0	\$0	\$0	\$0
Acquisitions	\$175,000	\$0	\$175,000	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$23,609,065	\$0	\$23,609,065	\$0	\$0	\$0	\$0
POSITIONS							
Classified	0	38	38	0	0	0	0
Unclassified	0	116	116	0	0	0	0
TOTAL T.O. POSITIONS	0	154	154	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	154	154	0	0	0	0
* Statutory Dedications:							
Support Education in Louisiana First Fund (G10)	\$452,799	\$0	\$452,799	\$0	\$0	\$0	\$0
Parti-mutuel Live Racing Facility Gaming Control Fund (G99)	\$50,000	\$0	\$50,000	\$0	\$0	\$0	\$0
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 4 NAME: Southern University - New Orleans Campus

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0

EXPENDITURES:						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0

OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
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POSITIONS						
Classified	0	38	0	0	0	38
Unclassified	0	116	0	0	0	116
TOTAL T.O. POSITIONS	0	154	0	0	0	154
OTHER CHARGES POSITION:	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0
TOTAL POSITIONS	0	154	0	0	0	154

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT							
PROGRAM 5 NAME: Southern University - Shreveport Campus							
MEANS OF FINANCING:	CURRENT FY 2020-2021	REQUESTED ADJUSTMENT	REVISED FY 2020-2021	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
GENERAL FUND BY:							
Direct	\$5,158,497	\$300,000	\$5,458,497	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$10,008,838	\$0	\$10,008,838	\$0	\$0	\$0	\$0
Statutory Dedications *	\$162,060	\$0	\$162,060	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$15,329,395	\$300,000	\$15,629,395	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$7,402,302	\$0	\$7,402,302	\$0	\$0	\$0	\$0
Other Compensation	\$0		\$0	\$0	\$0	\$0	\$0
Related Benefits	\$3,666,095	\$0	\$3,666,095	\$0	\$0	\$0	\$0
Travel	\$38,300	\$0	\$38,300	\$0	\$0	\$0	\$0
Operating Services	\$2,166,888	\$0	\$2,166,888	\$0	\$0	\$0	\$0
Supplies	\$140,200	\$0	\$140,200	\$0	\$0	\$0	\$0
Professional Services	\$219,500	\$0	\$219,500	\$0	\$0	\$0	\$0
Other Charges	\$947,487	\$0	\$947,487	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$748,623	\$0	\$748,623	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$300,000	\$300,000	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$15,329,395	\$300,000	\$15,629,395	\$0	\$0	\$0	\$0
POSITIONS							
Classified	0	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0	0
* Statutory Dedications:							
Support Education in Louisiana First Fund (G10)	\$162,060	\$0	\$162,060	\$0	\$0	\$0	\$0
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 5 NAME: Southern University - Shreveport Campus

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$300,000	\$0	\$0	\$0	\$0	\$300,000
EXPENDITURES:						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0		\$0	\$0
Related Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$300,000	\$0	\$0	\$0	\$0	\$300,000
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$300,000	\$0	\$0	\$0	\$0	\$300,000
OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
POSITIONS						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0
OTHER CHARGES POSITION:	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 5 NAME: Southern University - Agricultural Research and Extension Center

MEANS OF FINANCING:	CURRENT FY 2020-2021	REQUESTED ADJUSTMENT	REVISED FY 2020-2021	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
GENERAL FUND BY:							
Direct	\$4,914,457	\$2,500,000	\$7,414,457	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Statutory Dedications *	\$1,797,470	\$0	\$1,797,470	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$3,654,209	\$2,500,000	\$6,154,209	\$0	\$0	\$0	\$0
TOTAL MOF	\$10,366,136	\$5,000,000	\$15,366,136	\$0	\$0	\$0	\$0

EXPENDITURES:	CURRENT FY 2020-2021	REQUESTED ADJUSTMENT	REVISED FY 2020-2021	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
Salaries	\$5,429,873	\$0	\$5,429,873	\$0	\$0	\$0	\$0
Other Compensation	\$50,000	\$0	\$50,000	\$0	\$0	\$0	\$0
Related Benefits	\$2,579,235	\$508,000	\$3,087,235	\$0	\$0	\$0	\$0
Travel	\$121,000	\$0	\$121,000	\$0	\$0	\$0	\$0
Operating Services	\$343,304	\$0	\$343,304	\$0	\$0	\$0	\$0
Supplies	\$224,289	\$20,000	\$244,289	\$0	\$0	\$0	\$0
Professional Services	\$44,202	\$0	\$44,202	\$0	\$0	\$0	\$0
Other Charges	\$1,423,883	\$588,000	\$2,011,883	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$150,350	\$884,000	\$1,034,350	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$3,000,000	\$3,000,000	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$10,366,136	\$5,000,000	\$15,366,136	\$0	\$0	\$0	\$0

POSITIONS	CURRENT FY 2020-2021	REQUESTED ADJUSTMENT	REVISED FY 2020-2021	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
Classified	0	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0	0

* Statutory Dedications:	CURRENT FY 2020-2021	REQUESTED ADJUSTMENT	REVISED FY 2020-2021	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
Support Education in Louisiana First Fund (G10)	\$47,470	\$0	\$47,470	\$0	\$0	\$0	\$0
Tobacco Tax Health Care Fund (E32)	\$1,000,000	\$0	\$1,000,000	\$0	\$0	\$0	\$0
Southern University AgCenter Program Fund (G12)	\$750,000	\$0	\$750,000	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT**

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 5 NAME: Southern University - Agricultural Research and Extension Center

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$2,500,000	\$0	\$0	\$0	\$2,500,000	\$5,000,000

EXPENDITURES:						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$508,000	\$0	\$0	\$0	\$0	\$508,000
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$20,000	\$20,000
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$588,000	\$0	\$0	\$0	\$0	\$588,000
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$884,000	\$884,000
Major Repairs	\$1,404,000	\$0	\$0	\$0	\$1,596,000	\$3,000,000
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$2,500,000	\$0	\$0	\$0	\$2,500,000	\$5,000,000

OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
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POSITIONS						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0
OTHER CHARGES POSITION:	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0

Southern University System
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2021
As of May 31, 2021

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 43,442,284	\$ 41,052,153	\$ 2,390,131	\$ 43,442,284	\$ -	94.5%
Statutory Dedicated	4,228,516	3,526,258	702,258	4,228,516	-	83.4%
Federal	3,654,209	2,000,253	1,653,956	3,654,209	-	54.7%
Self Generated						
Tuition - Fall 2020	34,262,460	32,883,002	181,081	33,064,082	(1,198,378)	96.0%
Tuition - Spring 2021	31,256,081	30,357,069	37,030	30,394,099	(861,982)	97.1%
Tuition - Summer	6,993,497	6,738,203	679,894	7,418,096	424,599	96.3%
Out-of-State Fees	11,910,932	14,346,590	64,779	14,411,369	2,500,437	120.4%
Other	16,682,523	11,691,532	6,901,377	18,592,908	1,910,385	70.1%
Interagency Transfer	3,028,515	3,281,242	254,045	3,535,287	506,772	108.3%
Total Revenues	\$ 155,459,017	\$ 145,876,301	\$ 12,864,550	\$ 158,740,851	\$ 3,281,834	93.8%
Expenditures						
Salaries	\$ 74,515,941	\$ 69,113,207	\$ 5,705,494	\$ 74,818,701	\$ 302,760	92.7%
Other Compensation	319,377	131,584	6,416	138,000	(181,377)	41.2%
Related Benefits	34,034,650	29,680,145	2,337,018	32,017,163	(2,017,487)	87.2%
Total Personal Services	\$ 108,869,968	\$ 98,924,935	\$ 8,048,929	\$ 106,973,864	\$ (1,896,104)	90.9%
Travel	1,034,510	93,782	486,468	580,250	(454,260)	9.1%
Operating Services	15,319,492	14,529,460	2,525,000	17,054,460	1,734,968	94.8%
Supplies	1,845,900	1,059,905	577,951	1,637,856	(208,044)	57.4%
Total Operating Expenses	\$ 18,199,902	\$ 15,683,146	\$ 3,589,419	\$ 19,272,566	\$ 1,072,664	86.2%
Professional Services	2,604,772	1,697,145	945,372	2,642,517	37,745	65.2%
Other Charges	10,714,822	2,189,570	7,886,158	10,075,728	(639,094)	20.4%
Debt Services						
Interagency Transfers	6,238,234	2,124,801	4,113,433	6,238,234	-	34.1%
Total Other Charges	\$ 19,557,828	\$ 6,011,516	\$ 12,944,963	\$ 18,956,479	\$ (601,349)	30.7%
General Acquisitions	227,382	112,954	650,821	763,775	536,393	49.7%
Library Acquisitions	562,649	432,638	280,011	712,649	150,000	76.9%
Major Repairs	-	127,846	355,960	355,960	355,960	
Total Acquisitions/Major Repairs	\$ 790,031	\$ 673,439	\$ 1,286,792	\$ 1,832,384	\$ 1,042,353	85.2%
Scholarships	8,041,288	11,305,167	400,391	11,705,558	3,664,270	140.6%
Total Expenditures	\$ 155,459,017	\$ 132,598,203	\$ 26,270,493	\$ 158,740,851	\$ 3,281,834	85.3%

Southern University Board and System Administration
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2021
As of May 31, 2021

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 3,199,565	\$ 3,893,418	\$ (693,853)	\$ 3,199,565	\$ -	121.7%
Statutory Dedicated						
Federal						
Self Generated						
Tuition - Fall 2020						
Tuition - Spring 2021						
Tuition - Summer						
Out-of-State Fees						
Other						
Interagency Transfer						
Total Revenues	\$ 3,199,565	\$ 3,893,418	\$ (693,853)	\$ 3,199,565	\$ -	121.7%
Expenditures						
Salaries	\$ 1,649,530	\$ 1,751,749	\$ 194,336	\$ 1,946,085	\$ 296,555	106.2%
Other Compensation	88,000	83,667	4,333	88,000	-	95.1%
Related Benefits	769,942	573,236	87,460	660,696	(109,246)	74.5%
Total Personal Services	\$ 2,507,472	\$ 2,408,652	\$ 286,129	\$ 2,694,781	\$ 187,309	96.1%
Travel	185,000	28,031	17,806	45,837	(139,163)	15.2%
Operating Services	171,100	83,577	47,076	130,653	(40,447)	48.8%
Supplies	80,000	27,751	16,319	44,070	(35,930)	34.7%
Total Operating Expenses	\$ 436,100	\$ 139,359	\$ 81,201	\$ 220,560	\$ (215,540)	32.0%
Professional Services	94,000	13,200	6,800	20,000	(74,000)	14.0%
Other Charges	136,993	-	202,437	202,437	65,444	0.0%
Debt Services						
Interagency Transfers						
Total Other Charges	\$ 230,993	\$ 13,200	\$ 209,237	\$ 222,437	\$ (8,556)	5.7%
General Acquisitions	25,000	22,677	39,110	61,787	36,787	90.7%
Library Acquisitions						
Major Repairs						
Total Acquisitions/Major Repairs	\$ 25,000	\$ 22,677	\$ 39,110	\$ 61,787	\$ 36,787	90.7%
Scholarships						
Total Expenditures	\$ 3,199,565	\$ 2,583,888	\$ 615,677	\$ 3,199,565	\$ -	80.8%

**Southern University Baton Rouge Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2021
As of May 31, 2021**

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 18,275,725	\$ 16,545,312	\$ 1,730,413	\$ 18,275,725	\$ -	90.5%
Statutory Dedicated	1,593,248	1,143,812	449,436	1,593,248	-	71.8%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2020	21,709,761	20,502,612	-	20,502,612	(1,207,149)	94.4%
Tuition - Spring 2021	19,487,148	18,843,908	-	18,843,908	(643,240)	96.7%
Tuition - Summer	4,963,498	4,941,068	22,430	4,963,498	-	99.5%
Out-of-State Fees	8,349,603	9,462,061	(23,416)	9,438,645	1,089,042	113.3%
Other	7,671,356	5,062,895	3,416,065	8,478,960	807,604	66.0%
Interagency Transfer	3,028,515	3,281,242	254,045	3,535,287	506,772	108.3%
Total Revenues	\$ 85,078,854	\$ 79,782,911	\$ 5,848,973	\$ 85,631,884	\$ 553,030	93.8%
Expenditures						
Salaries	\$ 40,450,820	\$ 37,413,529	\$ 2,142,930	\$ 39,556,459	\$ (894,361)	92.5%
Other Compensation	181,377	-	-	-	(181,377)	0.0%
Related Benefits	18,669,613	17,117,820	555,357	17,673,177	(996,436)	91.7%
Total Personal Services	\$ 59,301,810	\$ 54,531,349	\$ 2,698,287	\$ 57,229,636	\$ (2,072,174)	92.0%
Travel	268,210	21,981	78,117	100,098	(168,112)	8.2%
Operating Services	8,662,277	8,400,801	269,934	8,670,735	8,458	97.0%
Supplies	865,911	645,202	36,045	681,247	(184,664)	74.5%
Total Operating Expenses	\$ 9,796,398	\$ 9,067,984	\$ 384,096	\$ 9,452,080	\$ (344,318)	92.6%
Professional Services	1,026,480	827,837	82,545	910,382	(116,098)	80.6%
Other Charges	3,805,700	335,118	3,667,584	4,002,702	197,002	8.8%
Debt Services			-			
Interagency Transfers	4,017,497	(3,223)	3,520,720	3,517,497	(500,000)	-0.1%
Total Other Charges	\$ 8,849,677	\$ 1,159,732	\$ 7,270,849	\$ 8,430,581	\$ (419,096)	13.1%
General Acquisitions	52,032	14,597	37,435	52,032	-	28.1%
Library Acquisitions	137,649	130,542	7,107	137,649	-	94.8%
Major Repairs	-	127,846	-	-	-	-
Total Acquisitions/Major Repairs	\$ 189,681	\$ 272,985	\$ 44,542	\$ 189,681	\$ -	143.9%
Scholarships	6,941,288	10,329,906	-	10,329,906	3,388,618	148.8%
Total Expenditures	\$ 85,078,854	\$ 75,361,956	\$ 10,397,774	\$ 85,631,884	\$ 553,030	88.6%

The Southern University Baton Rouge Campus have allocated \$2.2 million in CARES Act funds to ensure the budget remains balanced and operations continue due to revenue shortfall.

Southern University Law Center
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2021
As of May 31, 2021

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 3,735,319	\$ 3,529,809	\$ 205,510	\$ 3,735,319	\$ -	94.5%
Statutory Dedicated	172,939	124,071	48,868	172,939	-	71.7%
Federal	-	-	-	-	-	
Self Generated						
Tuition - Fall 2020	3,823,146	4,583,457	-	4,583,457	760,311	119.9%
Tuition - Spring 2021	3,499,336	4,412,842	-	4,412,842	913,506	126.1%
Tuition - Summer	700,000	1,329,638	-	1,329,638	629,638	189.9%
Out-of-State Fees	2,658,500	4,355,411	-	4,355,411	1,696,911	163.8%
Other	3,286,762	4,162,451	-	4,162,451	875,689	126.6%
Interagency Transfer		-	-			
Total Revenues	\$ 17,876,002	\$ 22,497,679	\$ 254,378	\$ 22,752,057	\$ 4,876,055	125.9%
Expenditures						
Salaries	\$ 9,471,530	\$ 9,706,636	\$ 1,764,843	\$ 11,471,479	\$ 1,999,949	102.5%
Other Compensation	-	-	-	-	-	
Related Benefits	3,609,686	3,063,189	\$ 656,944	3,720,133	110,447	84.9%
Total Personal Services	\$ 13,081,216	\$ 12,769,826	\$ 2,421,786	\$ 15,191,612	\$ 2,110,396	97.6%
Travel	385,000	29,101	355,899	385,000	-	7.6%
Operating Services	1,690,629	1,898,784	1,305,892	3,204,676	1,514,047	112.3%
Supplies	250,000	123,758	126,242	250,000	-	49.5%
Total Operating Expenses	\$ 2,325,629	\$ 2,051,643	\$ 1,788,032	\$ 3,839,676	\$ 1,514,047	88.2%
Professional Services	1,220,590	756,124	664,466	1,420,590	200,000	61.9%
Other Charges	432,027	243,119	258,908	502,027	70,000	56.3%
Debt Services				-	-	
Interagency Transfers	366,540	310,879	55,661	366,540	-	84.8%
Total Other Charges	\$ 2,019,157	\$ 1,310,123	\$ 979,034	\$ 2,289,157	\$ 270,000	64.9%
General Acquisitions	-	-	200,000	200,000	200,000	
Library Acquisitions	250,000	212,132	187,868	400,000	150,000	84.9%
Major Repairs	-		355,960	355,960	355,960	
Total Acquisitions/Major Repairs	\$ 250,000	\$ 212,132	\$ 743,828	\$ 955,960	\$ 705,960	84.9%
Scholarships	200,000	315,652	160,000	475,652	275,652	157.8%
Total Expenditures	\$ 17,876,002	\$ 16,659,375	\$ 6,092,682	\$ 22,752,057	\$ 4,876,055	93.2%

**Southern University New Orleans Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2021
As of May 31, 2021**

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 8,158,721	\$ 7,709,840	\$ 448,881	\$ 8,158,721	\$ -	94.5%
Statutory Dedicated	502,799	350,189	152,610	502,799	-	69.6%
Federal	-	-	-	-	-	
Self Generated						
Tuition - Fall 2020	4,851,700	4,384,181	181,081	4,565,262	(286,438)	90.4%
Tuition - Spring 2021	4,577,842	4,052,793	37,030	4,089,823	(488,019)	88.5%
Tuition - Summer	429,999	222,534	207,463	429,997	(2)	51.8%
Out-of-State Fees	352,829	264,634	88,195	352,829	-	75.0%
Other	4,735,175	2,302,730	1,059,653	3,362,383	(1,372,792)	48.6%
Interagency Transfer						
Total Revenues	\$ 23,609,065	\$ 19,286,901	\$ 2,174,912.66	\$ 21,461,814	\$ (2,147,251)	81.7%
Expenditures						
Salaries	\$ 10,111,886	\$ 8,455,890	\$ 866,423	\$ 9,322,313	\$ (789,573)	83.6%
Other Compensation	-	-	-	-	-	
Related Benefits	4,740,079	4,249,897	490,182	4,740,079	-	89.7%
Total Personal Services	\$ 14,851,965	\$ 12,705,787	\$ 1,356,605	\$ 14,062,392	\$ (789,573)	85.5%
Travel	37,000	6,923	30,077	37,000	-	18.7%
Operating Services	2,285,294	2,061,490	317,040	2,378,530	93,236	90.2%
Supplies	285,500	90,253	195,247	285,500	-	31.6%
Total Operating Expenses	\$ 2,607,794	\$ 2,158,666	\$ 542,364	\$ 2,701,030	\$ 93,236	82.8%
Professional Services	-	30,985	-	30,985	30,985	
Other Charges	4,268,732	24,375	2,262,458	2,286,833	(1,981,899)	0.6%
Debt Services						
Interagency Transfers	1,105,574	1,161,293	444,281	1,605,574	500,000	105.0%
Total Other Charges	\$ 5,374,306	\$ 1,216,653	\$ 2,706,739	\$ 3,923,392	\$ (1,450,914)	22.6%
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	175,000	89,964	85,036	175,000	-	51.4%
Major Repairs	-	-	-	-	-	
Total Acquisitions/Major Repairs	\$ 175,000	\$ 89,964	\$ 85,036	\$ 175,000	\$ -	51.4%
Scholarships	600,000	473,314	126,686	600,000	-	78.9%
Total Expenditures	\$ 23,609,065	\$ 16,644,384	\$ 4,817,430	\$ 21,461,814	\$ (2,147,251)	70.5%

**Southern University Shreveport Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2021
As of May 31, 2021**

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 5,158,497	\$ 4,729,704	\$ 428,793	\$ 5,158,497	\$ -	91.7%
Statutory Dedicated	162,060	122,939	39,121	162,060	-	75.9%
Federal						
Self Generated						
Tuition - Fall 2020	3,877,853	3,412,751	-	3,412,751	(465,102)	88.0%
Tuition - Spring 2021	3,691,755	3,047,526	-	3,047,526	(644,229)	82.5%
Tuition - Summer	900,000	244,963	450,000	694,963	(205,037)	27.2%
Out-of-State Fees	550,000	264,484	-	264,484	(285,516)	48.1%
Other	989,230	163,455	2,425,659	2,589,114	1,599,884	16.5%
Interagency Transfer		-	-			
Total Revenues	\$ 15,329,395	\$ 11,985,822	\$ 3,343,573	\$ 15,329,395	\$ -	78.2%
Expenditures						
Salaries	\$ 7,402,302	\$ 7,275,170	\$ 359,865	\$ 7,635,035	\$ 232,733	98.3%
Other Compensation	-	-	-	-	-	0.0%
Related Benefits	3,666,095	3,078,312	415,091	3,493,403	(172,692)	84.0%
Total Personal Services	\$ 11,068,397	\$ 10,353,482	\$ 774,956	\$ 11,128,438	\$ 60,041	93.5%
Travel	38,300	1,916	4,000	5,916	(32,384)	5.0%
Operating Services	2,166,888	1,729,766	437,122	2,166,888	-	79.8%
Supplies	140,200	107,543	5,000	112,543	(27,657)	76.7%
Total Operating Expenses	\$ 2,345,388	\$ 1,839,225	\$ 446,122	\$ 2,285,347	\$ (60,041)	78.4%
Professional Services	219,500	64,999	154,501	219,500	-	29.6%
Other Charges	647,487	12,005	635,482	647,487	-	1.9%
Debt Services						
Interagency Transfers	748,623	655,851	92,772	748,623	-	87.6%
Total Other Charges	\$ 1,615,610	\$ 732,855	\$ 882,755	\$ 1,615,610	\$ -	45.4%
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	-	-	-	-	-	0.0%
Major Repairs	-	-	-	-	-	0.0%
Total Acquisitions/Major Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Scholarships	300,000	186,295	113,705	300,000	-	62.1%
Total Expenditures	\$ 15,329,395	\$ 13,111,857	\$ 2,217,538	\$ 15,329,395	\$ -	85.5%

The Southern University Shreveport Campus have allocated \$2.6 million in CARES Act funds to ensure the budget remains balanced and operations continue due to revenue shortfall.

Southern University Agricultural Research and Extension Center
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2021
As of May 31, 2021

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 4,914,457	\$ 4,644,070	\$ 270,387	\$ 4,914,457	\$ -	94.5%
Statutory Dedicated	1,797,470	1,785,247	12,223	1,797,470	-	99.3%
Federal	3,654,209	2,000,253	1,653,956	3,654,209	-	54.7%
Self Generated						
Tuition - Fall 2020						
Tuition - Spring 2021						
Tuition - Summer						
Out-of-State Fees						
Other						
Interagency Transfer						
Total Revenues	\$ 10,366,136	\$ 8,429,570	\$ 1,936,566	\$ 10,366,136	\$ -	81.3%
Expenditures						
Salaries	\$ 5,429,873	\$ 4,510,232	\$ 377,098	\$ 4,887,330	\$ (542,543)	83.1%
Other Compensation	50,000	47,917	2,083	50,000	-	95.8%
Related Benefits	2,579,235	1,597,691	131,984	1,729,675	(849,560)	61.9%
Total Personal Services	\$ 8,059,108	\$ 6,155,840	\$ 511,165	\$ 6,667,005	\$ (1,392,103)	76.4%
Travel	121,000	5,829	570	6,399	(114,601)	4.8%
Operating Services	343,304	355,042	147,936	502,978	159,674	103.4%
Supplies	224,289	65,398	199,098	264,496	40,207	29.2%
Total Operating Expenses	\$ 688,593	\$ 426,269	\$ 347,604	\$ 773,873	\$ 85,280	61.9%
Professional Services	44,202	4,000	37,060	41,060	(3,142)	9.0%
Other Charges	1,423,883	1,574,954	859,288	2,434,242	1,010,359	110.6%
Debt Services						
Interagency Transfers	-			-	-	0.0%
Total Other Charges	\$ 1,468,085	\$ 1,578,954	\$ 896,348	\$ 2,475,302	\$ 1,007,217	107.6%
General Acquisitions	150,350	75,681	374,275	449,956	299,606	50.3%
Library Acquisitions				-		
Major Repairs				-		
Total Acquisitions/Major Repairs	\$ 150,350	\$ 75,681	\$ 374,275	\$ 449,956	\$ 299,606	50.3%
Scholarships						
Total Expenditures	\$ 10,366,136	\$ 8,236,743	\$ 2,129,393	\$ 10,366,136	\$ -	79.5%

GOVERNANCE

GOVERNANCE COMMITTEE

(Following Finance Committee)

Friday, June 18, 2021

Southern University at New Orleans
Mille Charles School of Social Work Auditorium
6803 Leon C. Simon Dr.
New Orleans, LA 70128

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items
 - A. Request Approval for Research Financial Conflict of Interest Policy (SUBR)
 - B. Request Approval of Instructional Faculty Policy (SULC)
 - C. Request Approval of SUSLA Institutional Policies in Compliance with Safety Audit Requirements (SUSLA)
 1. Request Approval for General Safety Policy (SUSLA)
 2. Request Approval for Property Control and Purchasing Policy (SUSLA)
 3. Request Approval for Authorized Driver Policy (SUSLA)
 4. Request Approval for Bonds, Crime, Property and Security Policy (SUSLA)
 5. Request Approval for Key Control Policy (SUSLA)
 6. Request Approval for Blood-Borne Pathogen Policy (SUSLA)
6. Other Business
7. Adjournment

MEMBERS

Mr. Myron Lawson- Chairman, Atty. Ed Shorty–Vice-Chair,
Atty. Jody Amedee, Dr. Leon Tarver, II, Ms. Christy Oliver Reeves, Mr. Sam Gilliam
Atty. Domoine D. Rutledge- Ex Officio



POLICY TITLE

Research Financial Conflict of Interest (FCOI) Policy

POLICY NUMBER

11-004

Responsible Unit: <i>Office of Research, Strategic Initiatives & Economic Development</i>	Effective Date: <i>06/30/2021</i>
Responsible Official: <i>Vice Chancellor for Research, Strategic Initiatives & Economic Development</i>	Last Reviewed Date:
Policy Classification: <i>Research Expenditures & Sponsored Funds Administration</i>	Origination Date: <i>04/26/2021</i>

I. POLICY STATEMENT AND RATIONALE

The purpose of the Research Financial Conflict of Interest Policy is to demonstrate that Southern University and A&M College (SU) promotes objectivity in all externally funded research by establishing guidelines to recognize and address any potential, actual, and apparent **financial conflicts of interest (FCOI)** and authorizes the Southern University Research Council (SURC) to implement this policy and review any infractions, whether directly or through the creation of an appropriate SURC subcommittee. If an employee of Southern University and A&M College (SU) has an outside economic interest that can/may affect the conduct of their SU institutional duties, a **financial conflict of interest** exists that may threaten the objectivity and integrity of research. Consideration must be given to determine if and when these outside economic interests may bias, or have the appearance of biasing the design, conduct, or reporting of externally funded research. The objectivity of researchers is essential in scientific research for the maintenance of the public trust, and the health and safety of those relying on the integrity of research results.

II. POLICY SCOPE AND AUDIENCE

This policy governs the disclosure of individual's *significant financial interests* and the management and reporting of an individual's *financial conflict of interest* in research performed at SU and implements the federal regulations promulgated by the Public Health Service (PHS) of the US Department of Health and Human Services (DHHS), as well as those adopted by the National Science Foundation (NSF) [42 CFR Part 50; 45 CFR Part 94; NSF 20-1: National Science Foundation Proposal and Awards Policies and Procedures Guide].

This policy applies to all individuals engaged in externally funded/sponsored research who, regardless of title or position, are responsible for the design, conduct, or reporting of the funded research, including but not limited to principal investigators, co-investigator/co-principal investigators, project directors, and/or senior research personnel.

- **Principal Investigator (PI)** – the individual (project leader) designated by the proposer (institution), and approved by the external funding agency, who will be responsible for the scientific or technical direction and outcomes of the project.
- **Co-Investigator (Co-I/Co-PI)** – the individual(s) jointly responsible for scientific or technical activity and submission of the requisite project reports and designated as such by the proposer (institution) and approved by the external funding agency.
- **Project Director (PD)** – the individual designated by the proposer (institution) and approved by the external funding agency, who will be responsible for the fiscal management of the project’s activities. *Note: In some instances (depending upon the funding agency, the terms Principal Investigator and Project Director are interchangeable as is the case with the National Institutes of Health (NIH). Project leads are termed PDs).*
- **Senior Research Personnel (SRP)** – an individual other than the PI, Co-I/Co-PI, and PD considered by the performing institution to be a member of its faculty (or equivalent) or who holds an appointment as a faculty member at another institution, who will participate in the project activity.

Individuals and offices responsible for affecting this policy include:

- **Office of Sponsored Programs (OSP)** – reviews all faculty submitted declaration of financial conflict of interest to determine if there may be conflict. Any notification of faculty impropriety or financial conflict of interest from the funding agency or the SUS must also be reviewed. Approves project submission/activity and forwards the endorsed activity to the COI Committee for review and then to the VC for ORSI-ED for final approval (prior to funding by agency and/or after notification of FCOI).
- **Southern University Research Council (SURC)** – reviews all declarations of financial conflict of interest forms prior to the VC’s signature and advises the Authorized Institutional Official for all sponsored program activity and on any FCOI matters.
- **Vice Chancellor for ORSI-ED** – is the Authorized Institutional Official for research and sponsored projects and reviews all approved declarations of FCOI and provides final approval to only those requests that 1) meet the guidelines of the funding agency and/or 2) have exceptional circumstances and potential benefits that are compelling and well-justified.
- **Chancellor of SU (Baton Rouge Campus Only)** - has final authority over all declarations of FCOIs and can override a decision made by any supervisor in the initiate’s (PI, Co-I/Co-PI, PD, SRP) chain of command to deny said declaration.

III. POLICY COMPLIANCE

Compliance with this policy ensures that the faculty and staff adhere to the general federal regulations and cost accounting practices as stipulated in the Office of Management and Budget Cost Principles for Educational Institutions OMB Circular A-21 (**2 CFR Part 220**) as well as agency stipulated regulations (**42 CFR Part 50; 45 CFR Part 94; NSF 20-1: National Science Foundation Proposal and Awards Policies and Procedures Guide**).

IV. POLICY DEFINITIONS

- **Southern University Research Council (SURC)** - the Institution's council and/or subcommittee or individual that advises the Institutional Official on Financial Conflict of Interest matters. Its membership includes thirteen representatives placed as follows:
 - one dean appointee from each college;
 - one representative from the Faculty Senate;
 - the dean of the Graduate School (or appointee);
 - one representative each from OSP, OSPA, the library, and the Center for International Studies; and
 - the IRB Chair.
- **Entity** - any domestic or foreign, public or private, organization (excluding a federal agency) from which an Investigator (and spouse and dependent children) receives remuneration or in which any person has an ownership or equity interest.
- **Family** - any member of the Investigator's immediate family, specifically, any dependent children and spouse.
- **Financial Conflict of Interest** - a Significant Financial Interest that the Institution reasonably determines could directly and significantly affect the design, conduct or reporting of externally funded research.
- **Authorized Institutional Official** - the individual within the Institution who is responsible for the solicitation and review of disclosures of significant financial interests related to research and sponsored programs including those of the Investigator's Family related to the Investigator's institutional responsibilities. For the purposes of this Policy, the Authorized Institutional Official is designated as the Vice Chancellor for Research, Strategic Initiatives & Economic Development (VC ORSI-ED) or their designee.
- **Investigator** - the project director, principal Investigator, co-investigator, and any other individual, regardless of title or position, who is responsible for the design, conduct, or reporting of externally funded research, or proposals for such funding.
- **Investigator's Institutional Responsibilities** - the Investigator's responsibilities associated with their Institutional appointment or position, such as research, research consultation, teaching, clinical activities, administration, internal professional

committee service such as a committee membership in Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC), and external professional committee service.

- **Significant Financial Interest**

1) a financial interest of the Investigator and their Family that reasonably appears to be related to the Investigator's Institutional Responsibilities, and:

- A. if with a publicly traded entity, the aggregate value of any salary or other payments for services received during the 12-month period preceding the disclosure, and the value of any equity interest during the 12-month period preceding or as of the date of disclosure, exceeds **\$5,000**;
- B. if with a non-publicly traded entity, the aggregate value of any salary or other payments for services received during the 12-month period preceding the disclosure exceeds **\$5,000**;
- C. if with a non-publicly traded company, is an equity interest of any value during the 12-month period preceding or as of the date of disclosure; or
- D. is income related to intellectual property rights and interests not reimbursed through the Institution.

2) also includes any reimbursed or sponsored travel (i.e., that which is paid on behalf of the Investigator and not reimbursed to the Investigator so that the exact monetary value may not be readily available), related to their institutional responsibilities; provided however, that this disclosure requirement does not apply to travel that is reimbursed or sponsored by U.S. Federal, state or local governmental agencies, U.S. institutions of higher education, research institutes affiliated with institutions of higher education, academic teaching hospitals, and medical centers.

3) does **NOT** include:

- A. salary, royalties, or other remuneration from the Institution;
- B. income from the authorship of academic or scholarly works;
- C. income from seminars, lectures, teaching engagements, advisory committees or review panels sponsored by or from U.S. federal, state, or local governmental agencies; U.S. institutions of higher education; U.S. research institutes affiliated with institutions of higher education, academic teaching hospitals, and medical centers; or
- D. equity interests or income from investment vehicles, such as mutual funds and retirement accounts, so long as the Investigator does not directly control the investment decisions made in these vehicles.

- **Research** - a systematic investigation, study, or experiment designed to contribute to generalizable knowledge. The term encompasses basic and applied research, product development, and educational activities.

V. **POLICY IMPLEMENTATION PROCEDURES**

A. When to Disclose a Financial Conflict of Interest

1. Time of Application

Prior to submitting an application for proposal, investigators must have submitted a Financial Conflict of Interest Declaration. Investigators shall further certify that the proposed project conforms to this policy. Investigators must also sign an acknowledgement of their obligation for annual and ad hoc disclosure at this time. All forms are attached hereto.

2. Annual Disclosure

Investigators with active external funding shall submit an updated Significant Financial Interests Disclosure Report on an annual basis.

3. Ad Hoc Disclosure

Within **30 days** of acquiring or discovering a new Significant Financial Interest, the investigator shall submit an updated Significant Financial Interests Disclosure.

4. Additional Sponsor Requirements

For all externally funded sponsored projects, disclosure shall be in accordance with sponsor requirements if they are more restrictive than this policy.

B. Review, Determination and Management of Financial Conflict of Interest

1. Review and Determination

If the disclosure form reveals a Significant Financial Interest, it will be reviewed promptly by the Authorized Institutional Official for a determination of whether it constitutes a Financial Conflict of Interest. The Authorized Institutional Official may refer any disclosure of significant financial interest to the SURC for review, consultation, and guidance in specific or complex cases, or the application of the policy to a particular situation. Examples of SURC referrals would be any conflict reported to the OSP by a colleague or funding agency, any unclear but disclosed significant financial interest related to an intended project, department, college, or principal investigator.

A Financial Conflict of Interest will exist when the Authorized Institutional Official determines that a Significant Financial Interest could directly and significantly affect the design, conduct, or reporting of externally funded research.

2. Management

If the Authorized Institutional Official determines that there is a Financial Conflict of Interest, they must require and approve a written management plan before any related research goes forward or any funds can be expended. The affected Investigator or the SURC Committee, as appropriate, is responsible for developing and submitting a proposed management plan for approval by the Institutional Official.

A management plan may impose any condition and prescribe any action necessary to manage a Financial Conflict of Interest, including an action reducing or eliminating the Financial Conflict of Interest, *to ensure that the design, conduct, reporting of, and any product resulting from the research is free from bias or the appearance of bias*. Examples of conditions or actions that may be prescribed include, but are in no way limited to:

- a) public disclosure of the conflict of interest in presentations and publications;
- b) for human subjects' research, direct disclosure of the conflict of interest to research participants;
- c) appointment of an independent monitor with authority to take measures to protect the design, conduct, and reporting of research against bias, or the appearance of bias, resulting from the conflict of interest;
- d) modification of the research plan;
- e) change of personnel or personnel responsibilities, or disqualification of personnel from participation in all or a portion of the research;
- f) divestiture or reduction of the newly proposed financial interest; or
- g) severance of relationships that create an actual or potential Financial Conflict of Interest.

The management plan must be in the form of a written agreement and must provide that the Investigator acknowledges receipt of the approved plan and understands the requirements of this Policy and the required actions and other terms of the plan.

3. Reporting

Should any Financial Conflict of Interests or non-compliance require reporting to funding agencies which require such disclosure and reporting, the Office of Sponsored Programs (OSP), in consultation with the Authorized Institutional Official or the SURC Committee, will report as required by the funding agency.

- a) The SU Authorized Institutional Official to submit an FCOI report within **sixty (60) days** after the determination that an FCOI exists for an Investigator who is newly participating in the project or for an existing

Investigator who discloses a new Significant Financial Interest to the OSP during the period of award.

- b) Whenever an Investigator does not disclose timely a previously existing Significant Financial Interest or the OSP fails to review a previously existing Significant Financial Interest during an ongoing externally funded project, SU's Authorized Institutional Official shall, within **sixty (60) days**: review the Significant Financial Interest; determine whether it is related to the externally funded research; determine whether a Financial Conflict of Interest exists. If so, the OSP must implement, on at least an interim basis, a management plan that shall specify the actions that have been, or will be, taken to manage such Financial Conflict of Interest going forward and submit an FCOI report to the funding agency.

In addition to the FCOI report, the OSP must, within **120 days** of the Institution's determination of noncompliance, complete a retrospective review of the Investigator's research activities and the externally funded research project to determine whether any externally funded research, or portion thereof, conducted during the period of the noncompliance, was biased in the design, conduct or reporting of such research.

4. Non-Compliance

a) Disciplinary Action

In the event of an Investigator's failure to comply with this Policy, the Authorized Institutional Official may suspend all relevant externally funded activities or take other disciplinary action until the matter is resolved or other action deemed appropriate by the Authorized Institutional Official is implemented.

The Authorized Institutional Official's decision to impose sanctions on an Investigator because of failure to comply with this Policy, or failure to comply with the decision of the Authorized Institutional Official, will be described in a written explanation of the decision to the Investigator or the SURC, as applicable, and will notify the individual of the right to appeal to the SURC regarding the decision.

b) Retrospective Review

Whenever a Financial Conflict of Interest is not identified or managed in a timely manner, including:

- Failure by the Investigator to disclose a Significant Financial Interest that is determined by the Institution to constitute a Financial Conflict of Interest;
- Failure by the Institution to review or manage such a Financial Conflict of Interest; or

- Failure by the Investigator to comply with a Financial Conflict of Interest management plan;

the OSP shall, within **120 days** of determination of noncompliance, complete a “retrospective review” of the Investigator’s activities and the externally funded research project to determine whether any externally funded research, or portion thereof, conducted during the period of the noncompliance was biased in the design, conduct, or reporting of such research.

The OSP shall document the retrospective review which must include at least the following:

- If bias is found, *the OSP must notify the funding agency promptly and submit a mitigation report.* If the FCOI was previously reported to the funding agency, the mitigation report is submitted as a “Revised FCOI Report.”
- The mitigation report must include, at a minimum, the key elements documented in the retrospective review and a description of the impact of the bias on the research project and the OSP’s plan of action or actions taken to eliminate or mitigate the effect of the bias (i.e., impact on the research project, extent of harm done, including any qualitative and quantitative data to support any actual or future harm; analysis of whether the research project is salvageable). Thereafter, the OSP will submit FCOI reports annually as prescribed by the regulation.
- If no bias is found, no action need be taken.

5. Training Required in Conflicts of Interest

Each Investigator must complete training with the OSP and will be provided with an electronic certificate of completion of training on this Policy prior to engaging in research as required by the funding agency. For projects funded by the PHS, specialized training through its institutions is required and must be renewed at least every four years thereafter. Investigators will be required to pay this cost upfront and, if allowable, can be reimbursed through the agency’s funding apparatus. Investigators must also complete training within a reasonable period as determined by the Authorized Institutional Official or prior to the submission of an Annual or Ad Hoc disclosure in the event that this Policy is substantively amended in a manner that affects the requirements of Investigators, when an investigator is new to the institution, or if it is determined that the Investigator has not complied with this Policy or with a management plan related to their activities. The Office of Sponsored Programs (OSP), in consultation with the Authorized Institutional Official, is responsible for ensuring that each Investigator, as defined herein, completes training as required under this Policy.

6. Record Retention

The Authorized Institutional Official will retain all disclosure forms, conflict management plans, and related documents for a period of **three years** from the date the final expenditure report is submitted to the funding agency, the date of final resolution of any investigation, audit, or similar action involving the records, or as specifically required by the funding agency, whichever is later.

7. Confidentiality

To the extent permitted by law, all disclosure forms, conflict management plans, and related information will be confidential. However, the Institution may make such information available when required by law, mandated by funding agency, or determined to carry out the purpose and administration of this policy. If the Institution is requested to provide disclosure forms, conflict management plans, and related information to an outside entity, the Investigator will be informed of this disclosure.

8. Public Accessibility

a) Public Accessibility Required by PHS

Institution shall make this Policy available via a publicly accessible website. Institution will respond to any requestor of public records in accordance with **LSA R.S. 44:1**, et seq., other federal and state laws, and its internal policies within **ten (10) business days** (excluding holidays and other official university breaks) of the official receipt of request concerning any Significant Financial Interests held by Investigators. Information on how to make a request can be found at the following link: <https://www.sus.edu/page/how-to-request-a-public-record-from-the-southern-university-system>. Considerations regarding requests will include the following criteria:

- i. The Significant Financial Interest was disclosed and is still held by the Investigator;
- ii. A determination has been made that the Significant Financial Interest is related to the PHS-funded research; and
- iii. A determination has been made that the Significant Financial Interest is a Financial Conflict of Interest.
- iv. The information to be made publicly available shall be consistent with the requirements of the PHS policy.
- v. If the Institution uses a publicly accessible Web site for making the information publicly accessible, the information shall be updated at least annually. In addition, the Institution shall update the Web site within **sixty (60) days** of the Institution's receipt or identification of information concerning any additional Significant Financial Interests of the senior/key personnel for the

externally funded research project that was not previously disclosed, or upon the disclosure of a Significant Financial Interest of senior/key personnel; or upon the disclosure of a Significant Financial Interest of senior/key personnel new to the NIH-funded research, if the Institution determines that the Significant Financial Interest is related to the NIH-funded research and is a Financial Conflict of Interest. The Web site shall note that the information provided is current as of the date listed and is subject to updates, on at least an annual basis and within **60 days** of the Institution's identification of a new Financial Conflict of Interest. If the Institution responds to written requests, the Institution will note in its written response that the information provided is current as of the date of the correspondence and is subject to updates, on at least an annual basis and within **60 days** of the Institution's identification of a new Financial Conflict of Interest, which should be requested subsequently by the requestor.

b) Public Accessibility Required by Other Agencies

Should any other funding agency require public accessibility of Financial Conflict of Interests, the Institution shall provide such public access as required.

9. Subrecipients

If externally funded research involves a subrecipient, the Institution will take reasonable steps to ensure that any subrecipient investigator complies with the funding agency's Financial Conflict of Interest policy by:

- a) Establishing in writing with the subrecipient whether this Policy or the subrecipient's Financial Conflict Interest policy will apply to the subrecipient's Investigators.
- b) Requiring Financial Conflict of Interest reports regarding all identified Financial Conflict of Interests of all subrecipient Investigators be provided to Institution for reporting to funding agency as applicable.

10. Retrospective Review

- a) Whenever a Financial Conflict of Interest is not identified or managed in a timely manner, including:
 - Failure by the Investigator to disclose a Significant Financial Interest that is determined by the Institution to constitute a Financial Conflict of Interest;
 - Failure by the Institution to review or manage such a Financial Conflict of Interest; or

- Failure by the Investigator to comply with a Financial Conflict of Interest management plan;

the Institution shall, within **120 days** of the Institution’s determination of noncompliance, complete a “retrospective review” of the Investigator’s activities and the externally funded research project to determine whether any externally funded research, or portion thereof, conducted during the period of the noncompliance was biased in the design, conduct, or reporting of such research.

b) The Institution shall document the retrospective review which must include at least the following:

- If bias is found, the Institution must notify the funding agency promptly and submit a mitigation report. If the FCOI was previously reported to the funding agency, the mitigation report is submitted as a “Revised FCOI Report.”
- The mitigation report must include, at a minimum, the key elements documented in the retrospective review and a description of the impact of the bias on the research project and the Institution’s plan of action or actions taken to eliminate or mitigate the effect of the bias (i.e., impact on the research project, extent of harm done, including any qualitative and quantitative data to support any actual or future harm; analysis of whether the research project is salvageable). Thereafter, the Institution will submit FCOI reports annually as prescribed by the regulation.
- If no bias is found, no action need be taken.

VI. POLICY RELATED INFORMATION

2 CFR Part 220 of the OMB Circular A-21 establishes principles for determining costs applicable to grants, contracts, and other agreements with educational institutions (<https://www.govinfo.gov/content/pkg/CFR-2012-title2-vol1/pdf/CFR-2012-title2-vol1-part220.pdf>).

The 2 CFR Part 220 is the basis for the fiscal management for all SU sponsored grants activity.

The following documents provided background information and guidance for the SU Research Financial Conflict of Interest Policy:

Public Health Service (PHS) of the US Department of Health and Human Services (HHS), (42 CFR Part 50; 45 CFR Part 94)
<https://www.govinfo.gov/content/pkg/FR-2011-08-25/pdf/2011-21633.pdf>

National Science Foundation Proposal and Awards Policy and Procedures Guide.
https://www.nsf.gov/pubs/policydocs/pappg20_1/nsf20_1.pdf

Federal Demonstration Partnership (FDP) Model Financial Conflict of Interest Policy
http://thefdp.org/default/assets/File/Documents/fdp_model_coi_policy.docx

Southern University may utilize resources available on NIH's Office of Extramural Research Financial Conflict of Interest Web page found at <http://grants.nih.gov/grants/policy/coi/> to satisfy some of the training requirements as required by this policy and that of NIH and other funding agencies.

VII. POLICY HISTORY AND REVIEW CYCLE

This is a new policy and is subject to the Board approved five-year review cycle at the latest. Internally, the policy shall be revisited every two years by staff in the ORSI and Office of Sponsored Programs in consultation with the Southern University Research Council (SURC) and will include representation from the following offices:

- a. Academic Affairs or any Dean/Center Director;
- b. Budget Office;
- c. SPADCO, hereby charged with providing to the SURC all amendments/revisions to the 2 CFR Part 220 and other applicable federal and state regulations;
- d. Faculty Researchers;
- e. Faculty Senate;
- f. Office of Research, Strategic Initiatives and Economic Development, hereby charged with providing the SURC with trends and policies at other institutions; and
- g. Human Resources (HR), hereby charged with providing to the SURC all applicable state laws and regulations, particularly as they pertain to the Louisiana Code of Government Ethics and Classified Employees;

VIII. POLICY URL

Effective upon Board approval and final signature, this Research Financial Conflict of Interest Policy, the Financial Conflict of Interest Declaration form, and the Financial Conflict of Interest Significant Financial Interests Disclosure and Reporting form will be retroactive to April 1, 2021 and maintained in the ORSI-ED office as well as posted on www.subr.edu/ORSI and www.sus.edu

IX. POLICY APPROVAL

This section identifies the appropriate approval official(s).

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

Effective Date of Policy

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

Effective Date of Policy



OFFICE OF RESEARCH, STRATEGIC INITIATIVES & ECONOMIC DEVELOPMENT
Significant Financial Interests Disclosure and Reporting

(submitted pursuant to the requirements of the Southern University And A&M College Conflict of Interest policy)

Name: _____

I am reporting on activities: suspected, witnessed, or known that may constitute a conflict of interest.
 as an ad hoc report within 30 days of discovery.
 for the year _____.
 as an addendum to my most recent report on _____.

<input type="checkbox"/> yes	<input type="checkbox"/> no	1. Compensation (including travel expenses). Have you or a member of your Family received compensation from a for-profit entity for activities such as consulting, expert witness, advisory board membership, and the like? If yes, furnish information on an additional page.
<input type="checkbox"/> yes	<input type="checkbox"/> no	2. Equity . Do you or a member of your family own stock or hold stock options with a publicly-traded or privately-owned entity? If yes, furnish information on an additional page.
<input type="checkbox"/> yes	<input type="checkbox"/> no	3. Role . Do you or a member of your family serve as a director, trustee, officer or other key employee in a for-profit corporation, partnership, business, or other entity outside of Southern University and A&M College. If yes, furnish information on an additional page.
<input type="checkbox"/> yes	<input type="checkbox"/> no	4. Intellectual Property . Do you or a member of your family have rights to and/or receive royalties from intellectual property (including, patents copyrights and trademarks but excluding academic or scholarly works) licensed to and/or owned by a for-profit entity? Do NOT include intellectual property owned or managed by Southern University and A&M College. If yes, furnish information on an additional page.

Certification:

I have read and understand Southern University and A&M College's policy on Conflict of Interest in PHS/Externally Funded Projects and have completed this report to the best of knowledge and belief. If required, I will comply with any conditions or restrictions imposed by Southern University and A&M College to manage any real or perceived conflicts. Should my outside financial or managerial interests, or those of my Family, change in a way that results in different answers to any of the questions asked in this report, I agree to submit a revision.

_____ (date)

_____ (signature)

additional page(s) attached

Addition to Financial Interests Report of: _____

Reporting for self family member:

name: _____

relationship: _____

Name of External Entity: _____

Address of External Entity: _____

Type of external relationship: (check all that apply)

<input type="checkbox"/>	Consultant
<input type="checkbox"/>	Speaker
<input type="checkbox"/>	Advisory Board or Committee
<input type="checkbox"/>	Equity Holdings
<input type="checkbox"/>	Governing Board or Officer
<input type="checkbox"/>	Intellectual Property Rights
<input type="checkbox"/>	Royalty Income
<input type="checkbox"/>	Other (describe below)

Amount of compensation or financial interest in reporting period: \$ _____

If travel paid by entity:
Destination: _____

Amount \$ _____

Comments or explanatory information: _____

OFFICE OF RESEARCH, STRATEGIC INITIATIVES & ECONOMIC DEVELOPMENT
Conflict of Interest Declaration Form

(submitted pursuant to the requirements of the Southern University And A&M College Conflict of Interest policy)

It should be understood that a potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the *nominator(s)' other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

This Conflict of Interest Declaration Form should indicate whether the nominator(s) has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected by the addition of the nominated condition to the newborn screening panel. The nominator(s) should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. Relevant Federally and organizationally established regulations and guidelines in financial conflicts must be abided by. Individuals with a conflict of interest should refrain from *nominating a condition for screening.

***NOTE: "nominator" is anyone with limited authority to act on behalf of an entity providing financial interests. A "nominating condition for screening would be an assumption of conflict based on unreported significant financial interest.**

Date: _____

Name: _____

Position: _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

I have no conflict of interest to report.

I have a conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own) and will provide a full statement as required by the SU Conflict of Interest Policy through the completion of a Significant Financial Interest Report. I also agree that an annual and ad hoc disclosure must be submitted acknowledging this significant financial interest.

I hereby certify that the information set forth above and provided in the attached is true and complete to the best of my knowledge.

Signature: _____

Date: _____

Significant Financial Interest Report Attached.



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

June 15, 2021

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

RE: Instructional Faculty Policy

Dear Dr. Belton:

I am hereby requesting that the Southern University Board of Supervisors review and approve a proposed Instructional Faculty Policy that addresses potential accreditation concerns that may arise for the expected November 2020 accreditation visit by the American Bar Association (ABA). The proposed policy reaffirms that individuals hired as "Instructors" at the Southern University Law Center will be classified as "full-time" instructional personnel.

The current SULC Faculty Governance does not list or recognize instructors in the document. Therefore, the document does not comport with the SU Board of Supervisors' bylaws. Hence, it is desired to have the governance document comply with the SU Board of Supervisors bylaws with concerning the definition of instructional faculty.

Therefore, I ask that this request be presented to the Southern University Board of Supervisors at its meeting on June 18, 2021. If you have any questions, please feel free to contact me.

Sincerely,

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor



POLICY TITLE
Instructional Faculty Policy

POLICY NUMBER
SULC: 1-030

Responsible Unit: <i>Office of the Vice Chancellor for Academic Affairs, SULC</i>	Effective Date: <i>June 18, 2021</i>
Responsible Official: <i>Vice Chancellor for Academic Affairs, SULC</i>	Last Reviewed Date: <i>N/A</i>
Policy Classification: <i>Academic Affairs, SULC</i>	Origination Date: <i>June 7, 2021</i>

I. POLICY STATEMENT AND RATIONALE

This policy codifies Part III, Chapter II, Sections 2-1, (A)(1)(a) and Section 2-6 of the Bylaws of the Southern University Board of Supervisors pertaining to instructional faculty.

Part III, Chapter II, Section 2-1, (A)(1)(a) identifies, full-time members of the instructional staff on the various campuses with the rank of instructor or above and equivalent ranks, as well as, part-time members of the instructional staff as provided for in Part III, Chapter I, Section 1-2.5 (B).

Part III, Chapter II, Section 2-6, identifies the Instructor – (full-time Instructor, part-time); Visiting Instructor; Adjunct Instructor (part-time); and full-time Cooperating Teacher.

II. POLICY SCOPE AND AUDIENCE

This policy applies to the faculty members of the Southern University Law Center.

III. POLICY COMPLIANCE

Adoption and implementation of this policy instructs the SULC faculty on how to define full-time faculty within its internal policies and governing documents in compliance with the Bylaws of the Southern University System.

IV. POLICY DEFINITIONS

Board of Supervisors of the Southern University and A&M College System: The Board is vested with the responsibility via the Louisiana State Constitution of 1974 and specific Louisiana Revised Statutes for the management and supervision of its institutions, statewide agricultural programs and other programs which comprise the Southern University and A&M College System.

Bylaws of the Southern University System: Bylaws and regulations of the Board of Supervisors can be found at: <https://www.sus.edu/page/bylaws-and-regulations-of-the-board-of-supervisors>.

Southern University Law Center (SULC): is one of the five institutions that comprise the Southern university System.

Instructional Faculty: full-time members of the instructional staff of SULC with the rank of instructor and part-time members of the instructional staff as provided for in Part III, Chapter I, Section I-2.5 of the Bylaws of the Southern University System.

V. POLICY IMPLEMENTATION PROCEDURES

The Vice Chancellor for Academic Affairs shall review the definition of full-time faculty to ensure that the definition complies with this policy. If the definition does not comply with this policy, the SULC Vice Chancellor for Academic Affairs will meet with the SULC Faculty Appointment, Retention, Promotion, and Tenure Committee to have the definition of full-time faculty revised to comply with this policy. Every three years the Vice Chancellor for Academic Affairs will review the definition of full-time faculty at SULC to ensure that the definition complies with this policy. Every five years the Vice Chancellor for Academic Affairs will review this policy to determine if the policy requires revision.

VI. POLICY RELATED INFORMATION

Pursuant to Part I, Section B of the Bylaws of the Southern University System Board of Supervisors supervises and manages the operations of the Southern University System. In addition, in Part III, Chapter II, Section 2-1, (A)(1)(a) of the Board's Bylaws full-time faculty members are defined to include the rank of Instructor or above. The Board specifies the academic ranks of full-time faculty in Section 2-6 of Part III, Chapter II.

VII. POLICY HISTORY AND REVIEW CYCLE

This is a new SULC policy. The policy is subject to a five-year policy review cycle. The policy would become effective when signed below by both the Chair of the Southern University System Board of Supervisors and the President-Chancellor of the Southern University and A&M College System.

VIII. POLICY URL

The policy is published on the Southern University System website – www.sus.edu.

IX. POLICY APPROVAL

John K. Pierre, J.D.

Chancellor, Southern University Law Center

Effective Date of Policy

Ray L. Belton, Ph.D.

President-Chancellor, Southern University and A&M College System

Effective Date of Policy

The Honorable Mr. Domoine Rutledge

Chair - Southern University System Board of Supervisors

Effective Date of Policy



POLICY TITLE
General Safety Policy

POLICY NUMBER
12-002

Responsible Unit: <i>Office of Vice Chancellor for Finance and Administration</i>	Effective Date: <i>6/18/2021</i>
Responsible Official: <i>Risk Management Officer</i>	Last Reviewed Date:
Policy Classification: <i>Safety & Security</i>	Origination Date: <i>05/03/2021</i>

I. POLICY STATEMENT AND RATIONALE

The purpose of this policy is to establish the General Safety Program for Southern University at Shreveport (SUSLA). This policy shall establish an operational program to help ensure a safe and secure environment for our faculty, staff, and students and to help manage risk for the University. This policy shall establish the organizational structure, delineate procedures and guidelines and fix responsibilities for the administration and implementation of our General Safety Program.

II. POLICY SCOPE AND AUDIENCE

This policy applies to all Southern University at Shreveport employees.

III. POLICY COMPLIANCE

Agency non-compliance with this policy may result in a penalty and failure of the annual risk management audit. Employee non-compliance with this policy may result in a poor performance evaluation rating or disciplinary action.

IV. POLICY DEFINITIONS

- A. Louisiana State Driver Safety Program Accident Report (DA 2041): This form is completed for any vehicular accident that occurs while being operated on state business.
- B. DA-2000 Form – Incident reporting form for employees which includes information on the individual injured, a description of the incident, a statement of what caused or might have caused the incident., and any corrective action that has been taken or that should be taken to prevent recurrence.
- C. DA-3000 Form – Incident reporting form for visitors which includes information on the individual injured, a description of the incident, a statement of what caused or might have caused the incident, and any corrective action that has been taken or that should be taken to prevent recurrence.

V. POLICY IMPLEMENTATION PROCEDURES

Administrative Support for the Safety Program

Protecting the health and safety of employees, students, guests, and the environment is a primary concern of the administration of SUSLA. We will meet this goal through the development of a comprehensive and effective environmental health and safety plan that endeavors to eliminate unsafe conditions and minimize the impact of hazardous situations. Such a plan can benefit the university community by reducing illness and injury to students and personnel, preventing property damage, and preserving the environment.

It is the expectation that every employee makes every reasonable effort to promote, create, and maintain a safe and healthful environment by taking personal responsibility for safety. This will be accomplished through enforced adherence to basic safety principles, sound management practices, and compliance with applicable federal, state, and local codes, laws, and standards.

Responsibilities of Designated Safety Personnel

A. Risk Management Officer

The Chancellor shall designate a Risk Management Officer to serve as the primary liaison for the campus with the Office of Risk Management. The Risk Management Officer shall oversee the Risk Management/Safety Program and ensure compliance.

B. Safety Committee

The Chancellor shall approve members of a campus-wide Safety Committee. The Safety Committee advises the Chancellor on all matters regarding to campus safety. It shall meet quarterly to review all incidents and changes to Safety Policies and Procedures as presented by the Risk Management Officer, and make recommendations to the Chancellor. The Safety Committee shall comprise of:

- Risk Management Officer (chair)
- Director of Human Resources
- University Police Chief
- Faculty Senate President
- Staff Senate President
- Chief Finance Officer
- Coordinator of Disability Services

C. *Safety Representatives*

In order to achieve a concerted communication effort, each college and division shall name a Safety Representative. The Safety Representatives will be responsible for disseminating safety information and collecting responses for all Safety Newsletters. He or she shall act as a conduit of information from the campus to the Safety Committee and Risk Management Officer.

Responsibilities of all employees

A. *Chancellor*

The Chancellor of Southern University at Shreveport will promote accountability, provide resources, and enforce all safety regulations. He or she shall lead by example, working in a safe manner and attending all safety meetings and trainings. He or she shall ensure that all other employees participate in the safety program as well.

B. *Department and Division Heads*

A safe working environment is only achieved through a top-down approach. Department and Division Heads shall promote a safe working environment by setting safety goals and enforcing safety rules. They shall provide appropriate resources and allow time for training to ensure that all employees are properly equipped to perform their duties in a safe manner. They will enforce participation in all safety meetings and training and hold employees accountable for violations of safety policy and lack of participation.

C. *University Police*

University Police provide frontline support for safety and security on campus. University Police shall act as first responders for all safety incidents and investigate all incidents. They shall compile a police report and incident report and file those reports with the Risk Management Officer. It is the responsibility of all Police Officers to be vigilant for safety and security risks and to report them to the Risk Management Officer.

D. *Human Resource Management (HRM)*

Worker's Compensation and Injury claims shall be handled exclusively through HRM. HRM shall also be consulted for all policy changes that involve employment legislation.

E. Facilities

Facilities serve a valuable role in the maintenance and safety of our campus grounds. All employees in facilities shall place a priority on tasks that enhance safety and be constantly vigilant in identifying and correcting safety risks.

F. Supervisors

Any employee with supervisor responsibilities shall enforce all safety rules and provide employees with the tools they need in order to perform their duties in a safe manner. Supervisors shall mandate that all employees participate in safety meetings.

G. All Employees

All employees shall work in a safe manner in compliance with all safety rules and regulations. It is the responsibility of all employees to report incidents and unsafe conditions. All employees shall participate in safety meetings and safety trainings. Employees who do not comply with safety rules shall be subject to disciplinary action and poor performance review. Each employee will have access to all safety rules and regulations on the SUSLA homepage.

General Safety Rules

The following general safety rules shall be observed by all faculty and staff. These rules shall be reviewed annually through the first Fall Safety Meeting. Adherence to safety rules is a condition of employment:

1. No smoking on any campus location.
2. Horseplay and fighting will not be tolerated in the work place.
3. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
4. Operate equipment only if you are trained and authorized.
5. Immediately report any recognized potentially unsafe condition or act to your supervisor.
6. Immediately report accidents, near misses, and property damage to a supervisor regardless of the severity.
7. Report any smoke, fire, or unusual odors to your supervisor.
8. Use proper lifting techniques. For objects exceeding 50 pounds in weight, the immediate supervisor shall determine specific methods for safe lifting.
9. If your work creates a potential slip or trip hazard, correct the hazard immediately. Special attention should be paid to electrical cords that stretch across walkways.
10. Fasten restraint belts before starting any motor vehicle.
11. Obey all driver safety instructions.
12. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.

13. Adhere to departmental rules regarding first aid, evacuation routes, and fire department notification.
14. Adhere to departmental rules and procedures specific to departmental operations.
15. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.

Department Specific Safety Rules

Departments that work in safety sensitive environments, i.e. University Police, Facilities, Chemistry Labs, etc., shall have department specific safety rules. All employees in those departments shall review the rules annually. A copy of department specific rules should be filed with the Risk Management Officer.

Safety Meetings

Safety meetings shall be held twice per semester in the Fall and the Spring. All employees must attend and participate in safety meetings. This includes all classified staff, unclassified staff, faculty, adjunct faculty, and part time employees. Safety meetings may be conducted in person or through email. SUSLA shall strive for 100% participation in safety meetings. Participation in safety meetings is a condition of employment. Safety meetings shall be held more frequently if required by ORM for compliance.

Training

A. Annual

Training on the general safety rules and general safety policy will be conducted annually during the Fall Faculty/Staff Institute. SUSLA must receive 100% participation. Participation in this training is mandatory and a condition of employment.

B. Every Three Years

Employees who wish to participate in the Authorized Driver Program must complete the Driver Safety Training every three years.

C. Every Five Years

Every employee shall participate in training on Sexual Harassment and the Drug Free Workplace Training within one year of hire and every five years.

D. Non-scheduled Training

Any employees performing a new, safety-sensitive task or operating a new piece of equipment shall be trained on the proper procedure and use of equipment. This on the job training (OJT) shall be documented and sent to the Risk Management Officer.

Inspections

Regular inspections shall reinforce to employees the importance of safety and act as a preemptive measure to avoid unsafe conditions. All buildings on campus shall be inspected monthly by facilities. These inspections shall be done on a campus approved checklist and documented. Any hazards identified through inspection shall be quickly remedied and such remedies documented and attached to the inspection.

Drills

Fire Drills and Tornado Drills shall be conducted by the University Police Department on an annual basis. Documentation of the drills shall be forwarded to the Risk Management Officer immediately following the drill.

Procedures for Incidents/Accidents

University Police are the first call for all incidents and accidents. Any employee or visitor involved in an incident or accident should call (318) 573-6709 from any campus phone. University Police are trained in first aid and the proper procedure to respond to any nature of event. University Police work 24 hours a day, seven days a week; however, if University Police are unavailable, employees should call 911. University Police shall file the appropriate ORM reports with the Risk Management Officer and these shall be retained for three years.

Any employee involved in a car accident involving a state vehicle, a vehicle rented through Purchasing, or a personal vehicle being used on SUSLA business shall report the accident to the University Police within 12 hours of the occurrence.

Failure to report an incident or accident in a timely manner may result in disciplinary action or a poor performance rating.

A root cause analysis shall be conducted by University Police, in conjunction with the Risk Management Officer, for all incidents and accidents. These root cause analyses will provide opportunities for improvements and/or changes that may be made to ensure the incident or accident is prevented when possible. Any corrections or training required as result of a root cause analysis shall be done in a timely manner and documented. Documentation shall be forwarded to the Risk Management Officer and retained with the incident/accident report.

For employee incidents, form DA-2000 is required to be submitted to the Risk Management Officer. For campus visitor incidents, form DA-3000 is required to be submitted to the Risk Management Officer. For all vehicle accidents, form DA-2041 is required to be submitted to the Risk Management Officer.

Record Keeping

Good record keeping is essential to occupational safety and loss prevention. SUSLA shall retain the following records for three (3) years: inspection reports, hazard control logs, job safety analyses, incident/accident investigations, minutes of safety meetings and training records. The following records shall be kept for five (5) years: documentation for training on Blood borne Pathogens, Drug Free Workplace, and Sexual Harassment. This policy will be reviewed by all new hires during orientation and once every five years thereafter by all employees as a safety meeting.

VI. POLICY RELATED INFORMATION

[GENERAL SAFETY \(la.gov\)](#)

VII. POLICY HISTORY AND REVIEW CYCLE

This is a newly created policy and is subject to a five-year policy review cycle.

VIII. POLICY URL

www.susla.edu.

IX. POLICY APPROVAL

Rodney A. Ellis, Ed.D.
Chancellor, Southern University at Shreveport

Effective Date of Policy

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

Effective Date of Policy

The Honorable Domoine D. Rutledge, Esq.
Chairman - Southern University System Board of Supervisors

Effective Date of Policy



POLICY TITLE

Property Control and Purchasing Policy

POLICY NUMBER

12-003

Responsible Unit: <i>Office of Vice Chancellor for Finance and Administration</i>	Effective Date: <i>6/18/2021</i>
Responsible Official: <i>Property Control Coordinator</i>	Last Reviewed Date:
Policy Classification: <i>Safety & Security</i>	Origination Date: <i>05/03/2021</i>

I. POLICY STATEMENT AND RATIONALE

In an effort to control property errors or fraud, SUSLA has implemented critical controls throughout the university. Written instructions for these critical controls are issued to individuals responsible for maintaining control in their area of responsibility at the New Employee Training.

II. POLICY SCOPE AND AUDIENCE

This policy applies to all Southern University at Shreveport employees.

III. POLICY COMPLIANCE

Agency non-compliance with this policy may result in a penalty and failure of the annual risk management audit. Employee non-compliance with this policy may result in a poor performance evaluation rating or disciplinary action to include paying for lost equipment.

IV. POLICY DEFINITIONS

Moveable property - defined as property that is not attached as a permanent part of a building. State law requires all moveable property purchased by the State of Louisiana with an "original" acquisition cost of \$1,000 or greater be placed on inventory. All weapons and computers, regardless of cost, must also be placed on inventory.

LPAA - The Louisiana Property Assistance Agency has been designated by the Commissioner of Administration as responsible for the control and disposition of all state movable property and fleet management for the State of Louisiana. These programs operate under the statutory authority of Louisiana Revised Statutes 39:321-332 and 39:361-364.

Incircuit – the asset management program used by the State of Louisiana to track all moveable property.

V. POLICY IMPLEMENTATION PROCEDURES

SUSLA tags all moveable property that has a useful life of one or more years and costs \$1,000 or more. In addition, SUSLA tags all computers and weapons, regardless of cost. Guidelines of the Louisiana Property Assistance Agency (LPAA) are followed when making the decisions concerning tagged property.

Purchase of Property:

SUSLA Purchasing Department follows the Rules and Regulations and Executive Orders set forth by the State of Louisiana. The Office of State Purchasing has a website listing laws, regulations, policies, and procedures. Lease transactions follow the same procedures as all other purchases.

Transactions are initiated at the department level by a requisition. The requisition follows an approval path based on the type of purchase, type of funds to be spent, etc. Capital Asset transactions must follow all applicable rules and regulations.

Computer equipment purchases must be approved by the Director of Information Technology. The final approval for purchase is the issuance of the Purchase Order.

Control of Property Records:

In order to maintain an accurate recording system for moveable property, additions and changes to existing files are coordinated by the Property Control Coordinator.

As needed, the Property Control Coordinator generates a report consisting of all property purchased during a particular month. The report is reviewed at that time to determine whether any listed items meet the criteria for being tagged. SUSLA maintains its moveable property files in Incircuit (LPAA Property Program). The State requires that a property tag number is assigned and recorded in Incircuit for each piece of property that exceeds \$1,000 in value, as well as for all weapons, regardless of the value.

Inventory of Property/Annual Inventory Certification:

Beginning in February each year, the Property Control Office conducts an annual inventory (physical count) of moveable property as required by the LPAA. Differences between records and physical counts are investigated at that time. The Property Control Coordinator is responsible for maintaining the property database and directs the annual inventory. Each department head is responsible for designating a property custodian to locate each piece of moveable equipment on that department's inventory. Once this is complete, the department head must certify that the property is located in the physical location listed on the worksheets, then forward the completed inventory worksheets to the Property Control Coordinator.

The inventory worksheets contain the asset number, description, serial number, cost center, acquisition cost, previous location, and a blank area (for noting where the equipment is now located, if moved).

Disposal of Property/Relinquishing Equipment:

At the time property is outdated, broken, lost or no longer needed and requires disposal, SUSLA follows the disposal guideline of LPAA (Title 34). Any disposal requires the approval of LPAA and certain procedures must be followed.

Disposal of Moveable Property: A Transfer to State Surplus Request form is completed by the responsible person indicating the item to be disposed. This form is sent to the Property Control Coordinator. The Property Control Coordinator inspects the item to determine what type of disposal will be required, such as scrap, surplus to LPAA, disassemble for parts, etc. After this determination, forms are completed by the Property Control Coordinator and entered into the LPAA system for approval of disposal. After approval has been received and the item(s) have been either scrapped, sent to state surplus, etc., the item is updated to “inactive” status in Incircuit.

Relinquishing Equipment/Transfer Between Departments: In order to transfer ownership of equipment from one department to another department, the transferring department must complete a Property Transfer Between Departments form. Once the form is signed by the Department Head transferring the item and by the Department Head receiving the item, the signed request form is forwarded to the Property Control Coordinator to update the Incircuit system.

Damaged/Repairs/Items leaving campus:

Any moveable property that will be taken off campus temporarily by an employee must have a completed Request for Temporary Removal of State Property form on file with the Property Control Coordinator.

When an employee/department receives a new piece of equipment, they are required to review the operation and service manual(s) to properly operate and

perform maintenance on the equipment. Employees are expected to use diligence and proper precautions with all equipment to prevent/avoid loss or damage.

If an item incurs damage or needs repair, the employee/department should first check for warranties/service contracts. The employee/department should notify the Property Control Coordinator if the equipment has to leave campus to be repaired. If the item is repairable but is not under warranty or covered by a service contract a requisition should be sent to Purchasing.

Lost/Stolen Items:

Lost or stolen property must always be reported as soon as possible to University Police. University Police will investigate to determine if items are lost or stolen. University Police will notify the Property Control Coordinator of any stolen items. It is the responsibility of the department to obtain and forward a copy of the incident report to the Property Control Coordinator. State law requires that lost or stolen items remain on inventory for three years if University Police determine that there was no forced entry. If there was forced entry and the department wishes to remove the stolen item from inventory, a request to remove the item must accompany the incident report sent to the Property Control Coordinator.

This policy will be reviewed by all new hires during orientation and once every five years thereafter by all employees as a safety meeting.

VI. POLICY RELATED INFORMATION

<https://www.doa.la.gov/media/41wdl22y/lac-title-34-part-vii.pdf>

[Agency Resources - Louisiana Division of Administration \(la.gov\)](#)

VII. POLICY HISTORY AND REVIEW CYCLE

This is a newly created policy and is subject to a five-year policy review cycle.

VIII. POLICY URL

www.susla.edu.

IX. POLICY APPROVAL

Rodney A. Ellis, Ed.D.
Chancellor, Southern University at Shreveport

Effective Date of Policy

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

Effective Date of Policy

The Honorable Domoine D. Rutledge, Esq.
Chairman - Southern University System Board of Supervisors

Effective Date of Policy



POLICY TITLE
Authorized Driver Policy

POLICY NUMBER
12-004

Responsible Unit: <i>Office of Vice Chancellor for Finance and Administration</i>	Effective Date: <i>6/18/2021</i>
Responsible Official: <i>Risk Management Officer</i>	Last Reviewed Date:
Policy Classification: <i>Safety & Security</i>	Origination Date: <i>05/03/2021</i>

I. POLICY STATEMENT AND RATIONALE

The purpose of the policy is to ensure the safe operation of automobiles in the course of University business and to comply with all applicable rules and regulations.

II. POLICY SCOPE AND AUDIENCE

This policy applies to all Southern University at Shreveport employees and students. The policy covers all automobiles owned, leased, rented, or otherwise used for University related business to include an employee's personal vehicle.

III. POLICY COMPLIANCE

Agency non-compliance with this policy may result in failure of the annual risk management audit. Employee non-compliance with this policy may result in a poor performance evaluation rating or disciplinary action to include the loss of driving privileges for University-related business.

IV. POLICY DEFINITIONS

- A. Louisiana State Driver Safety Program Accident Report (DA 2041): This form is completed for any vehicular accident that occurs while being operated on state business.
- B. Risk Management Officer: Individual appointed by Department/Agency head to plan, organize, direct, and control the Driver Safety Program for the Agency.
- C. Guilty Plea: The admission of guilt from the defendant to each charge of the commission of a violation.
- D. High-Risk Driver: Individuals having three or more convictions, guilty pleas and/or nolo contendere pleas for moving violations or individuals having a single conviction, guilty plea or nolo contendere plea for operating a vehicle while intoxicated, hit and run driving, vehicular negligent injury, reckless operation of a vehicle or similar violation, within the previous twelve (12) month period.
- E. Hit and Run: The intentional failure of the driver of a vehicle involved in or causing any accident, to stop such vehicle at the scene of the accident, to give his identity, and to render reasonable aid.
- F. Moving Violation: A moving violation occurs whenever a vehicle is in motion. Examples of moving violations include: speeding, running a stop sign or red light, driving without a license, making a left turn from the right-hand lane.
- G. Negligent Injury: The inflicting of any injury upon the person of a human being when caused proximately or caused directly by an offender engaged in the operation of, or in actual physical control of any motor vehicle, aircraft, watercraft, or other means of conveyance whenever any of the following conditions exist:
- The operator is under the influence of alcoholic beverages.
 - The operator's blood alcohol concentration is 0.08 percent or more by weight based upon grams of alcohol per one hundred cubic centimeters of blood.
 - The operator is under the influence of any controlled dangerous substance listed in Schedule I, II, III, IV, or V as set forth in R.S. 40:964.20200701 Page 8 of 20
 - The operator is under the influence of a combination of alcohol and one or more drugs that are not controlled dangerous substances and which are legally obtainable with or without prescription.
 - The operator is under the influence of one or more drugs that are not controlled dangerous substances and which are legally obtainable with or without a prescription and the influence is caused by the operator knowingly consuming quantities of the drug or drugs that substantially exceed the dosage prescribed by the physician or the dosage recommended by the manufacturer of the drug.
- H. Nolo Contendere: "No contest" – has the same effect as a plea of guilty, as far as the sentence is concerned, but may not be considered as an admission of guilty for any other purpose.
- I. Official Driving Record (ODR): Record maintained by the Office of Motor Vehicles on each driver in the State of Louisiana containing history of driver violations and accidents.

- J. Reckless Operation: The operation of any motor vehicle, aircraft, vessel, or other means of conveyance in a criminally negligent or reckless manner.
- K. Authorization and Driving History Form (DA 2054): Record that is maintained by the Agency on each employee who drives on state business. The form shows:
 - 1. The employee's current personal information (Name, license number)
 - 2. Employment information (supervisor)
 - 3. When an employee was authorized to drive
 - 4. The date of his/her last Defensive Driving class
 - 5. Certification by the employee that he/she maintains liability insurance as required by state law
 - 6. The signature of the Agency Head or designee authorizing the employee to drive

V. POLICY IMPLEMENTATION PROCEDURES

General Driver Safety Rules

- A. Always wear your seat belt
- B. Only University employees are authorized to drive or ride in state owned or rented vehicles
- C. Any traffic violations incurred while on University business are the responsibility of the employee
- D. Failure to report an accident in a university owned or rented vehicle will result in disciplinary action up to and including the restriction of driving privileges.

Steps to become an Authorized Driver

Any student worker or employee of the University must be authorized to operate an automobile on University-related business.

To become officially authorized to operate an automobile on University-related business the following steps must be completed:

- 1. Employee must complete an Authorization and Driver History Form and submit to the University Police Department. A copy of this form is attached to this policy.
- 2. Upon receiving the completed authorization / driver history form, University Police will run an Office Driving Record (ODR) check. The ODR will provide any convictions or guilty pleas associated with the driver.
- 3. The employee must complete the online Driver Safety Training. A copy of the driver safety course completion certificate must be submitted with the Authorization / Driver History Form to the University Police Department.

Upon completion of these three steps, the Chief of University Police, as authorized by the Chancellor, will review the driver history report to ensure that the driver is not considered a high-risk driver. If the driver does not fall into the high-risk category, then the person will be an authorized driver and may operate automobiles for the University. A list of authorized drivers will be kept on file with University Police and updated with any changes. The list shall be printed and certified by the Chief of Police annually.

This Authorized Driver List will be maintained by University Police and accessible by Facilities, Purchasing and Accounting.

High Risk Drivers

Faculty, staff, and student workers identified as high-risk drivers will not be allowed to operate an automobile on University-related business. The driver history report (ODR) provided by the Department of Motor Vehicle will be used to determine if a driver is classified as high-risk.

High risk drivers are those individuals having three or more convictions, guilty pleas, and/or no contender pleas for moving violations or individuals having a single conviction, guilty, plea, or no contender plea for operating a motor vehicle while intoxicated, careless operation, reckless operation, negligent homicide, or similar violation including any civil case for which negligence has been proven within the previous twelve-month period.

Previously authorized drivers must report any change in their high-risk status to University Police within five business days of the change. Any ticket or citation must be reported within five business days of receipt. If previously authorized drivers do not report changes in their high-risk status, they may be subject to disciplinary action once the violation is discovered. All authorized employees who receive a conviction for a violation is required to retake the Driver Safety Course or other recognized course within 90 days of a conviction.

The Chief of University Police will notify the Risk Management Officer, who will in turn, notify in writing any high-risk driver and their department head or supervisor concerning the findings indicated in the driver history record. Once a driver has been classified as a high-risk driver, he/she will not be allowed to operate automobiles on University-related business for at least one year after the latest conviction, guilty plea, or no contender plea. If the driver does not report the violation to the Risk Management Officer, then the period of one year will begin from the time the Risk Management Officer is made aware of the violation.

High risk drivers can reapply to the University Police after one year to be authorized drivers. The Chief of University Police will review a recent driver history report (ODR) from the DMV. Additionally, the high-risk driver must take the driver safety course again.

Driver Safety Course

The Risk Management Officer offers the Driver Safety course online. The course must be taken within three months of initial employment or enrollment for new drivers. Authorized drivers are required to repeat the course once every three years. It is the responsibility of the drivers to schedule and complete the course. You will be notified by University Police upon expiration of your training.

A copy of the certificate of completion should be provided the University Police Department upon completion of the course. If the course is not repeated within the

required three-year period, the employee will no longer be allowed to operate automobiles until the course is retaken.

Vehicle Inspections

In order to ensure safety, all University owned vehicles shall be inspected monthly. Monthly inspection reports will be maintained on file for review by the Risk Management Officer. Additionally, drivers should conduct a safety inspection prior to use of the vehicle.

When renting a vehicle through Purchasing, the vehicle shall be inspected prior to taking delivery from the rental car company. A complete walk around should be conducted with the rental car company representative to ensure that SUSLA is not charged for damages that occur prior to the rental agreement.

Accident Reports

All accidents should be reported to the University Police Department and the Risk Management Officer, as soon as practicable, but no later than 48 hours after the accident. Disciplinary action may be considered for an accident where there was improper use of an automobile or failure to report the accident within the time guidelines established by this policy.

Preventative Maintenance

SUSLA has developed a preventive maintenance procedure and a preventive maintenance schedule as a component of its Equipment Management Program for each vehicle owned and operated by the University. SUSLA has chosen to follow the suggested manufacturer's preventive maintenance schedule (PM) on its vehicles.

Record Keeping

Documentation required to become an Authorized Driver (Authorization form, training documentation, and driver history report) shall be maintained by the University Police Department for five years. Inspections must be retained for three years. An annual report of the authorized drivers and summary of all inspections must be submitted to the Risk Management Officer, who shall retain the report for three years.

VI. POLICY RELATED INFORMATION

[DRIVER SAFETY PROGRAM \(la.gov\)](#)

VII. POLICY HISTORY AND REVIEW CYCLE

This is a newly created policy and is subject to a five-year policy review cycle.

VIII. POLICY URL

www.susla.edu.

IX. POLICY APPROVAL

Rodney A. Ellis, Ed.D.
Chancellor, Southern University at Shreveport

Effective Date of Policy

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

Effective Date of Policy

The Honorable Domoine D. Rutledge, Esq.
Chairman - Southern University System Board of Supervisors

Effective Date of Policy



POLICY TITLE

Bonds, Crime, Property, and Security Policy

POLICY NUMBER

12-005

Responsible Unit: <i>Office of Vice Chancellor for Finance and Administration</i>	Effective Date: <i>6/18/2021</i>
Responsible Official: <i>Chief Finance Officer</i>	Last Reviewed Date:
Policy Classification: <i>Safety & Security</i>	Origination Date: <i>05/03/2021</i>

I. POLICY STATEMENT AND RATIONALE

The purpose of this policy is to establish the procedures Southern University at Shreveport (SUSLA) will use to protect the State from financial and/or property losses resulting from any act and/or omission by any employees in the performance of their respective duties. SUSLA shall abide by all federal, state and local guidelines and legal requirements, including the accounting control guidelines established by the Office of Statewide Reporting and Accounting Policy (OSRAP), including all fiscal controls and safeguards.

II. POLICY SCOPE AND AUDIENCE

This policy applies to all Southern University at Shreveport employees.

III. POLICY COMPLIANCE

Agency non-compliance with this policy may result in a penalty and failure of the annual risk management audit. Employee non-compliance with this policy may result in a poor performance evaluation rating or disciplinary action.

IV. POLICY DEFINITIONS

Office of Statewide Reporting and Accounting - The Office of Statewide Reporting and Accounting is a service and control agency established within the Division of Administration to perform the following functions: Prepare and publish the Comprehensive Annual Financial Report of the state of Louisiana and other statewide reports, interim reports to the Federal government, and other reporting as mandated by the Commissioner of Administration.

Negotiable items – items such as cash, checks, and postage.

V. POLICY IMPLEMENTATION PROCEDURES

Separation of Duties

In order to ensure that no employee has access or control to an entire expenditure function, separate departments handle different aspects of each function. Within Finance, there are multiple departments that coordinate expenditure functions ranging from payroll to purchasing. Further, within the Business Office, there exists a separation of duties, i.e. the accounts payable staff do not reconcile bank statements.

Specific separation of duty information is housed in the Finance Department and administered by the Chief Finance Officer.

Controlling Inventories

The only departments that maintain inventories at SUSLA are the University Bookstore and Jaguar Marketplace (Food Service). As these functions are outsourced, all inventory controlled is handled by the contracted vendor.

Handling Negotiable Items

In the course of business, SUSLA receives and issues negotiable items. All negotiable items received must be endorsed “For Deposit Only-SUSLA Operating Account” upon receipt by the cashier or when the mail is received and opened.

SUSLA stores all Negotiable items in a safe. Access to the safe is only granted to the Director of Student Accounts and the Student Accounts Receivable Specialist. The postage machine in the mail room is also considered a negotiable item and is secured at all times when not in use.

Vaults and Safes

The Business Office has one safe which is housed in the Cashier Office. Access to this room is limited to the Chief Finance Officer, Director of Student Accounts, Student Account Specialist, and certain emergency personnel such as University Police. The safe is fire proof and remains locked at all times. Only the Director of Student Accounts and Student Accounts Specialist know the combination of the safe.

Responsibility for the program

The internal control responsibility of cash, payroll, accounts payable, accounts receivables, financial accounting, and reporting is assigned to the Chief Finance

Officer.

Employee Responsibility

Each unit in the Finance Department, which includes Student Accounts, Accounts Payable, Payroll, and Grants and Contracts maintains a procedures manual that documents the different processes and outlines the individuals that perform different tasks. Only employees within the Finance Department are authorized to perform these functions as outlined within their units.

Audit

External audits are routinely conducted by the state legislative auditor to provide assurance of compliance by SUSLA. SUSLA financial statements and notes are presented as part of Southern University System reporting. The internal audit function is performed by the SU System Internal Audit Division.

Internal Audits may be conducted at the request of SUSLA or based on the SU System Internal Audit risk model to perform additional procedures.

The administration of SUSLA provides a response to all audit findings and recommendations which includes a corrective action plan.

Security

State owned property that is easily accessible must be protected at all times.

Members of the SUSLA community are encouraged to keep their personal possessions and university property secure at all times. E-mail reminders are sent at least once per semester by University Police reminding employees to lock their office and classroom doors when not in use.

SUSLA takes proactive security measures and routinely reviews these security measures to ensure effectiveness and seeks new opportunities to enhance the security of the campus. State commissioned police officers are on duty 24 hours a day, 365 days a year. They patrol the campus on foot and by vehicle. Outdoor lighting is installed in all areas of the campus and is constantly assessed by the University Police Department during night time hours. Any non-working or broken lights or bulbs is reported via a work order to Facilities and noted on officer's daily log. Surveillance cameras are currently in use in various locations on campus.

University Police maintains a detailed procedure book that includes specific policies and procedures for securing our campus. For enhanced security, these procedures are not published for the general public.

Thefts, Losses, and Damages

In the event that theft, losses and/or damages occur on campus, employees or visitors shall immediately notify University Police. University Police shall immediately begin an investigation, compile information for a police report and complete all applicable ORM required forms. The University Police will report any losses and/or damages to

the appropriate state and SUSLA authorities. The Risk Management Officer shall report all losses and/or damages to the Office of Risk Management. Police will investigate any thefts that occur on campus and look for trends and develop ways to deter future thefts.

This policy will be reviewed by all new hires during orientation and once every five years thereafter by all employees as a safety meeting.

VI. POLICY RELATED INFORMATION

[BONDS/CRIME \(la.gov\)](http://la.gov)

VII. POLICY HISTORY AND REVIEW CYCLE

This is a newly created policy and is subject to a five-year policy review cycle.

VIII. POLICY URL

www.susla.edu.

IX. POLICY APPROVAL

Rodney A. Ellis, Ed.D.
Chancellor, Southern University at Shreveport

Effective Date of Policy

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

Effective Date of Policy

The Honorable Domoine D. Rutledge, Esq.
Chairman - Southern University System Board of Supervisors

Effective Date of Policy



POLICY TITLE
Key Control Policy

POLICY NUMBER
12-006

Responsible Unit: <i>Office of Vice Chancellor for Finance and Administration</i>	Effective Date: <i>6/18/2021</i>
Responsible Official: <i>Risk Management Officer</i>	Last Reviewed Date:
Policy Classification: <i>Safety & Security</i>	Origination Date: <i>05/03/2021</i>

I. POLICY STATEMENT AND RATIONALE

The purpose of this policy is to ensure all university assets are safeguarded and maintain the security of both the buildings and contents.

II. POLICY SCOPE AND AUDIENCE

This policy applies to all Southern University at Shreveport employees and students.

III. POLICY COMPLIANCE

Non-compliance with this policy may result in disciplinary action or a poor performance evaluation rating. Agency non-compliance with this policy may result in a penalty and failure of the annual risk management audit.

IV. POLICY DEFINITIONS

N/A

V. POLICY IMPLEMENTATION PROCEDURES

Other than during normal working hours, all buildings shall be locked in order to maintain the security of both the buildings and their contents.

- A. Faculty, staff members, and students may be issued keys to university buildings upon recommendation of the department chair or administrative head in accordance with established procedures.
1. Keys are issued for entry to University buildings for the purpose of conducting University business only.
 2. An authorized individual entering or leaving a locked building shall not permit any individual to enter who would not normally be permitted to enter the building during the hours it is locked. An authorized individual may have guests as long as the guest” stay in the proximity of the faculty or staff member having the assigned key, and the authorized individual assumes full responsibility for their presence. An authorized individual shall not lend his or her key to non-university individuals.
 3. An individual entering or leaving a locked building shall be responsible for securing the door and may be held responsible for any loss or damage to University property resulting from failure to do so.
- B. Special assignment of keys, where required, (such as to contractors, etc.) may be authorized by the Director of Facilities.
- C. All keys issued remain the property of the University and shall be returned under the following conditions:
- For faculty and staff members:
- a) Upon transfer to another department or building.
 - b) Upon relinquishing administrative or supervisory position
 - c) Upon termination of employment
 - d) Upon the request of the department chair or administrative head
 - e) Upon being granted a leave of absence without pay for a period of 30 or more calendar days; however, faculty/staff members granted such leaves may retain their key if they are authorized to have access to the building and/or office during the leave.
- For students:
- a) At the end of the academic semester or period after which the keys will not be used for at least 30 calendar days.
 - b) Upon the request of the department chairperson, administrative head, or building coordinator.
- D. Individuals transferring to another department or building may be issued new keys upon the recommendation of the new department chairperson or administrative head and approval as defined in paragraph B above.
- E. It is the responsibility of the appropriate department chair or administrative head to ensure that all keys are returned under provisions of paragraph D above.
- F. In no case is a key to be transferred from one individual to another or to be obtained from any source other than from the University. When any transfer or

duplication of a key is made or used without university consent, the key shall be recovered and the individual(s) involved reported to the administrative head, dean, or superior officer for appropriate action.

- G. No duplication of keys or cards is permitted. The Office of Facilities is the only authorized source for keys and access cards.
- H. Employees are responsible for all keys assigned to them and may be responsible for any cost incurred as a result of loss of a key and/or failure to return a key upon leaving the University.
- I. Keys to cabinets, lockers, and drawers within buildings or to student housing are not covered under provisions of this policy.
- J. The types and number of keys issued will be limited to the minimum required by regular work assignments.
- K. Procedures for the issuance and return of keys may be altered by the Director of Facilities to make keys available to plant personnel as required to meet work requirements throughout the campus.
- L. Applications for keys are made on a Key Request Form.
 - 1. Key Request forms must be typed.
 - 2. A separate form is used for each key requested.
 - 3. Key Request forms are available from Facilities.
- M. The loss or theft of any key is to be reported immediately to the department head who in turn will notify Facilities and University Police.

Procedures for installation, changing, removal, re-keying and/or modifying locks

- N. The department should:
 - 1. Notify Facilities and discuss the request.
 - 2. Assist Facilities in developing a plan that will meet the Department's needs.
 - 3. Approve of final suggestions (including key biting changes and key codes), type up requisition and submit to Purchasing and/or submit Account name and number to be charged for all labor and materials and Facilities will type up requisition for submittal.

Combination Locks

Any lock that is not keyed, i.e., combination locks, key card locks, must be approved by Facilities in advance of being installed.

This policy will be reviewed by all new hires during orientation and once every five years thereafter by all employees as a safety meeting.

VI. POLICY RELATED INFORMATION

N/A

VII. POLICY HISTORY AND REVIEW CYCLE

This is a newly created policy and is subject to a five-year policy review cycle.

VIII. POLICY URL

www.susla.edu.

IX. POLICY APPROVAL

Rodney A. Ellis, Ed.D.
Chancellor, Southern University at Shreveport

Effective Date of Policy

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

Effective Date of Policy

The Honorable Domoine D. Rutledge, Esq.
Chairman - Southern University System Board of Supervisors

Effective Date of Policy



POLICY TITLE
Blood-Borne Pathogen Policy

POLICY NUMBER
12-007

Responsible Unit: <i>Office of Vice Chancellor for Finance and Administration</i>	Effective Date: <i>6/18/2021</i>
Responsible Official: <i>Risk Management Officer</i>	Last Reviewed Date:
Policy Classification: <i>Safety & Security</i>	Origination Date: <i>05/03/2021</i>

I. POLICY STATEMENT AND RATIONALE

The purpose of this policy is to reduce or eliminate the risk of occupational exposure to Bloodborne pathogens (BBP) and/or other potentially infectious materials in compliance with state regulations

II. POLICY SCOPE AND AUDIENCE

This policy applies to all employee and students, who could, as a result of performing their job duties, come into contact with Bloodborne pathogens and/or other potentially infectious materials.

III. POLICY COMPLIANCE

Agency non-compliance with this policy may result in a penalty and failure of the annual risk management audit. Employee non-compliance with this policy may result in a poor performance evaluation rating or disciplinary action.

IV. POLICY DEFINITIONS

Bloodborne Pathogens: Pathogenic micro-organisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). Other potentially infectious materials include the following human body fluids: semen, vaginal fluid, saliva in dental procedures, and any body fluid that is visibly contaminated with blood.

Occupational Exposure: Actual, or potential, parental, skin, eye, or mucous membrane contact with blood; or other potentially infectious materials that may result from the performance of an employee's duties.

Universal Blood and Body Fluid Precautions: Any approach to infection control (according to the concept of universal precautions). All human blood and other body fluids are treated as if infectious, for HIV and other Bloodborne pathogens. These body fluids include semen, vaginal secretions, cerebrospinal fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

V. POLICY IMPLEMENTATION PROCEDURES

A. Exposure Control Plan

SUSLA departments with potential for occupational exposure to BBP's are to identify, in writing, tasks and procedures, as well as, job classifications where such exposures may occur without regard to the use of personal protective clothing and equipment.

B. Exposure Determination

The following employees at SUSLA are most likely to have an occupational exposure to bodily fluids and shall be considered High Risk.

- Intercollegiate Athletics
- Student Activities-Intramurals
- University Police
- Facilities
- Department of Biological Sciences
- Department of Chemistry and Physics
- Department of Nursing and Allied Health.

All other employees shall be designated as Low Risk.

C. Universal Precautions

The following universal precautions should be followed when in contact with bodily fluids:

- Gloves shall be worn when contact with bodily fluids can reasonably be expected.
- Gloves should be changed after each occurrence.
- Hand washing with soap and water is mandatory after each occurrence.
- Hand cleaner and antiseptic towelettes may also be used.
- Eye shields, goggles, or face shields should be used when there is likelihood that the face or eyes may be splashed with bodily fluids.
- Contaminated sharp objects must not be bent, broken, or recapped by hand. All contaminated sharps must be disposed of in a rigid, leak proof, puncture resistant container. The sharps container must be located as close as practical to the use area and identified as biohazardous.

D. Post Exposure Procedures

Medical treatment shall be provided for any SUSLA employee who has been exposed to bloodborne pathogens through any bodily fluid in the same manner as a work-related injury. If an employee is exposed to bodily fluids, the following immediate actions should be taken:

1. Wash hands thoroughly with soap and water
2. Flush eyes and face for several minutes with fresh water
3. Notify the University Police, who shall notify the Risk Management Officer
4. Decontaminate area by flooding (never spray) with one-part bleach and ten parts water.
5. Items used to clean with should be bagged and labeled as biohazardous and properly disposed of.

E. Work Practice Controls

When there is a potential for occupational exposure, the department shall provide and ensure use, at no cost to the employee, appropriate Personal Protective Equipment (PPE). Each employee in the high-risk category shall have immediate access to an unexpired, unopened, complete spill kit, have the responsibility to maintain the kit, and order replacement kits upon expiration or use. Warning labels must be affixed to containers of regulated waste or any that contain potentially infectious material.

F. Training

Training shall be contingent upon the level of exposure to Blood-Borne Pathogens. Training shall be conducted during work hours and at no cost to the employee. Training records shall be maintained for 5 years.

High Risk categories of employees, as defined above, shall receive instructor-led training within three (3) months of hire and at least once per year thereafter.

Low Risk Positions shall receive training within three (3) months of hire and every 5 years after that. If a department experiences a BBP event, the employees of that department shall be retrained within the following 60 days.

This policy will be reviewed by all new hires during orientation and once every five years thereafter by all employees as a safety meeting.

VI. POLICY RELATED INFORMATION

[GENERAL SAFETY \(la.gov\)](#)

VII. POLICY HISTORY AND REVIEW CYCLE

This is a newly created policy and is subject to a five-year policy review cycle.

VIII. POLICY URL

www.susla.edu.

IX. POLICY APPROVAL

Rodney A. Ellis, Ed.D.
Chancellor, Southern University at Shreveport

Effective Date of Policy

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

Effective Date of Policy

The Honorable Domoine D. Rutledge, Esq.
Chairman - Southern University System Board of Supervisors

Effective Date of Policy

**PERSONNEL
AFFAIRS**

PERSONNEL AFFAIRS COMMITTEE

(Following Governance Committee)

Friday, June 18, 2021

Southern University at New Orleans
Millie Charles School of Social Work Auditorium
6803 Leon C. Simon Dr.
New Orleans, LA 70128

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items
 - A. Request Approval of Faculty Salary Adjustments
 1. SUBR
 2. SUNO
 3. SULC
 4. SUSLA
 5. SUAREC
 - B. Request Approval of Staff Salary Adjustments
 1. SU System
 2. SUBR
 3. SULC
 4. SUSLA
 5. SUAREC
 6. SUNO

C. Request Approval of the Appointment of the Executive Vice-Chancellor for Academic Affairs and Provost (SUBR)

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

Name	Position/Campus	Salary	Funding Source
1. Linda Antione	Director of Purchasing Salary Adjustment (SUBR)	\$85,000.00	State
2. Genara Freeman-Morris	Career Services Counselor New Appointment (SULC)	\$72,000.00	State

3. Renita Marshall	Vice-Chancellor of Academics and Student Support/ Associate Dean College of Ag, Family and Consumer Sciences Salary Adjustment/Additional Duties (SUAREC/SUBR)	\$146,650.00	Federal/State
4. Monica Mealie	Associate Vice Chancellor for Financial Operations/Comptroller Salary Adjustment (SUBR)	\$130,000.00	State
5. Catherine Miles	Associate Vice-President for Financial and Treasury Services Salary Adjustment (SUS)	\$140,000.00	State
6. Grady Patterson	Associate Comptroller for Administration and Finance New Appointment (SUNO)	\$68,000.00	State
7. Melanie Rey	Career Services Counselor New Appointment (SULC)	\$72,000.00	State
8. Jessica Sparks-Johnson	Academic Counselor and Instructor and Coordinator of Legal Analysis & Writing Additional Duties (SULC)	\$93,000.00	State
9. Michael Stubblefield	Vice-Chancellor for Research and Sponsored Programs Salary Adjustment (SUBR)	\$136,000.00	State
10. Ahvery Thomas	Career Services Counselor New Appointment (SULC)	\$72,000.00	State

E. Request Approval for Unpaid Sabbatical Request for Professor Adam Crepelle (SULC)

6. Informational Item

1. Update of Human Resources Processes

- a. Hiring and Onboarding
- b. Transfers and Terminations

7. Other Business

8. Adjournment

MEMBERS

Mr. Sam Gilliam—Chairman, Ms. Christy Oliver Reed—Vice Chair,
Dr. Leon Tarver, Mr. John Barthelemy, Dr. Rani Whitfield, Atty. Jody Amedee
Atty. Domoine D. Rutledge- Ex Officio



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

Southern University and A&M College System

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



Fax Number
(225) 771-5522

June 16, 2021

Board of Supervisors
Southern University and A&M College
Chairman, Domoine Rutledge
J.S. Clark Administration Building, 4th Floor
Baton Rouge, LA 70813

Re: Recommendation for SUBR EVCAAP Position

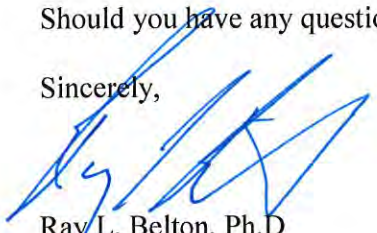
Dear Chairman Rutledge Honorable Members of the Board:

Please accept this correspondence as my official recommendation for the appointment of the Executive Vice-Chancellor for Academic Affairs and Provost (EVCAAP) at Southern University and A&M College. As you are aware, we conducted a national focused search which produced more than 70 interested individuals for this position. We convened a advisory search committee, consisting of representatives from the faculty and staff, along with a student and community stakeholder to assist in the process. This committee participated in several rounds of interviews and selected the top three candidates which were advanced for my consideration and due diligence. Additionally, candidates were given the opportunity to further engage with the Southern University community by way of meetings with the Dean's Council, and a Faculty Townhall. As a result of the process, I am poised to recommend Dr. Bijoy Sahoo as the next EVCAAP at an annual salary of \$192,000.

As you are aware Dr. Sahoo is currently serving in an interim capacity and brings considerable support from the campus as evidenced in several correspondences which I have received. Dr. Sahoo brings more than 40 years of experience in academia and administration and is well-positioned to serve as the chief academic officer for the Baton Rouge campus.

Should you have any questions, please feel free to let me know.

Sincerely,



Ray L. Belton, Ph.D
President- Chancellor
Southern University System

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

<input type="checkbox"/> Academic	<input type="checkbox"/> Non-Academic	<input type="checkbox"/> Civil Service
<input type="checkbox"/> Temporary	<input type="checkbox"/> Part-time (<input type="text"/> % 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 checked="" type="checkbox"/> Permanent Status

Previous Employee Southern University and A & M College Reason Left Additional Responsibilities & Title Change
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment _____ To Present
 Effective Date July 1, 2021

Name Bijoy Sahoo SS# _____ Sex M Race* _____
(Last 4 digits only)

Position Title: Executive Vice Chancellor for Academic Affairs and Provost Department: Academic Affairs

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

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 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 18 years Southern University Experience _____

Degree(s):	Type/Discipline:	Institution/Location:	Year:
B.A.	Ravenshaw College/English	India	1976
MA	Utkal University /English	India	1979
MBA	USC/ Intl Business	South Carolina	1986
PhD	USC/ Finance	South Carolina	1995
Current Employer <u>Southern University and A&M College</u>			

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) _____ Additional Responsibilities & Title Change _____

Recommended Salary \$192,000.00 Salary Budgeted \$192,000.00

Source of Funds State

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

Change of: _____

<u>From</u>	<u>To</u>
Position _____	_____
Status _____	_____
Salary Adjustment _____	<u>\$192,000.00</u>

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
	\$192,000.00

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor Date

Vice Chancellor Date

Director/Personnel Date

President Date

Dean/Unit Head Date

Chancellor Date

Shawna McClinton
Vice President/Finance Date
Business Affairs/Comptroller

Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

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

EMPLOYEE DIRECT SUPERVISOR:

Dr. Ray Belton, President-Chancellor

SUPERVISOR/DEPARTMENT CONTACT NUMBER

(225) 771-4680

NUMBER OF EMPLOYEES SUPERVISED, (if any)

HR USE ONLY: STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Executive Vice Chancellor for AA and Provost AS DESCRIBED BELOW
BE AUTHORIZED AS A VACANCY FOR _____

(Department or Unit)

- | | | | |
|---|--|---------------------------------------|--|
| <input checked="" type="checkbox"/> Replacement | <input 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 checked="" 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: 192,000.00 Previous Incumbent (if replacement): James Ammons

___ Approved ___ Disapproved _____
Department Head **Date**

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

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
___ Yes	___ No
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
___ Yes		___ No	
Employee Class:		Job Class:	
Verified By:			Date:

Approved ___ Disapproved _____
Vice Chancellor **Date**

Approved ___ Disapproved _____
Chancellor/Vice President **Date**

Approved ___ Disapproved _____
President **Date**

An Equal Opportunity Employer

BIJOY K. SAHOO, Ph.D.

3rd Floor, J S Clark Administration Building
Southern University and A&M College
Baton Rouge, LA 70813
bijoy_sahoo@subr.edu



AREAS OF INTEREST

Administration: Ensure student success via academic policies and processes; Use accreditation compliance as tool to assure continuous improvement

Teaching: Corporate Finance, Strategy, and Entrepreneurship.

Research: International Finance, Corporate Finance, and Entrepreneurship, with particular interest in asset restructuring and corporate control issues.

EXPERIENCE

Southern University and A&M College	Exec. Vice Chancellor (interim)	2019-cont.
Southern University and A&M College	Sr. Associate Vice-Chancellor	2018-cont.
North Carolina Central University	Professor/Dean Sch. Of Business	2006-2018
North Carolina Central University	Vice-Chancellor, Finance (Interim)	2007-2008
North Carolina Central University	Assistant Vice-Chancellor	2004-2005
McColl Grad. School, Queens Univ.	W.R. Holland Chair	1999-2004
South Carolina State University	Assistant/Associate Professor	1997-1999
Marriott Corporation	Business Analyst	1986-1988
Ravenshaw College	Lecturer/Assistant Professor	1979-1983

EDUCATION

University of South Carolina	Finance	Ph.D.	1995
University of South Carolina	Intl. Business	M.B.A.	1986
Utkal University, India	English	M.A.	1979
Ravenshaw College, India	English (Honors)	B.A.	1976

HONORS

Faculty Development in International Business Fellowship, USC CIBER, 2009

Graduate, University Management Development Program, UNC, Chapel-Hill, 2005.

Rotary International Service to Humanity Award – RI Dist. 7770, 2002-2003.

W. R. Holland Chair, Finance & International Business, Queens University, 1999.

Fellow, Rotary Grant for Teachers, Rotary International, 1998.

Teacher of the Year, School of Business, SC State University, 1995 & 1993.

Coleman Foundation Scholarship in Entrepreneurship, Illinois, 1997.

Service Recognition, Business Week, SC State University, 1996.

Research & Intellectual Contributions Recognition, Business Week, SC State University, 1996.

Nissan-HBCU Fellowship, (Entrepreneurship Studies), Nashville, 1995.

Business Week Award for Teaching Excellence, SC State University, 1995.

Charles Coker Memorial Dissertation Fellowship, University of South Carolina, 1991.

The Rotary Foundation Graduate Fellowship, Rotary International, 1983.

Beta Gamma Sigma Honor Society, Member.

OTHER EXPERIENCE

Reviewer, Ph.D. Program in Management, Walden University, 2016, 2011
Consultant, North South University, 2015-16; Executive Dean 2016.
Reviewer, Chicago State University, 2014
AACSB Maintenance of Accreditation, PR Team Member, Grambling State University, 2010.
AACSB Accreditation Mentor, PSG Institute of Management, Coimbatore, India 2008-10.
AACSB Accreditation Committee, McColl School of Business, Queens University, 2001-2004.
AACSB Accreditation Committee, School of Business, S C State University, 1994-95.
AACSB Accreditation Steering Committee, School of Business, S C State University, 1996-98.
Chair, Department of Business Administration, S C State University, 1994-1996.
Internal Evaluator, Division of Finance & Management, S C State University, 1998.
Trainer, Senior Egyptian Managers' Training Program, USAID, 1993.
Trainer, Entrepreneurship Program, Westinghouse - Savannah River Site, 1995-97.
Faculty Advisor, Delta Mu Delta Honor Society, S C State University, 1994-98.
Faculty Advisor, International Student Association, S C State University, 1994-96.
Chair, Curriculum Committee, School of Business, S C State University, 1997-99.
Member, Dean's Cabinet, School of Business, SC State University, 1995-96.
Member, General Education Taskforce, SC State University, 1997-98.
Member, Committee for Faculty Research and Development, S C State University, 1995-96.
Visiting Faculty, Entrepreneurship Development Institute Program, 1996, 1997.
Faculty Leader, European Union Study Tour, Executive MBA Program, McColl School, 2001.
Faculty Leader, Spain and Italy Study Tour, Executive MBA Program, McColl School, 2002.
Faculty Leader, Grand Tour of European Cities, Queens University, 2003.

PUBLICATIONS

"Are Oil Company Executives Overpaid?". Co-authored with Raghavan J. Iyengar and Javad Kargar, *Petroleum Accounting and Financial Management*, Volume 28, Number 2, Fall/Winter 2009.

"The Fleecing of America: Are Big Companies Guilty?". Co-authored with Raghavan J. Iyengar and Robert P. Moffie, *Petroleum Accounting and Financial Management*, Volume 27, Number 3, Fall/Winter 2008.

"The Impact Of Shifts In Forecasted Earnings And Systematic Risk On Acquiring Firm Shareholder Wealth In Domestic And International Acquisitions". Co-authored with LeRoy Brooks and Dorothee J. Feils, *Journal of Financial and Strategic Decisions*, Vol. 13, Fall 2002.

"Announcement Location in International Acquisitions: Evidence from U.K. Acquisitions In the United States". Co-authored with Dorothee J. Feils, *Journal of Business & Economic Perspectives*, Volume XXIV, Number 1, Spring/Summer 1998.

"Niche marketing a Business School through Innovative Curriculum Development: An Applied Technique": Co-authored with Michael C. Ritchie, refereed Proceedings of the Allied Southern Business Association, 1997.

"Beta and Alpha Boundaries and the Small Firm Effect": Co-authored with Ravi Bhardwaj and Bill Francis, Proceedings of the Midsouth Academy of Economics and Finance, 1993.

"Skewness Preference and the Size Effect: An application of the Three-Moment Capital Asset Pricing Model": Co-authored with Ravi Bhardwaj and Bill Francis, Proceedings of the Midsouth Academy of Economics and Finance, 1993.

"Teaching Finance the Theory-Application-Theory versus Application-Theory-Application Way: An Empirical Study": Co-authored with S.C. Baral, Proceedings of the Midsouth Academy of Economics and Finance, 1993.

"Empowering Youth Through Entrepreneurship", Co-authored with Barbara L. Adams and Woodrow James, Proceedings of the International Allied Academies, 1996.

GRANTS & SPONSORED PROJECTS

Quality Enhancement Program at North South University, World Bank (Country Office: Bangladesh) and University Grants Commission, Tk.17,920,000 (\$224,000), October 2015.

Faculty Development in International Business Grant (Africa), Center for International Business & Research (CIBER), 2009.

McColl Graduate School Summer Research Grant, \$3,000, Queens University, 2003.

McColl Graduate School Summer Research Grant, \$2,000, Queens University, 2002.

Rotary Grant for Teachers, \$10,000, Rotary Foundation, Illinois, 1998.

"Introduction to Agribusiness: Innovations in Recruiting & Course Design": funded for \$190,899 by the United States Department of Agriculture, September 1996 (Co-PI: Lucy J. Reuben and Charles M. Ritchie).

"Developing Master Teachers: An Instructional Enhancement Tool": funded for \$9,608 Faculty Enhancement Grant by S C State University, summer 1996 (Co-PI: Lucy J. Reuben and Suresh R. Londhe)

"Business Case Study: Innovations in Instruction and Research": funded for \$10,573 Faculty Enhancement Grant by S C State University, Summer 1996.

PRESENTATIONS AT PROFESSIONAL MEETINGS

"How I Got Where I Am At" Presentation to HBCU Business Deans Roundtable, Keynote Address, New Orleans, April 2019

"Cutting Edge Quality with Global Accreditation", Anchor Speaker and Moderator, SEAA Global Accreditation Conference, New Delhi, India, November 2010.

"Value of Specialized Business School Accreditation", School of Communication and Management Studies, Kochi, India, April 2009.

"Strengthening Quality Through Accreditation", NMSIS University sponsored Seminar for Business School Leaders, Mumbai, India, March 2008.

"Impact of NAFTA on Foreign Direct Investment In Canada": Co-authored with Dorothee J. Feils and Manzur Rahman, presented at the European International Business Association Meeting, Athens, Greece, 2003.

"Risk Management & Financial Planning In The Farm Sector", SE Ag Risk Management Meeting, Charleston, SC, 1999.

"Risk Return Considerations in Internal Corporate Investments: Systematic Risk Shifts and Expected Earnings Revisions": Co-authored with LeRoy D. Brooks and Dorothee J. Feils, presented at the Annual Meeting of Eastern Finance Association, Hilton Head, SC, 1995.

"Impact of the Location of Information Release in the International Market for Corporate Control: Evidence from U.K. Acquisitions in the United States": Co-authored with Dorothee J. Feils presented at the Annual Southern Finance Meeting, Charleston, SC, 1994.

"Teaching Finance the Theory-Application-Theory versus Application-Theory-Application Way: An Empirical Study": Co-authored with S.C. Baral, presented at the Financial Management Association Meeting, Toronto, 1993.

"Comparison of the Systematic Risk-Reduction Benefits of Domestic and International Acquisitions by U.S. Firms": Co-authored with LeRoy D. Brooks and Dorothee J. Feils, presented at the European International Business Association Meeting, Lisbon, Portugal, 1994.

"Beta and Alpha Boundaries and the Small Firm Effect": Co-authored with Ravi Bhardwaj and Bill Francis, presented at the Midsouth Academy of Economics and Finance, Hot Springs, AK, 1993.

"Skewness Preference and the Size Effect: An application of the Three-Moment Capital Asset Pricing Model": Co-authored with Ravi Bhardwaj and Bill Francis, presented at the Midsouth Academy of Economics and Finance, Hot Springs, AK, 1993.

OTHER SCHOLARLY ACTIVITIES

Teaching Finance Workshop, Wharton School of Business, 1999.

Technology in the Classroom, Harvard University, 1998.

Global Business Forum, AACSB, Chicago, 1998.

Using Technology Workshop, University of California, Berkley, 1998.

Instructional Technology Workshop, Society of HBCU Business Fellows, Tuskegee, 1998.

Case Discussion Leadership, Harvard University, 1997.

Session Chair, Eastern Finance Meeting, Panama City, FL, 1997.

Track Chair, South East Case Research Association, 1996, 1999.

Program Committee, Corporate Finance Track, Eastern Finance Association, 1996-97.

Discussant, Eastern Finance Association Meeting, 1996, 1998.

Discussant, Financial Management Association Meeting, Waikiki, 1997.

Discussant, Mid-South Academy of Finance and Economics, Nashville, TN, 1993.

Discussant, International Business Research: Shifts in Paradigm, Columbia, SC, 1993.

Junior Faculty Consortium, Academy of Management, Atlanta, GA, 1993.

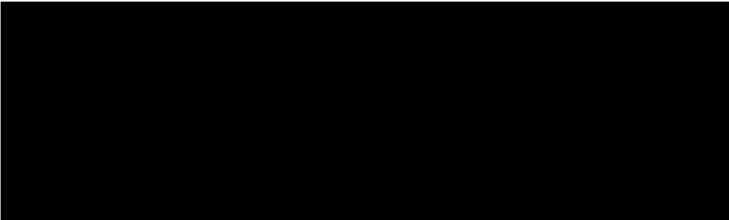
CONSULTING AND PROJECT PARTICIPATION

Consultant, NSU, Dhaka, Bangladesh, 2015-16
Enpro Industries, Consultant, 2003-2004.
Dept. of Revenue, Columbia, SC, Zero-Base-Budgeting Initiative, Consultant, 2002.
University of North Carolina Charlotte, Finance For Non-Finance Manager, 2002.
Daniel Management Center, University of South Carolina, Consultant, 2001-2002.
Royal & Sun Alliance Corporation, Charlotte, NC, Corporate Trainer, 2002.
Capital Corp, Greenville, SC, Consultant/Trainer, 2002.
Clariant Corporation, Charlotte, NC, Trainer, 2001, 2003 & 2004.
Executive MBA, International Experience (The European Union), 2001.
Executive MBA, International Experience (Doing Business In Spain & Italy), 2002.
The Business Advocate, San Francisco, California, Strategic Planning Consultant, 1999.
Cape Verde Project, National Community Service, Inc., Cape Verde, 1998.
Westinghouse Savannah River Site Entrepreneurial Training, Aiken, 1995-97, Lead Faculty.
Entrepreneurial Development Institute Project, Orangeburg, 1996, Visiting Faculty.
USAID, Senior Egyptian Training, SC State University, Orangeburg, 1993, Trainer.

SERVICE TO UNIVERSITY AND COMMUNITY

President, America Saraswata Sangha 501 c (3) Non-profit, North Carolina 2003-2017.
Rotary Club of Durham, Board Member, 2007-2009
Habitat for Humanity, Volunteer, 2002 – 2003, Board Member 2009-Present.
Rotary Foundation Scholarship Committee, Charlotte Rotary, RI District 7680, 2001-2004.
Rotary Foundation Scholarship Committee, RI District 7770, 2000-2001.
India Center, Keep Highway Clean Project, Volunteer, 2002.
Bangladesh GSE Team Visit, Rotary District 7770, Coordinator, 1999.
Rotary Club of Orangeburg (Morning), Board Member, President Elect.
SCSU SACS Self Study, Financial Services, Member, 1998-99.
SCSU General Education Curriculum Revision Taskforce, 1997, Member.
SCSU Summer Research & Faculty Development Committee, 1994-97, Member.
SCSU Distance Education & Special Programs Committee, Member.
United Way, Fund Raising Coordinator (1994-96), Department of Business Administration.
Ronald McDonald House, Volunteer.
Bilingual Advisory Committee, District 3, Richland County, Columbia, Advisor.
Alliance 2020, W. K. Kellogg Foundation, Leadership Team Member.
Delta MU Delta Honor Society, Faculty Advisor.
YES (Youth Entrepreneur Scholars, SCSU, Faculty Advisor.
International Students Association, Queens University, Faculty Advisor, 2001-2002.
International Students Association, Faculty Advisor, SC State University, 1997-1999.

REFERENCES



Atty. Ron Penny, Esq.
Secretary of Revenue
North Carolina DOR
501 N Wilmington Street





Executive Vice-Chancellor of Academic Affairs and Provost

Position Profile

The Southern University and A&M College System is the only historically black system of higher education in the nation. The System consists of academic campuses in Baton Rouge, New Orleans, and Shreveport, as well as Law and Agricultural Centers located in Baton Rouge. The successful applicant will serve as the Executive Vice Chancellor for Academic Affairs and Provost of the Baton Rouge campus.

Position Description and Duties

The Executive Vice Chancellor for Academic Affairs and Provost (EVCAAP) is a senior level administrator and the University's Chief Academic Officer. As a member of the Executive Cabinet, the EVCAAP reports directly to the President/ Chancellor and serves to manage the day-to-day affairs of the Baton Rouge Campus.

The EVCAAP has broad and comprehensive responsibilities to provide the academic and administrative leadership required to achieve a high standard of excellence in instruction, research and service. Strategies to accomplish these responsibilities include, but are not limited to, strategic academic planning, directing the growth of academic programs, the development of academic policy, fiscal management for the academic enterprise, and advocating for faculty rights and responsibilities. He/she fosters collaboration with faculty, staff, students, and external communities to promote the intellectual and personal development of students through research, use of best practices, and evaluation as means of determining program strength and effectiveness.

The primary responsibilities of the EVCAAP include, but are not limited to, the following:

- Articulates the long-term vision and strategic plan to guide the development of Academic Affairs.
- In consultation with the President Chancellor/ oversees the

implementation of the vision for the Baton Rouge Campus.

- Supervises efforts to promote the Principles of Accreditation as outlined by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and other specialized accreditation bodies.
- Provides leadership in creating a culture of faculty research and scholarship consistent with the level of the university's program offerings.
- Provides leadership and gives priority to increasing grantsmanship activity at the university.
- Provides leadership for the maintenance of a well-structured and effective institutional assessment program on the Baton Rouge campus. This effort would include the determination of educational outcomes, provide evidence of levels of achievement, and the use of results that lead to academic improvement.
- Oversees an assertive and high-priority program for improving retention and graduation rates.
- Fosters and supports innovation and incentive based faculty and staff initiatives that improve student development and bring positive visibility to the university in general and to the academic environment.
- Supervises the development, implementation, evaluation, and the periodic update of Baton Rouge Campus' Academic Master Plan.
- Provides leadership for the development and implementation of appropriate professional development opportunities for faculty.
- Ensures the development, implementation, and evaluation for a composite plan as well as unit plans and programs at the level of various campus subdivisions.

- Represents the University in community activities by actively participating in community organizations which support and strengthen the University's programs and activities.
- Provides leadership to strengthen articulation and collaborative activities with other educational institutions, including the K-12 system and other higher education institutions, as well as public agencies, business, and industry.
- Participates in professional organizations and provides input to those organizations to improve the university's visibility and reputation.
- Acts on behalf of the President/Chancellor in the absence of the chief executive, and at the President/Chancellor's request.

Work Experience Required

- At least five (5) years of increasingly responsible experience in academic administrative leadership: Including at least five (5) years successful teaching experience, or equivalent, in an accredited institution of higher education.
- Experience in developing an academic vision and creating effective planning and implementation processes linked to that vision.
- Demonstrated ability to effectively manage a complex academic/student service organization.
- Commitment to collegial, consultative processes in a shared-governance environment.
- Demonstrated ability to effectively manage a complex academic/student service organization.



Vice Chancellor for Finance and Administration

Vice Chancellor for Finance and Administration
Post Office Box 9212
Baton Rouge, LA 70813
Fax: 225 771-2018
Office: 225 771-5021

April 7, 2021

Dr. Ray L. Belton
President-Chancellor
Southern University
Baton Rouge, LA 70813

Dear Dr. Belton:

The purpose of this correspondence is to request a salary adjustment for Mrs. Linda Antoine, Purchasing Director for the Southern University – Baton Rouge campus and unofficial Senior Purchasing Advisor for the entire system. I am requesting that her base salary be changed to \$85,000 per year.

As you may recall, the Southern University – Law Center recently adjusted the salary of their Purchasing Director to \$84,000 which is \$17,050 more than the current salary of Mrs. Antoine.

Mrs. Antoine has served the University for more than forty years and is extremely professional and efficient.

As stated above, she readily engages with all purchasing professionals within the Southern University System. This adjustment request is based on the principles of being fair and equitable to employees in similar classifications. Mrs. Antoine indicated in December 2020 a willingness to wait until July 1, 2021 for this proposed adjustment.

If you have any questions or concerns, please contact me at 3-5021.

Sincerely,

A handwritten signature in blue ink that reads 'Ben Pugh'.

Benjamin Pugh
VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

cc: Flandus McClinton
Vice President for Finance and Business Affairs

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	7	8	4
-----------------	---	---	---	---	---	---

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

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

Profile of Person Recommended

Length of Employment July 1, 2021 To June 30, 2022
 Effective Date July 1, 2021

Name Linda A. Antoine SS# S00016724 Sex Female Race* Black
 (Last 4 digits only)

Position Title: Director of Purchasing Department: Purchasing

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): Certificate Institution/Location (SU-Baton Rouge): Delta Business College Year: 1975

Current Employer Southern University - Baton Rouge

Personnel Action

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

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

Source of Funds 211001

Identify Budget: 211001-260103-61002-26000 Location _____

Form Code: _____ Page _____ Item # _____

Change of: From _____ To _____

Position _____
 Status _____
 Salary Adjustment \$66,950 _____ \$85,000

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
211001-260103-61002-26000	\$85,000
<i>261039</i>	

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor Burroughs 5/26/21 Date
 Vice Chancellor Burroughs 5/26/21 Date
 Director/Personnel [Signature] 5/26/21 Date
 President [Signature] Date
 Dean/Unit Head Burroughs 5/26/21 Date
 Chancellor [Signature] Date
 Vice President/Finance [Signature] Date
 Business Affairs/Comptroller _____ Date
 Chairman/S.U. Board of Supervisors _____ Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

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: Benjamin Pugh
SUPERVISOR/DEPARTMENT CONTACT NUMBER: 771-3282
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, H1-B and J-1 visas, passport, and E-1/T-94. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

LINDA A. ANTOINE



PROFESSIONAL QUALIFICATIONS

- 40 plus years of educational procurement experiences with University, Local, State, Federal, and Private Entities
- Knowledge of State of Louisiana Revised Statutes and Laws
- Outstanding management and supervisory skills - able to coordinate multiple activities, analyze problems, delegate activities and develop methods to increase productivity
- Knowledge to negotiate contracts
- Strong organizational skills
- Proven capacity to approach problems creatively and effectively
- Eager to learn and apply new information and skills

ACCOMPLISHMENTS

- Integral role with the Medical Marijuana Cultivation and Production Facility Operator Project that initially resulted in revenue of 2 million dollars to the University
- Developed operational procedure and guideline manuals for the Southern University land mass (Southern University Baton Rouge, Southern University Law Center, Southern University Ag Center, Southern University New Orleans and Southern University Shreveport)
- Developed the Purchasing Department website that included guidelines, procedures, online procurement forms and procurement guide for vendors.
- Re-designed bid documents for the Baton Rouge land mass for accuracy, efficiency and uniformity; shared documents with SU Law Center, SUNO & SUSLA Campuses
- Assisted with system-wide multi-year contract negotiations for Auxiliary Services to include: Food Service, Copier and Mail Services, Bookstore, and Vending that resulted in savings and revenue for the university
- Prepared bid documents and negotiated contract for lease of Southern University land/property for a Cell Tower that resulted in revenue for the University
- Prepared bid documents for multi-year contracts and negotiated contracts for utility services and all equipment maintenance services that resulted in savings for the university
- Registered vendors with the Louisiana's Small Entrepreneurship (Hudson Initiative) Program. The primary intent of this Program is to provide additional opportunities for Louisiana-based Small Entrepreneurships (SE's) that are certified by the Louisiana Department of Economic Development to participate in contracting and procurement with colleges and universities. Several SE's were selected as sub-contractors for Southern University projects which increased minority and small business participation.

EMPLOYMENT

2016-Current

2005-2014

DIRECTOR OF PURCHASING

Southern University Purchasing Department-Baton Rouge

Serves as part of an inter-campus administrative team. Reports to the Vice President for Business and Finance and the Vice Chancellor for Finance and Administration. Ensured adherence to the State of Louisiana and Southern University System policies and procedures in managing the procurement of goods and services throughout the Baton Rouge land mass. Focused on collaboration both at the campus, within the System, with other state agencies and suppliers which delivered the best cost, quality and service to requesting departments. Conducted high profile, complex, and/or first time commodity/service contract and bid negotiations and used exceptional negotiating skills to bring success to the University students and staff. Audited procurement documents for accuracy and ensured adherence to University procedures and guidelines and the Louisiana Revised Statutes. Initiated, reviewed and approved requests for proposals, legal and personal services contracts, interagency agreements and Memorandums of Understanding. Maintained reports as mandated by the State of Louisiana Purchasing Department, Office of the Commission and Clerk of Court.

1998-2005

ASSOCIATE DIRECTOR

Southern University Purchasing Department-Baton Rouge

Assisted the Director of Purchasing, instructed training sessions for the financial system, composed training manual for financial system, prepared bid documents, conducted pre-bid conferences, summarized bids and price quotations to determine the successful bidder, analyzed and audited procurement documents, audited and created purchase requisitions and purchase orders in the financial system. Assisted the faculty, staff and students to resolve procurement problems and/or concerns.

1981-1998

OPERATIONAL OFFICER

Southern University Purchasing Department-Baton Rouge

Assisted the Director of Purchasing, summarized bids and price quotations to determine the successful bidder analyzed and audited purchase requisitions and departmental invoices, created purchase requisitions and purchase orders in the financial system. Assisted the Southern University faculty, staff and students, resolved problems and/or concerns.

1975-1981

ACCOUNT CLERK

Southern University Purchasing Department-Baton Rouge

Batched purchase orders for Baton Rouge, New Orleans and Shreveport Campuses, maintained current vendors on file for all campuses, distributed purchase orders to Southern University Computer Center for input, distributed purchase orders to vendor, requestor, Southern University Accounts Payable, and Southern University Central Receiving. Responsible for filing and recording purchase orders, input and tracked purchase orders in Purchasing Department tracking system. Occasionally worked the receptionist desk; communicated with all campuses representatives, students and vendors.

EDUCATION, TRAININGS AND ORGANIZATIONS

- Purchasing Coursework, Summer 1985, LSU Purchasing, BR Campus
- Delta Business College, Associate Degree, 1973-1975, Baton Rouge
- National Institute of Government Purchasing Training, New Orleans, La
- State Purchasing Procurement Training/Seminars, Baton Rouge, La
- Louisiana's Small Entrepreneurship (Hudson Initiative) Program Workshops
- Louisiana Procurement Card Program Workshops; "How to Get Started", Overview and Program Administration
- Louisiana Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP); Training for Emergency Management Professionals
- Federal Emergency Management Agency (FEMA) or Louisiana FEMA Recovery Workshops; How to Handle Emergency Procurement and Hazard Mitigation
- Ethics Training for the State of Louisiana
- Louisiana Grad Act 2.0 Pilot Procurement Workshop with Higher Education Procurement Leaders; Pilot Procurement Discussion and High Level Procurement Autonomy
- Louisiana National Institute of Government Purchasing (NIGP) Request for Proposal (RFP) Seminars; Building Flexibility and Risk Reduction for RFP; Insurance Requirements in Contracts & Indemnification Agreements
- SAT Conference-Financial Record System Training, Las Vegas, NV
- SCT/SunGard Conference-Financial Record System Training, Honolulu, HI
- National Association of Educational Procurement Training, Dallas, TX
- Safety Training, Southern University Baton Rouge Campus
- Rockhurst University Extension Courses, Business Management; Supervisors' Training,
- National Seminars Group Extension Courses, Business Management, Leadership and Project Management
- Past Member, the National Association of Educational Procurement Officers (NIGP)
- Member, Educational and Institutional Cooperative Service, Inc (E&I)

References and additional information available upon request



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL
POST OFFICE BOX 9294
BATON ROUGE, LOUISIANA 70813-9294

June 1, 2021

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

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

Re: Appointment of Genara D. Freeman-Morris, Esq. as a Career Services Counselor at the Southern University Law Center

Dear Dr. Belton:

The Southern University Law Center seeks to hire a Career Services Counselor to assist the Director of Career Services. The Office of Career Services is an important entity at the Law Center as it assists in directing the careers and employment aspirations of law students.

The Law Center seeks to hire Genara D. Freeman-Morris, Esq. as a Career Services Counselor. Ms. Freeman is currently an Adjunct Professor focusing on legal writing & analysis, legal research, wills & trusts, lawyering process, pre-law, common law bar prep fellow, and is a student advisor. Based on her experience, I would like Ms. Morris to be considered for this position without the need for a search. The salary proposed is \$72,000. Her resume is enclosed for review.

I hereby ask that this request be presented to the Southern University System Board of Supervisors for consideration and approval at its June 18, 2021, board meeting.

If my request is approved, I would like the appointment to become effective July 1, 2021. If you have any questions, please feel free to contact me.

Sincerely,

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

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

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

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

Profile of Person Recommended

Length of Employment 07/01/2021 To 06/30/2022
 Effective Date 07/01/2021

Name Genara D. Freeman-Morris xxx-xx-6291 Sex F Race* B
 (Last 4 digits only)

Position Title: Career Services Counsellor Department: Law Center-Institutional Support

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

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

Years Experience 25 Southern University Experience 4

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>B.A.</u>	<u>Grambling State University</u>	<u>1998</u>
	<u>J.D.</u>	<u>Southern University Law Center</u>	<u>2005</u>
	<u>M.A.</u>	<u>Southern University A&M College</u>	<u>2021</u>

Current Employer Daniel E. Morris Law Firm, PLLC

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 General Appreciation

Identify Budget: State Location 311001-38130-61002-35000
 Form Code: BOR10 Page 1 Item # 1

Change of: _____ From _____ To _____

Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount

*See Reverse Side

Graduate School signature (if, applicable):

John K. Pierce _____ Date _____
 Supervisor
[Signature] _____ Date 6/18/21
 Vice Chancellor
[Signature] _____ Date _____
 Director/Personnel
[Signature] _____ Date _____
 President _____ Date _____

Cheryl K. Hall _____ Date 6-2-21
 Dean/Unit Head
[Signature] _____ Date _____
 V/C for Fin and Administration
[Signature] _____ 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 origins, regardless of race.

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

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

COMMENTS: Effective, July 01, 2021, Appointment of Geneva Freeman-Morris, Esq. as a Career Services Counselor at the Southern University Law Center.

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, HI-B 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 Temp. FT Student at S.U.)
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")

SOUTHERN UNIVERSITY LAW CENTER
CODE _____ EXPIRES _____
ENCUMBERED / FUNDS AVAILABLE
DOCID: # _____
DATE: 6/2/2021
BY: JMBoogal
FI
FO

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

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Career Services Counselor AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR _____

(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).

- Researches and analyzes the current state of legal services and legal job markets and forecasts emerging trends in those markets. Identifies existing and up-and-coming career and job options, assesses (on a continuing basis) their short and long term feasibility for our students, alumni, attorneys, and explores alternatives to traditional legal practice.
- Research and periodically assess the evolving career development needs of our students.
- Based on the on-going research, analysis, assessment and trend-spotting, designs, develops, and implements an array of workshops and programs, services, and resources to meet the career needs of our students.
- Work as a liaison with various departments within and throughout SULC to understand the needs and goals and explore and develop mutually beneficial programs, resources, and services.
- Maintains and enhances SULC's existing professional network of potential employers, other law school legal career professionals, and others in the legal field who may be in a position to provide information and assistance to our students.

Salary/Range: 70,000 – 80,000 Previous Incumbent (if replacement): N/A

Approved Disapproved

John K. Pierre
 Department Head

6/1/2021
 Date

Approved Disapproved

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

6-1-21
 Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>DM George</u> Signature	<u>6/1/2021</u> Date
Budget Number <u>311001-38130-61002-35000</u>	

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

Approved Disapproved

John K. Pierre
 Vice Chancellor
 Chancellor/Vice President

6/1/2021
 Date

Approved Disapproved

Approved Disapproved

 President
 An Equal Opportunity Employer

 Date

Career Counselor Job Duties and Responsibilities

Principal Responsibilities:

- A. Researches and analyzes the current state of legal services and legal job markets and forecasts emerging trends in those markets. Identifies existing and up-and-coming career and job options, assesses (on a continuing basis) their short and long term feasibility for our students, alumni, attorneys, and explores alternatives to traditional legal practice.
- B. Research and periodically assess the evolving career development needs of our students.
- C. Based on the on-going research, analysis, assessment and trend-spotting, designs, develops, and implements an array of workshops and programs, services, and resources to meet the career needs of our students.
- D. Work as a liaison with various departments within and throughout SULC to understand the needs and goals and explore and develop mutually beneficial programs, resources, and services.
- E. Maintains and enhances SULC's existing professional network of potential employers, other law school legal career professionals, and others in the legal field who may be in a position to provide information and assistance to our students.
- F. Establishes new positive working relationships with organizations.
- G. Provides one-on-one, individually tailored consulting services to students. Assists students in conducting their own self-assessments. Provides students not only with general advice based on his/her knowledge developed through continuing cultivation and expansion of SULC's professional network.
- H. Other duties as assigned.

Education: J.D preferred.

Requirements:

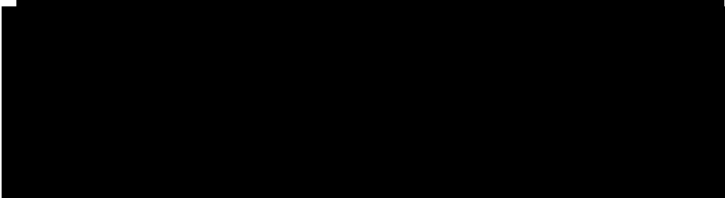
- A. Required qualifications:
 - Knowledge of career decision making and job search techniques
 - Knowledge of career services, employer, alumni, and faculty needs and expectations, recruiting and staffing methods, employment trends
 - Highly effective problem identification and solving skills, presentation skills, verbal communication, written communication, and organization skills
 - Ability to work with people from diverse backgrounds and levels of experience
 - Creative, entrepreneurial, forward-looking and energetic approach that can identify and pursue new potential programs and innovative ways to present and deliver content.
 - Excellent computer skills and the ability to quickly adapt to new software programs and on-line resources.
- B. Preferred qualifications are: advanced knowledge of career development theories, knowledge of needs assessment theory, processes, and program design and implementation.

Proficiencies: Project management skills; excellent written and verbal communication skills; excellent detail and task-management skills; multitasking; excellent customer service and interpersonal skills; facility and comfort level with learning technology; ability to travel to a variety of locations; ability to move/transport 25 to 50 lbs. of materials/equipment; ability to work long days as

required (early mornings to evenings); ability to work weekends (as needed), high level of organization and accuracy; excellent teamwork skills; dependability and reliability are absolutely essential for this position. Experience leading teams or projects is preferred.

Further, this position must have a high degree of proficiency in the use of a PC (including laptop); ability to work an LCD projector; ability to coordinate and transport seminar materials and needed equipment to seminar site (course materials, promotional items, signs, etc.); fax machine; telephone, including conference call knowledge; a/v equipment, including microphones – both wired and wireless; flash drives; printers, etc..

GENARA D. FREEMAN-MORRIS, ESQ.



EDUCATION

Present •EMPA/Executive Master Of Public Administration	Southern University A&M College Degree Awarded: May 15, 2021	Baton Rouge, LA
2002- May 15, 2005 •Juris Doctor	Southern University Law Degree Awarded: May 15, 2005	Baton Rouge, LA
1993-1998 B.A./Political Science B.P.A./Public Administration	Grambling State University Degree Awarded: May 15, 1998	Grambling, LA

EXPERIENCE

2017-Present	Southern University Law Center	Baton Rouge, LA
Adjunct Professor •Responsibilities include: Curriculum Development; monitoring student performance; course instruction; developing and designing course materials; Student advisement and counseling regarding course success; classroom management; Bar preparation and development. Areas of Focus – Legal Writing & Analysis; Legal Research; Wills & Trusts; Lawyering Process; Pre-Law; Common Law Bar Prep Fellow		
2012-Present	Dante E. Morris Law Firm, PLLC.	Baton Rouge, LA Cleveland, MS
Attorney At Law/Managing Partner •Responsibilities include: Office and Staff Management; Advertisement; Business Management Practice Areas – Family Law; Personal Injury; Land Disputes (Timber/Conversion, Eminent Domain); Premises Liability (Slip/Trip and Fall, Swimming Pool Accidents, etc.); Product Liability (Pharmaceutical Recalls, Automobile Defects); Dog Bite/Mauling.		
2009- Present	Delta State University	Cleveland, MS
Adjunct Faculty/Paralegal Studies/Online Continuing Education •Responsibilities include: Instructor for Wills, Trusts & Estate Planning; Real Estate Law; Civil Litigation & Practice & Procedure; Legal Writing, Legal Research; Introduction to Paralegal Studies; Torts, etc.		
2008-2012	Morris & Associates	Cleveland, MS
Legal Assistant/Office Manager •Responsibilities include: Office Management; Planning; Scheduling; Client Interviews; Drafting Legal Documents; Legal Research; Client Correspondence; etc.		
December 2010- August 2010	Bolivar County Community Action Agency (BCCAA)	Cleveland, MS
Homelessness Prevention & Rapid Re-housing Specialist •Responsibilities include: Providing assistance to individuals and families in need of housing/utility assistance; providing assistance to individuals or families at risk of homelessness; educational and employment counseling, etc.		

Summer 2007	Department of Revenue/Policy Services	Baton Rouge, LA
Paralegal/Policy Services Division/Temporary Job Appointment		
• Responsibilities include: researching topics of law, drafting legal documents, maintenance of legal database, travel request and requisitions.		
2006-2007	Division of Administration/OPB	Baton Rouge, LA
Management Intern/Budget Analyst/Office of Planning & Budgeting		
• Responsibilities include: Preparation, planning and performance recommendations of State agencies' budgets; presentations; monitoring agency revenues and expenditures; attendance of legislative budget hearings		
March 2006- October 2005	JP Morgan Chase Bank	Baton Rouge, LA
Legal Processing Specialist		
• Responsibilities include: processing and enforcing court orders/money judgments; corresponding with Attorneys, Judgment Creditors and Debtors		
2002-2005	Elvin Sterling, Jr. & Associates	Baton Rouge, LA
Law Clerk/Paralegal		
• Responsibilities include: researching, filing legal documents, composing legal documents (petitions, motions, discovery, etc.), interviewing clients, etc.		
1998-2002	BellSouth Telecommunications	Baton Rouge, LA
Service/Marketing Representative		
• Responsibilities include: customer care (bill explanation, customer sales, and handling customer complaints)		
Summer 1996	United States Capitol	Washington, D.C.
Legislative Intern/ Press Intern/Honorable Senator J. Bennett Johnson (D-La.)		
• Responsibilities include: correspondence to constituents, writing press releases, and releasing information on scheduled Appropriations for the State of Louisiana		

HONORS AND ACTIVITIES

Mississippi Bar Association • Delta Sigma Theta Sorority, Inc. • Top Ladies of Distinction (TLOD) • Conference of Minority Public Administrators (COMPA) • 1998 Summer Intern/Louisiana Women & Government Program • Gamma Beta Phi National Honor Society • Golden Key Honor Society • Juvenile Criminal Student Attorney • Foreign Exchange Student/Mexico-Travel & Study Program • Grambling State University Student Government Association



"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) 771-2061 Fax
www.suagcenter.com

OFFICE OF THE CHANCELLOR-DEAN

June 1, 2021

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

Dear President Belton:

As Chancellor of the Southern University Agricultural Research and Extension Center and Dean of the Southern University Agricultural, Family and Consumer Sciences, I am requesting the approval of salary adjustment for Dr. Renita W. Marshall, Vice Chancellor for Academics and Student Support/Associate Dean, College of Agricultural, Family and Consumer Sciences

- o Dr. Renita W. Marshall,
 - o Current salary:\$135,000
 - o Funds: State and Federal
- Proposed salary adjustment: \$145,650

These proposed salary adjustments are based on an increase of job duties, functions, and equable pay within the Southern University System and the State of Louisiana. This position are funded by . Please let me know if you need further information or have any questions. Thank you for your consideration to this request.

Sincerely,

Orlando F. McMeans, PhD
Chancellor-Dean

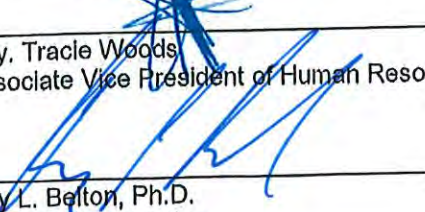
Approval by:



Atty. Tracie Woods
Associate Vice President of Human Resources

Date

6/3/2021



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

Date

4/14/21

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

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

Profile of Person Recommended

Length of Employment _____ To _____
 Effective Date July 1, 2021

Name Reulta W. Marshall SSN/ XXX-XX-1907 Sex M Race* AA
(Last 4 digits only)

Position Title: Vice Chancellor of Academics & Student Support Services / Associate Dean Department: SUARBC/SUBR

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 18 Years Southern University Experience 14 Years
 Degree(s): Type/Discipline (BA-Education): Veterinary Medicine D.V.M. Institution/Location (SU-Baton Rouge): Tuskegee University-Veterinary Medicine Year: 2003
MIS-Biomedical Sciences University of Missouri 2006
BS-Animal Science Southern University A & M College 1999

Current Employer: _____

Personnel Action

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

Recommended Salary \$145,650.00 Salary Budgeted \$145,650.00

Source of Funds 621664 65300 61002 62000 \$85,650
210808 211001 22111 61002 \$60,000

Identify Budget: _____ Location _____
 Form Code: _____ Page _____ Item # _____
 Change of: From _____ To _____

Position _____
 Status _____
 Salary Adjustment \$139,050.00 \$145,650.00

Financial Aid signature (if applicable):

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

Source of Funds	Amount
621664 65300 61002 62000	\$69,525
210808 211001 22111 61002 24100	\$69,525

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if applicable):

Supervisor _____ Date _____
 Vice Chancellor _____ Date 6/3/2021
 Director/Personnel _____ Date _____
 President _____ Date _____

Dean/Unit Head _____ Date 06/01/2021
 Chancellor _____ Date 06/01/2021
 Vice President/Finance Business Affairs/Comptroller _____ Date _____
 Chairman/S.U. Board of Supervisors _____ Date _____

B90
6/1/2021

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 am to 5:00 pm – Monday thru Friday
EMPLOYEE DIRECT SUPERVISOR: Dr. Orlando F. McMeans
SUPERVISOR/DEPARTMENT CONTACT NUMBER 225.771.3358
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, III-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
United States Citizen/Certificate of Naturalization	US	FUNDS AVAILABLE OFFICE OF THE AGRICULTURAL RESEARCH AND EXTENSION SOUTHERN UNIV. SYSTEM HUMAN RESOURCE & ADMINISTRATION SECTION
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

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

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

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget lead)
- 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

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POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Vice Chancellor of Academics & Student Support Services/Associate Dean AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Southern Agricultural, Research and Extension Center
 (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

The incumbent will work under the supervision/direction of the Chancellor-Dean or designee. Provide direction to the CAFCS chairs and the academic units. Provide leadership in the implementation of the CAFCS Strategic Plan. Assist the Chancellor-Dean and /or designee in Accreditation requirements and needs. Assist the Chancellor-Dean and department chairs in the implementing of programs and activities that Enhance the curriculum, faculty, staff, and students. Provide leadership in enhancing student support services. Help establish and maintain Partnerships for benefiting the land-grant programs to include alumni. Serve as the main representative for the Chancellor-Dean of CAFCS at the Council of Deans meetings, other campus, and professional meeting as needed. Perform related duties as assigned. (Two funding sources)

Salary/Range: \$145,650.00 (\$85,650.00) Previous Incumbent (if replacement): N/A

Approved Disapproved [Signature] 06/01/2021
 Department Head Date

Approved Disapproved [Signature] 06/01/2021
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>[Signature]</u>	<u>6/2/2021</u>
Signature	Date
Budget Number	621664 65300 61002 62000
	\$85,650.00

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	
Employee Class:	<u>MU</u>	Job Class:	<u>65092</u>
<u>[Signature]</u>		<u>6/3/2021</u>	
Verified By:		Date:	

Approved Disapproved [Signature] 06/02/2021
 Vice Chancellor Date

Approved Disapproved [Signature] 06/01/2021
 Chancellor/Vice President Date

Approved Disapproved [Signature] _____
 President Date

An Equal Opportunity Employer

BSP 6/2/2021

Renita Woods Marshall DVM

Summary Curriculum Vitae

U.S. Post 10910 Baton Rouge, La 70813

Career Highlights in Administration

Southern University and A&M College, College of Agricultural, Family, and Consumer Sciences
Southern University Agricultural Research and Extension Center (Baton Rouge, LA)
Vice Chancellor for Academics and Student Support Services/Associate Dean ~ 2019 – Present

Provide leadership and support to the teaching, research, and service mission of the college by discharging responsibilities in one or more areas as defined by the dean and serves as a conduit for the communication between the dean's office and the department chairs and university offices/external communities as defined by the dean.

- Offers oversight of the school/college strategic plan, curriculum development, assessment of learning outcome, accreditation, grant proposals development and implementation, international programs, external relations, and program development and review.
- Engages closely with Academic Affairs, Department Chairpersons, Faculty and the Chancellor-Dean to implement policies, solutions, standards, and processes for continuous improvement.
- Provide for faculty and student participation in the determination of college and departmental policies and practices in course content, instructional procedures, budgets, and areas of obvious pertinence.
- Represents the college at meetings, events and activities when the Chancellor-Dean is unavailable.

Southern University Agricultural Research and Extension Center (Baton Rouge, LA)
Director, Southern University Institute for One Health One Medicine ~ 2017 – Present

Provide exceptional leadership to the Institute with a coherent vision for agricultural and biomedical research, undergraduate and postgraduate training, and international studies for a lasting, global impact in disease diagnosis, treatment, and prevention, as well as health education and the human-animal bond.

- Develop the Institute's strategies and associated financial and operational plans in partnership with its staff and the Vice Chancellor for Research; allocate Institute resources accordingly, with clear objectives, targets and associated measurements.
- Identify and support opportunities for international research and undergraduate and postgraduate teaching program developments internally, externally, and internationally, both within existing funding streams, and through multi-disciplinary collaboration across and beyond the Southern University System

Marshall, Renita

- Participate in departmental teaching and training programs, including independent and collaborative research programs
- Actively develop the Institute's international academic profile and enhance its international recruitment and partnership development
- Identify, promote, and contribute resources to developing the Institute's strengths and managing its portfolio
- Achieve income generation targets from research funding agencies and ensure that the Institute capitalizes upon funding initiatives
- Forge new and maintain existing external relations essential to the Institute's business, promoting the Institute, SU Ag Center, and System to external bodies and organizations and enhancing its reputation, profile and influence
- Formulate and implement local aspects of the Learning and Teaching strategy and ensuring full engagement of students and that the quality assurance of all provision is carried out in line with University policies

Southern University and A&M College, College of Agricultural, Family, and Consumer Sciences
Department Chair, Agricultural Sciences and Professor, Animal Science ~ 2017 – Present

Serves as administrator of the agricultural sciences team, lead and assist with SACS accreditation and program reviews, and assist in the evaluation and improvement of course offerings

- Identify, recommend, and mentor qualified adjunct instructors
- Prepare and assist with assessment
- Conduct annual performance reviews of department faculty and adjuncts
- Review and determine faculty members to be forwarded to the College Dean for teaching and research awards
- Assist with College and Department budgeting
- Provide recommendations for tenure, promotion, and termination
- Consider faculty input for departmental decisions to ensure all departmental units are represented
- Update department programs as needed
- Engage in, encourage, and assist faculty with scholarly activities and the development of quality curriculum and instruction
- Advise students and ensure department-level availability throughout the year
- Respond and attempt to resolve student and faculty concerns

Southern University Agricultural Research and Extension Center (Baton Rouge, LA)
Interim Associate Research Director ~ February 2016 – April 2016

Promoted and facilitated leading-edge research, including collaborative and interdisciplinary research; established and provided sufficient support for a community of innovative researchers to enhance research capacity at the university

- Coordinated networks between SU Ag Center and researchers in public and private sectors locally, nationally, and internationally
- Aided faculty and student recruitment and retention by enriching the research environment
- Provided interdisciplinary research training and mentoring for undergraduate and graduate students
- Communicated internal and external research opportunities for faculty, post-doctoral fellows, and graduate students
- Facilitated strong linkages with appropriate academic departments and units

Marshall, Renita

- Maintained communication of SU Ag Center activities and opportunities for faculty and student's involvement

Southern University Agricultural Research and Extension Center (Baton Rouge, LA)
Director of Livestock Programs ~ February 2007 – July 2010

Directed and led the Department of Livestock Programs, which oversees all livestock shows and events, and developed livestock programs for the State of Louisiana's Commissioner of Agriculture.

- Reviewed livestock program content and analyzed administrative and educational data for quarterly reports submitted to the LaPAS
- Solicited financial support for livestock programs
- Created, communicated, and implemented Department goals and operating policies and assisted with the development and maintenance of the budget
- Assisted institutional personnel with extension program development execution

University of Missouri-Columbia (Columbia, MO)
Laboratory Animal Veterinarian ~ August 2003 – July 2006

Managed a staff of twenty-four including animal care technicians, veterinary technicians, and area supervisors to assure timely procurement and appropriate maintenance of acceptable animal models for safety and drug metabolism studies

- Provided the clinical veterinary care for all animals being maintained in our facilities
- Maintained animal resources in compliance with the USDA, FDA and AAALAC standards
- Maintained USDA Class A and Class B licenses, a USDA Research Registration and full AAALAC accreditation
- Served as the attending veterinarian for the site Institutional Animal Care and Use Committee
- Assisted study directors with protocol and animal model development and supervised the operation of the internal diagnostic laboratory and the sentinel, health monitoring and environmental QA programs
- Coordinated the department's efforts to maintain up-to-date Standard Operating Procedures, training programs for researchers and animal care staff, the canine exercise program and the nonhuman primate environmental enrichment program
- Assisted with making long-term and short-term recommendations on issues relating to animal resource practices, facility planning and design, budgetary issues relating to current and future operating and capital expenditures

Career Highlights in Research and Extension

Southern University Agricultural Research and Extension Center (Baton Rouge, LA)
Center Veterinarian - 2012 – Present

Develop clinical and preventative health programs, while overseeing all statewide husbandry programs.

Marshall, Renita

- Train research staff in proper care and handling, humane methods of performing surgery and restraining animals, the proper use of anesthetics and analgesics
- Provide veterinary care, make diagnoses, prescribe medications and treatments, administer vaccinations and perform euthanasia as necessary
- Assess healthy and ill animals and refer animals to partner veterinarians or specialists as needed

Southern University Office of Research and Strategic Initiatives (OSRI) (Baton Rouge, LA)
Implementation Coordinator ~ June 2016 – September 2016

Assisted with the implementation of the Southern University and A&M College Strategic Plan and Coordinated with SU Administrative Units to draft their individual, internal strategic plans

- Facilitated workshops for all SU Administrative Units that outline the strategic plan development process and the structure that should be utilized, ensuring that the plans produced mirror Southern University's 2015-2020 Strategic Plan goals and objectives
- Represented the SU Vice Chancellor for Research and Strategic Initiatives at meetings with the Board of Regents and other related organizations as requested

University of Missouri-Columbia University Hospital
Department of Obstetrics, Gynecology and Women's Health/Division of Reproductive and Perinatal
Research (Columbia, MO)

Comparative Medicine Resident/Post-doctoral Fellow ~ August 2003 – July 2006

Demonstrated record of successful and productive research projects covering health problems among females of reproductive age, Using, my broad background in reproductive pathophysiology, with specific training and expertise in key research areas for women's health

- Developed a novel rat-human comparative cDNA microarray for endometriosis
- Validated the rat model as a model to study endometriosis using immunohistochemistry, immunofluorescence, microarray analysis, electron microscopy, and ELISA
- Involved in projects inclusive of laboratory animal medicine and comparative pathology
- Received extensive research training under an established investigator
- Involved in implementation of an AALAS certification program for the ALAT and LAT levels
- Implemented occupational health program for nonhuman primates to ensure compliance with regulations and guidelines and managed and supervised clinical care, health surveillance and regulatory compliance.

Schering-Plough Research Institute (Kenilworth, NJ)
Department of CNS/Cardiovascular Research
Intern ~ June 2002 – August 2002

National Institute of Environmental Health Sciences (Research Triangle Park, NC) Laboratory of
Toxicology and Immunology
Research Biologist ~ June 2001 – August 2001

Teaching, Research, and Extension Funding

Center of Excellence, Nutrition, Health, Wellness and Quality of Life, **\$1,680,000**, USDA NIFA, 1890 Centers of Excellence Award, PI-Fatemeh Malekian, **CO-PI Renita Marshall**, CO-PI Deshoin York, 2021

Prevalence and Characterization of Emerging Pathogens in Small Ruminants In order to Mitigate Illness Associated with Food-Borne Infections in Humans: A One Health Perspective, **\$300,000**, USDA, Evans Allen, **PI-Renita Marshall**, D. Pollard, H. Mellieon, 2019

Evaluation of the effects of diverse forage systems on the reproductive efficiency of goats in southeastern Louisiana, **\$292,246.50**, USDA NIFA CBGP, **PI-Renita Marshall**, S. Gebrelul, Y. Ghebreyessus, J. Henson, 2019

Southern University National Agricultural Day 2019: Food for Life. **\$6,200**, Southern University System Foundation (SUSP) programming Grant. **PI-Renita Marshall**, CO-PI- Kenyetta Nelson-Smith, Tiffany-Wilkerson-Franklin.

JAGS in AG: Recruitment, Exploration, and Retention, **\$150,000**, USDA NIFA CBGP, **PI-Renita Marshall**, Kenyetta Nelson-Smith, Tiffany-Wilkerson-Franklin. 2018

Enhancing Capacity of Louisiana's Small Farms and Businesses, **\$1.5 million**, Louisiana Division of Administration's Office of Community Development, **CO-PI Renita Marshall**, 2016

Building Sustainable Small Farms in Louisiana, **\$108,540** 1890 Land Grant Universities' 125th Anniversary Centers Initiative, Dawn Mellion-Patin and **CO-PI: Renita Marshall**, 2016

Evaluation and Development of Cattle and Small Ruminant Herd Health Programs to Reduce Production Limiting Diseases on Small Farm Operations, **\$489,507** USDA, Evans Allen, **PI-Renita Marshall**, 2015

National Feral Swine Damage Management Program, **325,000**, USDA, APHIS, **PI-Renita Marshall**, 2014-2020

Management of Fiscal Year 2013-2014 appropriations, **\$200,000,000**, **CO-PI-Renita Marshall** 2013

"The Performance of Cattle and Goats under Sequential and Mixed-Grazing Systems" **\$417,608.00**, USDA NIFA Sebhatu Gebrelul, **CO-PI: Renita Marshall**. October 1, 2010 to September 30, 2016

Building Opportunities Through Leadership Development "BOLD," **\$250,000**, USDA NIFA CBGP, Kenyetta Nelson-Smith and **CO-PI: Renita Marshall**, 2013

JAGS in AG: Recruitment, Exploration, and Retention, **\$150,000**, USDA NIFA CBGP, **PI-Renita Marshall**, Kenyetta Nelson-Smith, Willie Rawls, Gary Simon. 2012

Sustainable Forage Management Practices Through Intensive Sequential Grazing System For Cattle And Goat Production, **\$287,005**, USDA NIFA CBGP, Sebhatu Gebrelul, **CO-PI: Renita Marshall**, Y. Ghebreyessus, V. Bachireddy, J. Kaliba. 2011

The performance of cattle and goats under sequential and mixed-grazing systems", **\$325,000**, USDA/NIFA

Marshall, Renita

Sebahtu Gebrelul, **CO-PI: Renita Marshall**, Y. Ghebreyessus, V. Bachireddy, J. Kaliba. 2010

Outreach and Assistance to Socially Disadvantaged Farmers and Ranchers in Louisiana, **\$300,000**, USDA, Dawn Mellion, **CO-PI: Renita Marshall**, Zanetta Augustine, and Bridget Udoh, 2010

Reduction of *Esherichia coli* O157:H7 in small-scale cow/calf operations using Best Management Practices, **\$1,077,639**, USDA NIFA, Divya Jaroni, **CO-PI: Renita Marshall**, Mindy Brashears, Todd Brashears, Mark Miller, Marlene Janes. 2009

Evaluation of Burnt Corn Gluten Meal, **\$441,000**, Evans Allen, Walker, C. R., Malekian, F., Anderson, L., **CO-PI: Renita Marshall**, and Simon, G. 2008

Certifications

Pharmacy Certification, Louisiana Board of Pharmacy, February 2007 – present

Drug Enforcement Agency Controlled Substance Certified Veterinarian, United States Department of Justice, Washington DC, April 2005 – present

Residency Completion in Comparative Laboratory Animal Medicine, University of Missouri, Columbia, MO, May 2006

Category II Accredited Veterinarian, United States Department of Agriculture, Washington DC, April 2003 - present

Education

Doctorate in Veterinary Medicine, 2003, Tuskegee University School of Veterinary Medicine, Tuskegee, AL

Masters of Science in Biomedical Sciences, 2006, University of Missouri – Columbia, Columbia, MO

Bachelor of Science in Animal Science, 1999, Southern University and A & M College, Baton Rouge, LA

Media Coverage and Appearances

Southern Ranchers Relief Drive. Channel 33 Local News BRProud. April 17, 2019.

https://www.brproud.com/news/southern-ranchers-relief-drive_20190417135655/1932807336

Southern Student Organizing Relief Drive for Midwest Farmers Devastated by Floods. WAFB. April 8, 2019.

<https://www.wafb.com/2019/04/08/southern-student-organizing-relief-drive-midwest-farmers-devastated-by-floods/>

Animal Science Department Receives Donation from Four Paws Cremation Services. SU Ag Center Blog. Feb. 2019. <https://suagcenter.blogspot.com/2019/02/animal-science-department-receives.html>

Southern University Ag Center Seeks Dogs for its Animal Therapy Program. WAFB. Oct. 15, 2018.

<https://www.wafb.com/2018/10/15/southern-university-agcenter-seeking-dogs-its-animal-therapy-program/>

Southern University Ag Center to Host National Ag Day Celebration. March 26, 2018.

<https://voiceoflouisianaagriculture.org/news/2018/3/26/southern-university-ag-center-to-host-national-ag-day-celebration>

SU Ag Center to Celebrate National Agriculture Day. The Advocate. March 16, 2018.

https://www.theadvocate.com/baton_rouge/news/communities/zachary/article_00d2248f-fa93-5cc8-bda8-71b105d40de6.html

BREC Responds after Calls Grow for Agency to Cut Ties with Superintendent, Zoo Director. WAFB. March, 28, 2018. <http://www.wafb.com/story/37830179/brec-responds-after-calls-grow-for-agency-to-cut-ties-with-superintendent-zoo-director/>

With Baton Rouge Zoo Losing Accreditation, Group That Fought Relocation Starts a New Push. The Advocate. March 28, 2018. https://www.theadvocate.com/baton_rouge/news/article_4bc51e32-32c8-11e8-827b-8f2f016c2051.html

Southern Institute for One Health One Medicine Hosts Shreveport Pet Product Specialist. SU Ag Center Blog. 2017. <https://suagcenter.blogspot.com/2017/09/southern-institute-for-one-health-one.html>

Southern Ag Center to Host Pet Wellness Clinic. BR Proud. Sept. 5, 2016. <https://www.brproud.com/news/local-news/southern-ag-center-to-host-pet-wellness-clinic/543939159>

White House Initiative on Historically Black Colleges and Universities HBCU All-Star mentor. SU Ag Center Blog. Aug. 16, 2016. <https://suagcenter.blogspot.com/2016/08/southern-university-student-shines.html>

Southern Ag Center Livestock Show and National Ag Day Preview. BR Proud. Feb. 22, 2017.

<https://www.brproud.com/home/southern-ag-center-livestock-show-and-national-ag-day-preview/661186841>

Southern University AG Center to Host Wellness Clinic for Animals Affected by Flood. WBRZ. Sept. 9, 2016.

<http://www.wbrz.com/news/southern-university-ag-center-to-host-wellness-clinic-for-animals-affected-by-flood/>

Free Wellness Event for Dogs, Cats Impacted by Flooding. WAFB. Aug. 31, 2016.

<http://www.wafb.com/story/32942590/free-wellness-event-for-dogs-cats-impacted-by-flooding/>

Marshall, Renita

Southern, SARE Program Host Tour of Farms. The Advocate. Aug. 5, 2015.

https://www.theadvocate.com/baton_rouge/news/communities/st_helena/article_3f9dbe45-54eb-50ae-a096-80287adbef68.html

SU Ag Center Students Win Awards. The Advocate. April 19, 2013.

https://www.thcadvocate.com/baton_rouge/news/education/article_8da0f3c7-ecb4-520f-aaa2-bde2ad73aa58.html

Meet Louisiana's Doc McStuffins: Dr. Renita Marshall and Dr. Tyra Davis. Jozef Syndicate. Oct. 18, 2013.

<https://jozefsyndicatela.wordpress.com/2013/10/18/meet-louisianas-doc-mcstuffins-dr-renita-marshall-and-dr-tara-davis/>

Marshall Joins National Swine Flu Discussion. SU Ag Center Blog. Aug. 2009.

<https://suagcenter.blogspot.com/2009/08/marshall-joins-national-swine-flu.html>

Navigating the Academic Hierarchy; A "Video Mentor" for New and Aspiring Faculty Members. SU Ag Center YouTube video. www.youtube.com/user/SUAgcenter

Discovering 21st Century Opportunities. Southern University Ag Center Video.

www.youtube.com/watch?v=IZxxkNHZQ

Scholarly Publications

Book Chapter

Louime, C., **Marshall, R.**, Hemanth, K. & Vasanthaiah, N. "Genomics and Potential Bioenergy Applications in the Developing World" in *Genomics, Applications and the Developing World*. Springer Publishing, 2012.

Refereed Journal Articles

Pollard DA, Mellieon H and **Marshall R.** "A Mini Review on Administrations of Trichuris Suis Ova as Therapy for Inflammatory Bowel Diseases" *Corpus Journal of Dairy and Veterinary Science (CJDVS)*: Volume 2 Issue 1, Creative Commons CC-BY 4.0 (2021).

Marshall, R., and H. Mellieon. "One Health, Herd Health, and the Small farmer: The Use of Health and Wellness to Improve Small Farmer Production Efficiency." *Dairy and Vet Sci J* 8(5): JDVS.MS.ID555746 (2018).

Marshall R., Nelson-Smith K., Simon G., and Rawls W. The impact of Experiential Learning Experiences in Food and Agricultural Sciences. *J. Education & Human Development*. (Accepted for publication 2017).

Marshall R., S. Gebrelul, J. Brown, A. Rubin, C. Adams, and Y. Ghebreyessus. "Blood Parameters of Kids in Mixed and Sequential Grazing Experiment." *J Vet Med & Surgery* (Accepted for Publication 2017).

Marshall R., Gebrelul S, Adams C. "Prevention and Control of Production Limiting Goat Diseases on Small Farms." *J Vet Sci Anim Husb* 5(1): 102. DOI: 10.15744/2348-9790.5.102.

Marshall, R., and H. Mellieon. Animal Diseases, Biosecurity and the Potential Impact on a Global Scale. *Open Access Journal of Veterinary Science & Research* 1(1): OAJVSR-MS-ID-000101 (2016).

Marshall, Renita

Gebrelul, S., **R. Marshall**, Y. Ghebreyessus, C. Adams, M. B. and E. Runles. 2016. The effects of mixed and sequential grazing on growth performances and parasitic resistances of kids. *J Anim. Sci.* 94 (Suppl. 1): 49.

Marshall, R., Gebrelul, S., **M. Morgan**, C. Adams and Y. Ghebreyessus. 2016. Blood plasma profiles of kids in mixed and sequential grazing experiment. *J Anim. Sci.* 94 (Suppl. 1): 56.

Marshall, R., S. Gebrelul, **M. Morgan**, C. Adams, and Y. Ghebreyessus. Blood Profiles of Kids in Mixed and Sequential Grazing Experiment. Southern Section of the American Society of Animal Science. DOI: 10.2527/ssasas2015-11.

Marshall, R., C. Adams, S. Manuel, Y. Ghebreyessus and S. Gebrelul. 2015. Parasitic Loads and Growth Performance of Goats and Kids under Sequential and Mixed Species Grazing with Cattle at a Constant Stocking Rate. *American Journal of Animal and Veterinary Sciences*. DOI: 10.3844/ajavsp.2015.

Ghebreyessus, Y., M. Berhane, **Marshall, R.**, C. Adams, E. Runles and S. Gebrelul. 2014. Evaluation of forage yield in sequential grazing of cattle and goats under an intensive rotational system. *J Anim. Sci.* 94 (Suppl. 1): 38.

Manuel, S., **Marshall, R.**, C. Adams, E. Runles, M. Berhane and S. Gebrelul. 2014. The effect of sequential grazing on the performance of kids under an intensive rotational system. *J Anim. Sci.* 94 (Suppl. 1): 40.

Ondieki Gekara, Talesha Dokes and **Marshall R.** Effect of Replacing Corn and Soybean Meal with Brewers Rice and Dried Distillers Brewers Yeast on Performance of Growing-Finishing Pigs. *American Journal of Animal and Veterinary Sciences*, 2014 9 (2): 110-115.

Ondieki Gekara, Talesha Dokes and **Marshall R.** Diet Modification to Reduce Fecal Excretion of Nitrogen and Phosphorus in Growing and Finishing Pigs. *American Journal of Animal and Veterinary Sciences*, 2013 8 (4): 197-202.

Ondieki Gekara and **Marshall R.** Nutritional Strategies to Mitigate the Effects of Negative Energy Balance on Reproductive Performance of Early Postpartum Does. *American Journal of Animal and Veterinary Sciences*, 2012, 7 (4), 194-197.

Marshall, R., Gebrelul, S., L. Gray, Y. Ghebreyessus "Mixed Species Grazing of Cattle and Goats on Gastrointestinal Infections of *Haemonchus Contortus*". *American Journal of Animal and Veterinary Sciences*. 2012, 7(2): 61-66.

Gebrelul, S. L. Gray, **Marshall, R.** and Y. Ghebreyessus. 2012. The effects of confinement and protein levels on the growth and parasitic loads of kids raised under mixed-species grazing system. *J Anim. Sci.* 90, Suppl. 3: 381.

Gebrelul, S., L. Gray, **Marshall, R.**, and C. Chisley. 2012. The effects of confinement and protein levels on carcass traits of kids raised under mixed-species grazing system. *J Anim. Sci.* 90, Suppl. 3: 380.

Marcio de Cassio Juliano, Clifford Loume and **Marshall, R.** "Rondon project: Addressing water issues in socioeconomically disadvantaged communities in Brazil". *International Journal of Water Resources and Environmental Engineering* Vol. 3(6), 117-125, July 2011.

Julie A.W. Stillcy, **Marshall, R.** Miriam Sutovsky, Peter Sutovsky, and Kathy L. Sharpe-Timms "Reduced Fecundity in Female Rats with Surgically Induced Endometriosis and in Their Daughters: A Potential Role for Tissue Inhibitors of Metalloproteinase 1". *BIOLOGY OF REPRODUCTION* 80, 649-656 (2009) DOI: 10.1095/biolreprod.108.073411.

Marshall, R. The Impact of Extension on Minority Owned Small Farm Operations. *Journal of Extension*. February 2012. Volume 50. Number 1. (Available at <http://www.joe.org/joe/2012february/comm1.php>).

Marshall, Renita

Marshall, R., *Herd Health Programs for Limited Resources Farmers: Prevention vs. Treatment*. Journal of Extension. October 2011. Volume 49. Number 5. (Available at <http://www.joe.org/joe/2011october/comm2.php>).

Proceedings, Reports, and Abstracts

Marshall, R., H. Mellieon, S. Gebrelul, A. Johnson, 2019. The Southern University Institute for One Health One Medicine: One World- It's All Connected! Southern University Institute for One Health One Medicine, Southern University Agricultural Research & Extension Center, ARD19th Biennial Research Symposium, Jacksonville, FL.

A. K. Sias, **Marshall R.**, and O. Lukongo, 2019. Department of Agricultural Sciences, Southern University Institute for One Health One Medicine, Southern University Agricultural Research & Extension Center, College of Agriculture, ARD19th Biennial Research Symposium, Jacksonville, FL.

K. M. Dalton, S. Gebrelul, **Marshall R.**, C. Adams, Y. Ghebreyessus, E. Runles, J. Henson. 2019, Effects of Mixed Legume Pastures on Growth Performances and Parasitic Loads in Goats. Southern University Agricultural Research & Extension Center and College of Agriculture, ARD19th Biennial Research Symposium, Jacksonville, FL.

T. E. Hills, S. Gebrelul, **Marshall R.**, Y. Ghebreyessus, C. Adams, M. Berhane, E. Runles, 2019, Diverse Pastures on Growth Performances and Parasitic Control in Lambs. Southern University Agricultural Research & Extension Center and College of Agriculture, ARD19th Biennial Research Symposium, Jacksonville, FL.

A. Rubin, **Marshall R.**, C. Adams, Y. Ghebreyessus, 2017. Blood Parameters of Kids in Mixed and Sequential Grazing Experiment. Southern University Agricultural Research & Extension Center and College of Agriculture, ARD18th Biennial Research Symposium, Atlanta, GA.

J. Brown, S. Gebrelul, **Marshall R.**, Y. Ghebreyessus, C. Adams, M. Berhane, E. Runles, A. Harris, 2017, Growth Performances and Parasitic Resistances of Kids and Calves in Mixed and Sequential Grazing System. Southern University Agricultural Research & Extension Center and College of Agriculture, ARD18th Biennial Research Symposium, Atlanta, GA.

Marshall, R. 2015. Evaluation of Herd Health Programs and Management Practices on Small Beef Cattle Farm Operations: A Case for Prevention vs Treatment, 73rd Professional Agricultural Workers Conference (PAWC). Tuskegee, LA.

Marshall, R. 2014. How Can I successfully Breed My Goats? Fact Sheet. Southern University Ag Center.

Marshall, R. 2014. How Do I Keep My Goat Herd Healthy? Fact Sheet. Southern University Ag Center.

Marshall, R. 2014. Bridging the Gap between Workforce Development & Higher Education: A Critical Link to Preparing the Next Generation of Agricultural Leaders. 72nd Professional Agricultural Workers Conference (PAWC). Tuskegee, LA.

Jackson, A., **Marshall, R.**, L. Gray, and S. Gebrelul. 2013. Housing and feeding effects on the growth and nematode loads in kids under mixed-species grazing system. ARD 17th Biennial Research Symposium, Jacksonville, FL, p. 54.

Profit, L., **Marshall, R.**, L. Gray, and S. Gebrelul. 2013. Housing and feeding effects on the carcass yield and quality traits in kids under mixed-species grazing system. ARD 17th Biennial Research Symposium, Jacksonville, FL, p. 56.

Ghebreyessus, Y., S. Gebrelul, M. Berhane, R. Payne and **Marshall, R.** 2013. Evaluation of forage yield and quality in mixed cattle and goats grazing practices. ARD 17th Biennial Research Symposium, Jacksonville, FL,

Marshall, Renita

p. 230.

Manuel, S., C.V. Chisley, **Marshall, R.**, G.S. Simon, C.R. Walker and S. Gebrelul, 2013. Evaluation of burnt corn gluten meal in layers diets. ARD 17th Biennial Research Symposium, Jacksonville, FL, p. 232.

Gebrelul, S., L. Gray, **Marshall, R.**, and C. Chisley. 2012. The effects of confinement and protein levels on carcass traits of kids raised under mixed-species grazing system. *J Anim. Sci.* 90, Suppl. 3: 380.

Gebrelul, S. L. Gray, **Marshall, R.**, and Y. Ghebreyessus. 2012. The effects of confinement and protein levels on the growth and parasitic loads of kids raised under mixed-species grazing system. *J Anim. Sci.* 90, Suppl. 3: 381.

Ondieki Gekara, **Marshall R.**, Tyrone Miller, Lisa Gray. 2011. Foreign Animal Diseases of Beef Cattle That May Pose a Major Threat to the US Economy. National Center for Foreign Animal and Zoonotic Disease Defense. FAZD. SSERT-201 03-11.

Ondieki Gekara, **Marshall R.**, Tyrone Miller, Lisa Gray. 2011. Farm Level Biosecurity Practices of Small Beef Cattle Practices. National Center for Foreign Animal and Zoonotic Disease Defense. FAZD. SSERT-203 03-11.

K.L.Sharpe-Timms, **Marshall R.** 2011. Development of a Comparative Species Microarray for Rapid Translation of Endometriosis Data from Animal Models to Women. World Congress on Endometriosis. Montpellier, France.

S. Gebrelul, L. Gray, **Marshall R.**, and Y. Ghebreyessus. 2011. Evaluation of the Growth, Carcass Traits and Parasitic Load of Kids Produced Under Mixed-Species Grazing System. ARD16th Biennial Research Symposium, Atlanta, GA, p. 151.

L. Gray, S. Gebrelul, **Marshall R.**, and Y. Ghebreyessus. 2011. Effect of Mixed Species and Rotational Grazing Systems on Weights, Body Condition and FAMACHA Scores in Spanish Does. ARD16th Biennial Research Symposium, Atlanta, GA, p. 151.

Marshall, R., S. Gebrelul, L. Gray. 2011. Control of Gastrointestinal Infections of *Haemonchus contortus* in Goats Using Mixed Grazing Systems. ARD16th Biennial Research Symposium, Atlanta, GA, p. 154.

Harris, A and **Marshall, R.** 2011. The Effects of Mixed-Species Grazing Systems on the Performance of Brangus Calves. ARD16th Biennial Research Symposium, Atlanta, GA, p. 39.

Ghebreyessus, Y. S. Gebrelul, V. Bachireddy, M. Berhane, R. Payne, **Marshall, R.**, E. Runles, L. Gray, and Z. Augustine. 2010. Effects of cattle and goat grazing practices on soil physical properties, and forage yield and quality. *J Anim. Sci.* 88 (Suppl 3):32

Gebrelul, S., L. Gray, **Marshall, R.**, Y. Ghebreyessus, V. Bachireddy, R. Payne, M. Berhane, E. Runles, and Z. Augustine. 2010. The performance of Spanish kids under mixed-species grazing system. *J Anim. Sci.* 88 (Suppl 3):32

Marshall, R. L. Gray and S. Gebrelul. 2010. The effect of mixed species grazing on the determination of gastrointestinal infections of *Haemonchus contortus* in Spanish does. In: Proc National Goat Conference, 'Strengthening the Goat Industry', Florida A&M University, September 12-15, p. 170.

Gebrelul, S., **Marshall, R.**, Y. Ghebreyessus, V. Bachireddy. 2009. Performances of kids and calves grazing together and separately. *J Anim. Sci.* 87 (Suppl 2): 310

Gebrelul, S., Y. Ghebreyessus, V. Bachireddy, **Marshall, R.**, L. Gray, R. Payne, M. Berhane, E. Runles and Z. Augustine. 2009. Influences of forage quality and quantity on the performance of goats and cattle under mixed-species grazing systems. ARD 15th Biennial Research Symposium, Atlanta, GA, p. 98.

Marshall, Renita

Gebrelul, S, Y. Ghebreyessus, V. Bachireddy, **Marshall, R.**, L. Gray and A. Harris. 2009. The performance of Brangus calves under mixed-species grazing systems. ARD 15th Biennial Research Symposium, Atlanta, GA, p. 204.

Bachireddy*, V, Y. Ghebreyessus, S. Gebrelul, **Marshall, R.** R. Payne, M. Berhane, and E. Runles. 2009. Mixed species and grazing practices effects on the yield and quality of forage crops. ARD 15th Biennial Research Symposium, Atlanta, GA, p. 205.

Marshall, R., S. Gebrelul, L. Gray, Z. Augustine, and E. Runles. 2009. The effect of mixed species grazing in the determination of gastro-intestinal infections of *Haemonchus contortus* in Spanish does. ARD 15th Biennial Research Symposium, Atlanta, GA, p. 210.

Julie A. W. Stille, **Marshall R.**, Peter Sutovsky, Kathy L. Sharpe-Timms. 2008. TIMP-1 Contributes to the Anomalies in the Ovary and Preimplantation Embryo Development in a Rat Model of Endometriosis. Society of the Study of Reproduction. Kona, Hawaii.

Marshall, R. 2008. Care and management of Kids from Birth to Weaning. Fact Sheet. Southern University Ag Center.

Marshall, R. 2008. Becoming a Veterinarian. Fact Sheet. Southern University Ag Center.

Marshall, R. 2008. Planting Knowledge? Article. Baton Rouge Advocate.

Non-Refereed Publications

Marshall, R. 2013. Goat Herd Health Management Plans and Manual.

Marshall, R. 2013. Southern University Agricultural Research and Extension Center's Research Experimentation Plans.

Marshall, R. 2009. Hurricane preparation tips for Louisiana livestock producers. *Louisiana Farm & Ranch*. pg 40.

Marshall, R. 2009. Southern University Holds 66th Annual Livestock Show. *Minority Landowners*, Winter Edition.

Marshall, R. 2009. Beef Cattle Management Calendar and Workbook.

Marshall, R. 2008. Southern University Ag Center Livestock Show and Related Programs.

Marshall, R. 2008. Summer heat can cause discomfort for Livestock. *Louisiana Farm & Ranch*.

Marshall, R. 2007. Heat can cause discomfort for livestock. *Agricultural Edge*.

Lectures, Symposia Seminars, Presentations, and Workshops

Marshall, R. 2019. The Southern University Institute for One Health One Medicine: One World- It's All Connected! ARD19th Biennial Research Symposium, Jacksonville, FL.

Marshall, R. 2019. Goat Reproduction and Breeding. Southern University Ag Center Louisiana Small Farm Conference, Baton Rouge, LA.

Marshall, Renita

Marshall, R. 2019. Goat Health and Master Small Ruminant Certification. Southern University Ag Center Louisiana Small Farm Conference, Baton Rouge, LA.

Marshall, R. 2018. What is One Health and Why is it Important. Minority Health Summit/Louisiana Health Equity, Baton Rouge, LA.

Marshall, R. 2018. Majors in the College of Agricultural Family and Consumer Sciences. SUSLA Connect Transfer Ceremony, Baton Rouge, LA.

Marshall, R. 2018. Southern Institute for One Health One Medicine. SU One Health: Building Sustainable Communities Research Symposium, Baton Rouge, LA.

Marshall, R. 2017. Animal safety during the holidays. SU Land-grant Campus Holiday Workshop, Baton Rouge, LA.

Marshall, R. 2017. Small ruminant research update. 11th Annual Small Ruminant Field Day, Baton Rouge, LA.

Marshall, R. 2016. Tuskegee University School of Veterinary Medicine 51st Annual Veterinary Medical Symposium Luncheon Guest Speaker, Tuskegee, AL.

Marshall, R. 2016 Southern University Ag Center Research Update. LSU/SU Small Ruminant Field Day, Baton Rouge, LA.

Marshall, R. 2015. Herd health for limited resource farmers. Morehouse Black Farmers and Landowners Association, Inc., Bastrop, LA.

Marshall, R. 2015. Saving Rural America. St. Helena Ag Day. Greensburg, LA.

Marshall, R. 2015. Small ruminant health management. 10th Annual Small Ruminant Field Day, Baton Rouge, LA.

Marshall, R. 2015. The control of gastrointestinal infections of *Haemonchus contortus* in goats using mixed species under sequential grazing systems. Environmental Toxicology Seminar, Baton Rouge, LA.

Marshall, R. 2015. What can the Southern University Ag Center do for you. Early Risers Kiwanis, Baton Rouge, LA.

Marshall, R. 2015. Panel on diversity. Louisiana State University School of Veterinary Medicine. Baton Rouge, LA.

Marshall, R. 2015. Animal models used for human disease. Southern University Ag Center Seminar Series. Baton Rouge, LA.

Marshall, R. 2015. The importance of herd health plans for small cattle farmers. Cheneyville Cattle Association, Port Hudson, LA.

Marshall, R. 2015. Evaluation of herd health plans for small farmers. St. Helena Cattlemen's Association Meeting, Greensburg, LA.

Marshall, R. 2014 Southern University Research Update. LSU/SU Small Ruminant Field Day, Baton Rouge, LA.

Marshall, R. 2014. Preparing the next generation of agricultural leaders, Jags in Ag. 72nd Professional Agricultural Workers Conference. Tuskegee, LA.

Marshall, Renita

Marshall, R. 2014. Bridging the gap between workforce development and higher education: a critical link to preparing the next generation of agricultural leaders. 72nd Professional Agricultural Workers Conference. Tuskegee, LA.

Marshall, R., 2014. The effects of mixed species grazing on parasite levels in goats. American Society of Animals Science National Conference Dallas, TX.

Marshall, R. 2014. Alternative careers in agriculture. Southern University Ag Center Youth Expo, Baton Rouge, LA.

Marshall, R. 2014. Evaluation of herd health plans for small farmers. Morehouse Black Farmers and Landowners Association Growers Meeting, Bastrop, LA.

Marshall, R. 2014. We shall overcome. Black History Program at New Providence Baptist Church, Zachary, LA.

Marshall, R. 2014. Careers in agriculture. Beechwood Academy Career Day, Baton Rouge, LA.

Marshall, R. 2013. Navigating the academic hierarchy. Southern University Ag Center Professional Development Seminar Series, Baton Rouge, LA.

Marshall, R. 2013. Food security. Farm to Table International Symposium. New Orleans, LA.

Marshall, R. 2013. Disaster planning and emergency preparedness. University of North Texas Health Sciences Center. Fort Worth, TX.

Marshall, R., 2013. Small ruminant herd health. St. Helena Ag Day, Greensburg LA.

Marshall, R. 2013. Parasite updates and management. Southern University Ag Center Goat Field Day, Baton Rouge, LA.

Marshall, R. 2013. Benefits of mixing beef and goats on the same pastures. Louisiana Small farmer Conference, Baton Rouge, LA.

Marshall, R., 2013. Try agriculture. Zachary High School Career and Technical Academy, Port Hudson, LA.

Marshall, R. 2013. On-farm cattle demonstration. Morehouse Black Farmers and Landowners Association Growers Meeting, Bastrop, LA.

Marshall, R., 2012 My life as a veterinarian. Crestworth Learning Academy 2nd Annual Career Day Event Speaker, Baton Rouge, LA.

Marshall, R. 2012. Small farmer livestock programs. Louisiana Conference of the 8th Episcopal District, Walker, LA.

Marshall, R., 2012. Mixed species grazing of cattle and goats. SU/LSU Annual Conference, Baton Rouge, LA.

Marshall, R. 2012. Hoof trimming in goats. Women in Agriculture Field Day, Baton Rouge, LA.

Marshall, R. 2012. Careers in agriculture? Southern University Ag Center Youth Expo, Baton Rouge, LA.

Marshall, R., 2012. Food safety: animals and vegetables. Louisiana Small Farmer Conference, Baton Rouge, LA.

Marshall, R. 2012. Beef cattle vaccinations and fly control. Morehouse Black Farmers and Landowners Association Growers Meeting, Bastrop, LA.

Marshall, Renita

Marshall, R. 2012. How to do a fecal egg count. Southern University Ag Center Small Ruminant Training Workshop, Baton Rouge, LA.

Marshall, R. 2012. Recruitment, exploration, and retention. JAGS in Ag. workshop for high school counselors, Minden, LA.

Marshall, R. 2012. Southern University small ruminant research updates. LSU Goat Field Day. Baton Rouge, LA.

Marshall, R. 2011. How to become a veterinarian. Crestworth Learning Academy 2nd Annual Career Day Event Speaker. Baton Rouge, LA.

Marshall, R., 2011. The importance of reading. Crestworth Elementary Accelerated Reader Awards Night. Baton Rouge, LA.

Marshall, R., 2011. Beef cattle vaccinations. Southern University Ag Center Louisiana Small Farm Conference, Baton Rouge, LA.

Marshall, R. 2011. Careers in agriculture. St. Helena High School 4-H, Greensburg, LA.

Marshall, R. 2011. What is agriculture? Crestworth Elementary School, Baton Rouge, LA.

Marshall, R. 2011. Parasite control in beef cattle. Agromen Beef Cattle Field Day, Opelousas, LA.

Marshall, R. 2011. Proper care and handling of small animals. Zion Travelers Baptist Church, New Roads, LA.

Marshall, R. 2011. Help, My goat is sick! LSU/SU Small Ruminant Field Day, Baton Rouge, LA.

Marshall, R. 2011. Beef biosecurity. North Louisiana Heifer Project International (NHLPI Group), Minden, LA.

Marshall, R. 2011. Body walk collaboration with LSU AgCenter, Northwestern Elementary School. Zachary, LA.

Marshall, R. 2011. Careers in agriculture. Back to School Summit, New Roads, LA.

Marshall, R. 2011. Careers in agriculture. Back to School Summit, Opelousas, LA.

Marshall, R. 2011. Why pursue a degree in agriculture? Pointe Coupe Expo, New Roads, LA.

Marshall, R. 2011. Explore agriculture. Crestworth Elementary Math and Ag Night. Baton Rouge, LA.

Marshall, R. 2011. Updates in goat health management. St. Helena Agriculture Advisory Council Meeting. Greensburg, LA.

Marshall, R. 2011. Beef cattle production. Louisiana Small Farmer Conference. Baton Rouge, LA.

Marshall, R. 2011. What does it mean to come home? Mt. Zion Methodist Church. Clinton, LA.

Marshall, R. 2011. Importance and opportunities in agriculture. Morehouse Black Farmers and Landowners Association Growers Meeting, Bastrop, LA.

Marshall, R., Gebrehi, S., Gray, L., 2011. The control of Gastrointestinal Infections of *Haemonchus contortus* in Goats Using Mixed Species Grazing Systems. ARD 16th Annual Biennial Conference. Atlanta, GA.

Marshall, Renita

Marshall, R. 2010. Animal diseases and how they impact biosecurity. Plant Biosecurity Symposium. Baton Rouge, LA.

Jaroni, D. and **Marshall, R.** 2010. Use of best management practices to reduce E. Coli O157:H7 in cow/calf operations. SU Ag Center Seminar Series, Baton Rouge, LA.

Marshall, R. 2009. Preparing the next generation of agricultural scientists. St. Helena Central High School Future Farmers A Banquet Speaker, Amite, LA.

Marshall, R. 2009. Food security and fresh produce safety panel discussion. Plant Biosecurity Symposium. Baton Rouge, LA.

Marshall, R. 2009. Pandemic H1N1/2009 influenza in pigs. Extension Disaster Education Network Webinar.

Marshall, R. 2008. The importance of agriculture. St. Helena Central High School Future Farmers of America Banquet, Amite, LA.

Marshall, R. 2008. A rainbow of livestock. Class Act Summer Camp, Mansfield, LA.

Marshall, R. 2008. Targeting minority producers in Louisiana. National Animal Identification Systems Coordinators Workshop. New Orleans, LA.

Marshall, R., Gebrelul, S., Gray, L. Augustine, Z., Runles, E. 2008. The effect of mixed species grazing in determination of gastro-intestinal infections of *Haemonchus contortus* in Spanish does. ARD 15th Annual Biennial Conference. Atlanta, GA.

Marshall, R. 2008. The importance of animal biosecurity. Plant Biosecurity Symposium. Baton Rouge, LA.

Marshall, R. 2008. Taking the first step your animals. Your livelihood. Your future. Your NAIS. SU Ag Center Seminar Series. Baton Rouge, LA.

Gebrelul, S., **Marshall, R.,** Y. Ghebreyessus, V. Bachireddy, 2008. Mixed species grazing. LSU/SU Ag Centers' Annual Conference. Baton Rouge, LA.

Marshall, R. 2008. Goat herd health management. Goat production informational meeting, Opelousas, LA.

Monroe, C., and **Marshall, R.** 2008. Cattle operations. Morehouse Black Farmers and Landowners Association, Inc. Southern University Ag Department Field Day, Bastrop, LA.

Marshall, R. and Christie Monroe. 2008. Your horse and you. Monroe Horse Expo. Monroe, LA.

Marshall, R. 2007. Help, my goat is sick! SU Ag Center 3rd Annual Goat Field Day, Baton Rouge, LA.

Marshall, R. 2007. Deworming your cattle. Agromen, Inc. Livestock Field Day, Opelousas, LA.

Student Engagement

- Southern University-Baton Rouge Graduate Faculty LEVEL II, primary appointment is in the Department of Agricultural Sciences and secondary appointment is in the Department of Urban Forestry and Natural

Marshall, Renita

- Resources, effective Fall 2018.
- Animal Science/Pre-Veterinary Club Faculty Advisor, 2008 - present
- Southern University Beta Kappa Chi, mentor, 2015 - present
- Southern University National Institute of Sciences, mentor, 2015
- Southern University Chapter of Minorities in Agriculture Natural Resources and Related Sciences (MANRRS), faculty advisor, 2014-present
- Southern University Ag Center Journeying Through Agriculture Gaining Innovative Experiences (JAGIE) Committee, 2013
- Southern University College of Sciences and Agriculture Beginning Agricultural Youth Opportunities Unlimited (BAYOU) program, Co-Coordinator, 2013-present
- Southern University Campus Leaders Enrollment Strategies Committee, 2019
- Dual Enrollment Program for Agricultural Sciences at Zachary High School, Zachary, LA, 2018 – present
- Partnership with the Urban Art Farm to provide internships for Plant and Soil Sciences students, Baton Rouge, LA, 2018
- Windows to the World student mentor, Zachary High School, Zachary, LA, 2017 – present
- Urban Forestry Graduate Faculty Committee, 2017 – present
- Southern University Black History Quiz Bowl Committee, 2011-present
- Jags in Ag Experiential Learning Tour, Pensacola, FL, 2016
- Developed partnership between SU and LSU School of Veterinary Medicine, 2015
- Minorities in Agriculture, Natural Resources, and Related Sciences (MANRRS) advisor 2014 – 2016
- Southern University National Agricultural Day, 2014 (100 high schoolers attended) 2015 (300 high schoolers attended) 2016 (300 K-12th attended) 2017 (3,000 K-12th attended) 2018 (600 high schoolers attended) 2019 (1,600 K-12th attended).
- Jags in Ag Experiential Learning Tour, Jackson, MS, 2014
- Louis Stokes Louisiana Alliance for Minority Participation Mentor, 2011
- Research and Honors College Thesis Mentor
- Taught SU courses: Orientation to Agriculture AGSC 110, Poultry Production AGSC 211, Veterinary Diseases AGSC 321, and Reproductive Physiology of Farm Animals AGSC 430

Service and Involvement

Editorial Service

- USDA Small Business Innovative Research (SBIR) Proposal Review Panel, Washington, DC, 2019
- Association of Research Directors (ARD) Biannual Research Symposium Steering Committee, President, Moderator, Judge, 2017-present
- USDA Antimicrobial Resistance Proposal Review Panel, Washington, DC, 2017
- Editorial Board for the Open Access Journal of Veterinary Science & Research, 2016 - present
- USDA Small Business Innovative Research (SBIR) Proposal Review Panel, Washington, DC, 2016 & 2015
- Editorial Board Member, American Journal of Animal and Veterinary Science, 2012-present
- Association of Research Directors Sustainable Plant Animal Systems, Judge, Moderator and Reviewer, Atlanta, GA, 2011
- NIFA Veterinary Medicine Loan Repayment Program Proposal Review Panel, Washington, DC, 2011, 2012
- NIFA Veterinary Medicine Loan Repayment Program Proposal Review Panel, Washington, DC, 2010
- National Goat Conference Manuscript Peer Reviewer, Tallahassee, FL, 2010
- NIFA Integrated Solutions for Animal Health Proposal Review Panel, Washington, DC, 2009

Community Service

Marshall, Renita

- Scotlandville Pre-Engineering Magnet Academy Town Hall Panel Member, 2019
- Southern University Laboratory School *First Science, Writing, & Agriculture (S.W. AG.)* Summer Enrichment Camp Co-Developer, 2019
- Zachary Community School District Color Run, 2019
- East Feliciana High School World AIDS Day, 2019
- STEM Night, Crestworth Elementary School, 2017
- Fall Fest, Crestworth Elementary School, 2017
- Commencement Speaker, Second Chance Academy, 2017
- St. Helena Parish Horticulture Advisory Committee, 2015 and 2016
- Shiloh Missionary Baptist Church Summer Youth Enrichment Program Mentor, 2015 and 2016
- The Piney Woods School, Demonstrating Initiatives in Science Career Opportunities and Veterinary Education Recruitment (DISCOVER) host, 2015
- Louisiana Science & Engineering Association Science Fair Judge, 2015
- Kids Camp Quest, June 2015
- New Orleans Summer Camp, 2012
- Cedar Crest Science Fair Judge, 2012
- Baton Rouge Food Bank Volunteer, 2011
- Opelousas Community Easter Egg Hunt, 2011
- 4-H Life Program Volunteer Mentor, 2011
- National Education Association Read Across America, 2011
- Jetson Youth Correctional Facility Agriculture Program, 2011
- Special Olympics Volunteer, 2011
- Capital Area United Way Site Evaluator, 2010 and 2011
- East Baton Rouge Parish Prison "One Day With Kids," 2010-present
- Volunteers in Public Schools Every One Counts Math Friend, 2010 and 2011
- Susan G. Komen for the Cure, Baton Rouge Volunteer, 2010 and 2011
- Baton Rouge Area Alcohol and Drug Center, Inc., 2010 and 2011
- Big Buddy Day with the Mentor Program, 2010 and 2008
- Scotlandville Magnet High School Mentor Program, 2009
- Sarah Towles Reed Elementary First Career Exploration Day, New Orleans, LA, 2008
- Instructor for Agriculture Science I at Capitol High Academy, 2008
- Benefit Youth Rodeo, in conjunction with K&K Youth Rodeo Co., 2007
- Ag Days of Summer, Summer Camp, 2007

Public Service

- Southern Ranchers Relief Effort 2019
- Task Force on Recreation and Park Commission for the Parish of East Baton Rouge Policies, Louisiana House of Representatives, House Resolution No. 148 by Barbara Carpenter State Representative, District 63, 2018 – present
- Chair of the Commission to Keep the Baton Rouge Zoo at Greenwood Park, 2018- present
- Recreation and Park Commission for the Parish of East Baton Rouge Baton Rouge (BREC), Zoo Advisory Board, 2018 – present
- Mayor's Office of Homeland Security & Emergency (MOHSEP) Animal Disaster/Evacuation Representative for Southern University 2016- present
- USDA Strike Force Initiative for Rural Growth & Opportunity, 2014- present
- Louisiana Department of Health, Office of Public Health, Louisiana Volunteers in Action (LAVA), 2011-present
- Louisiana Department of Ag and Forestry, Food Safety Modernization Act (FSMA) Taskforce, 2013
- USDA 1890 Taskforce, 2013
- Summer Medical and Dental Education Program, Association of American Medical Colleges, 2011
- State Coordinator for the National Animal Identification Systems, 2008
- Horse Health Fair, Southern University, 2007 and 2008

Marshall, Renita

- Office of Public Health - Center for Community Preparedness, 2007 – present

University Service

- Southern University College of Agricultural Family and Consumer Sciences, Blue and Gold Recognition Banquet, Committee, 2017-2018, Chair 2019
- Southern Human Animal Relationship Experiences (SHARE) Pet Therapy Program - 2019
- Southern University Inaugural Student and Staff Food Pantry Committee – 2019
- National Goat Conference Planning Committee 2018-present
- Southern University Ag Center and College of Agricultural Family and Consumer Sciences Inaugural Research Symposium, “One Health: Promoting Sustainable Communities” Co-Chair, 2018
- Southern University Ag Center Livestock Advisory Committee, 2018 – present
- Southern University Ag Center Louisiana Small Farm Conference, Committee, 2016 - present
- Southern University System 125th Years of 1890 Land-Grant Universities Steering Committee, 2015
- Southern University System Search Committee for the Executive Vice President and Academic Provost, 2015
- Southern University Ag Center Scholarship Gala Committee, 2015 – present
- Southern University Ag Center State Emergency Board (SEB) and FAC representative, 2015-2016
- Southern University National Ag Day, Chair 2014-present
- Southern University Sustainability Week Committee, 2013- present
- Southern University Ag Center and College of Agricultural Family and Consumer Sciences Convocation Committee, 2011-present
- Southern University and A&M College System Summer Transportation and Energy Institute, 2011
- Southern University Blacks in Agricultural, Family & Consumer Sciences Awareness Symposium, President, 2011
- Southern University Beef Cattle Field Day Organizing Committee, Chair, 2010 – present
- Southern University Baton Rouge, Institutional Review Board for the use of Human Subjects in Research, 2009 – present
- Southern University Baton Rouge Institutional Animal Care and Use Committee Chair, 2009- present
- Southern University Addressing Threats to Community Health (SUATCH), 2008
- Southern University Ag Center Safety Committee, 2008 - present
- Southern University Ag Center & LSU AgCenter Small Ruminant Field Day Co-Chair, 2008-present
- Emergency Response Team for Extension Disaster Education Network (EDEN) 2008- present
- Southern University’s Louisiana Department of Agriculture Contact (Veterinarian) for State Agricultural Emergencies, 2007- present
- Family & Youth Expo Co-Chair, 2007- present
- Southern University Ag Center Livestock & Poultry Quiz Bowl Chair, 2007- 2009
- Southern University Ag Center Annual State Livestock Show Chair, 2007-2009
- Southern University Ag Center State & National Rabbit Show Co-Chair, 2007- 2009
- Southern University Ag Center Goat Field Day Organizing Committee, 2007- present

Continuing Education

Household Pet Shelter Training, Louisiana State Animal Response Team, **4 hours**, Baton Rouge, LA, October 26, 2018

Household Pet Evacuation Training, Louisiana State Animal Response Team, **4 hours**, Baton Rouge, LA, October 26, 2018

Quality Matters QEP Online Teaching, Southern University, 2018- present

Marshall, Renita

Artificial Insemination in Small Ruminants, Louisiana State University School of Veterinary Medicine, 3.5 hours, Baton Rouge, LA, 2017

Cultural Competency, Diversity and Inclusivity: An Imperative For Success in Our Multicultural Society, LSU School of Veterinary Medicine, 3.5 hours, Baton Rouge, LA , September 11, 2015

Agribusiness Leadership Forum, New Orleans Louisiana, October 21, 2015

3rd Annual Farm to Table International Symposium, New Orleans, LA. August 8-10, 2015

Urban Forestry Seminar Series, Urban Forest and Natural Resource Management, April 29, 2015

Tuskegee University School of Veterinary Medicine, 20 hours, March 2013

Getting into Purpose, Professional Development, September 2013

"Animal Wellbeing and Welfare Science," 18 hours, February 2013

"Food Animal Management," 20 hours, Louisiana Board of Veterinary Medicine, Baton Rouge, LA, February, 2011

Association of Extension Administrators (AEA) Grantsmanship Workshop, Atlanta, GA, 2010

National Science Foundation (NSF) HBCU Securing Grants Workshop, New Orleans, LA, 2010

"Food Animal Medicine," 20 hours, Louisiana Board of Veterinary Medicine, Baton Rouge, LA, February, 2010

"Food Animal Reproduction," 20 hours, Louisiana Board of Veterinary Medicine, Baton Rouge, LA, February, 2009

"Preparing Communities for Agroterrorism" 6.5 hours, National Center for Biomedical Research and Training, Baton Rouge, LA, July, 2008

"Food Animal Medicine," 20 hours, Louisiana Board of Veterinary Medicine, Baton Rouge, LA, February, 2008

CSREES, USDA Integrated Competitive Programs Grantsmanship Workshop, Memphis, TN, 2008

"Small Ruminant Health Management," 10 hours, Louisiana Board of Veterinary Medicine, Baton Rouge, LA, April, 2008

Performance Planning & Review, Comprehensive Public Training Program, 2007

"Beef Cattle Short Course," 16 hours, Texas A&M College of Veterinary Medicine & Biomedical Sciences, College Station, TX, August, 2007

"Technical Large Animal Emergency Rescue," 20 hours, Louisiana State University School of Veterinary Medicine & Fire & Emergency Training Institute, Baton Rouge, LA, October, 2007

"Research Training," 1 hour, Essentials for IACUC Members, April, 2007

"Food Animal Production," 20 hours Louisiana Board of Veterinary Medicine, Baton Rouge, LA, February, 2007

Honors and Recognitions

- Beta Sigma Chapter of Alpha Phi Alpha Fraternity, Inc. Woman of Excellence Award, 2017
 - Southern University Honors College Outstanding Service Award, 2015
 - Southern University System Achievement Award recipient for Outstanding Researcher, 2014
 - Southern University Agricultural Research & Extension Center Most Outstanding Researcher Award, 2013.
<https://suagcenter.blogspot.com/2013/12/su-and-lsu-ag-centers-award-faculty-and.html>
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Professional Affiliations and Committees

- Next Generation Global Health Security Network, 2017-present
- National Association for Black Veterinarians, Charter President, 2018-present
- Southern University Alumni Federation Lifetime Member 2018
- Southern University Baton Rouge Institutional Animal Care and Use Committee Chair, 2009- present
- Southern University Baton Rouge, Institutional Review Board for the Use of Human Subjects in Research, 2009 – present
- State Coordinator for the National Animal Identification Systems, 2008
- Emergency Response Team for Extension Disaster Education Network (EDEN) 2008- present
- Louisiana Department of Agriculture, Southern University Contact (Veterinarian) for State Agricultural Emergencies, 2007- present
- Recreation and Park Commission for the Parish of East Baton Rouge Zoo Advisory Committee. 2018
- LEAD 21 Class X, Leadership for the 21 Century 2014 - 2015
- Physicians Committee for Responsible Medicine, 2014- present
- Gamma Sigma Delta Honor Society of Agriculture, 2014 – present; Secretary- present
- Kiwanis International, 2012 – present
- IDeA Networks of Biomedical Research Excellence, 2011
- Species Specific Education Research Team, 2011
- Women's Council of Greater Baton Rouge, 2009- present
- Louisiana Grassland and Forage Council, 2007 - present
- Office of Public Health Emergency Preparedness and Response Team, 2007 - present
- National Center for Biomedical Research, 2006 – present
- Louisiana Agriculture Response Team, 2006 – present
- Society for the Study of Reproduction 2003 - 2006
- American Veterinary Medical Association, 2003 - present
- USDA Nationally Accredited Veterinarian, 2003 - present
- Louisiana Veterinary Medical Association, 2003 - present
- Tuskegee University School of Veterinary Medicine Alumni Association, 2003 – present
- American Association of Laboratory Animal Science, 2003 – present
- American Society of Laboratory Animal Practitioners, 2003 - 2006
- American Committee on Laboratory Animal Diseases, 2003 – 2006
- American Veterinarian Medical Association, 2003 -present
- Delta Sigma Theta Sorority, INC., 1997-present



Vice Chancellor for Finance and Administration

Vice Chancellor for Finance and Administration
Post Office Box 9212
Baton Rouge, LA 70813
Fax: 225 771-2018
Office: 225 771-5021

May 26, 2021

Dr. Ray L. Belton
President-Chancellor
Southern University
Baton Rouge, LA 70813

Dear Dr. Belton:

I am requesting a salary increase for Mrs. Monica Mealie who currently serves in the position of Associate Vice Chancellor for Financial Operations/Comptroller for the Southern University – Baton Rouge campus.

As you are aware, Mrs. Mealie has served in a dual capacity for over two years as both my Associate Vice Chancellor and Comptroller. Unfortunately, we have conducted two searches and have been unable to attract a qualified candidate to fill the Comptroller's position.

I must share with you my deep concern relative to retaining, attracting qualified finance personnel. A number of our current employees/supervisors including myself and Vice President Flandus McClinton are serving the University well beyond normal retirement age.

It is critical that we begin the task of identifying resources that will allow the University and SU System to be competitive in the future when recruiting financial personnel. A recent review commissioned by your office identified the large difference between current finance personnel salaries in the Southern University System and other state and national higher education institutions. Mrs. Mealie's current salary is reflective of that difference.

Mrs. Mealie's current base salary is \$103,000. I am requesting an increase to \$130,000 annually, effective July 1, 2021. Please be assured that Mrs. Mealie is an extremely professional, competent, and hardworking individual. She has previously served as a legislative auditor, is a licensed certified public accountant and has over 20 years of accounting and auditing experience.

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

Your consideration of this request is appreciated.

Sincerely,

A handwritten signature in black ink that reads 'Ben Pugh'.

Benjamin Pugh
VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

cc: Flandus McClinton, System Vice President for Finance and Business Affairs

APPROVED: _____
Dr. Ray L. Belton, President-Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER									
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

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

Profile of Person Recommended

Length of Employment July 1, 2021 To June 30, 2022
Effective Date July 1, 2021

Name Monica Mealie SS# S01488304 Sex Female Race* Black
(Last 4 digits only)

Position Title: Associate Vice Chancellor for Financial Operations Department: Office of the Vice Chancellor for Finance and Administration

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 25 Southern University Experience 10
Degree(s): Type/Discipline (BA-Education): Certified Public Accountant Institution/Location (SU-Baton Rouge): Southern University and A&M College Year: _____
Bachelor of Science – Accounting

Current Employer Southern University – Baton Rouge

Personnel Action

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

Recommended Salary \$130,000 Salary Budgeted \$130,000

Source of Funds 211001

Identify Budget: 211001-26103-61002-26000 Location _____

Form Code: _____ Page _____ Item # _____

Change of: _____ From _____ To _____
Position _____
Status _____
Salary Adjustment \$103,000 _____ \$130,000

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
211001-26103-61002-26000	

*See Reverse Side

Graduate School signature (if, applicable): _____

Supervisor <u>Buttugh</u> Date _____	Dean/Unit Head <u>Buttugh</u> 5/31/21 Date _____
Vice Chancellor <u>Buttugh</u> Date _____	Chancellor <u>Buttugh</u> Date _____
Director/Personnel <u>Buttugh</u> Date _____	Vice President/Finance <u>Buttugh</u> Date _____
President <u>Buttugh</u> Date _____	Business Affairs/Comptroller _____ Date _____
	Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

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: Benjamin W. Pugh
SUPERVISOR/DEPARTMENT CONTACT NUMBER: 771-5021
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, O-1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	SEE GW Z MW 123
F-1 Visa (Student Temp. FT Student at S.U.)	F1	PLEASE CHECK WITH A-1000
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	P1	

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/Inst 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)

MONICA MEALIE, CPA, CGMA

Executive Profile

I am an accomplished manager and supervisor with a demonstrated ability to deliver mission-critical results. I have solid and long term experience with managing all levels of multiple projects and/or assignments. I am extremely organized, task and project oriented, reliable and I have excellent communication skills.

I am skilled, motivated and have the ability to handle the tasks that occur on a daily basis. I am capable of seeking resolutions and responses to short and long term goals. I am experienced with software such as Word and Excel to include pivot tables. I am attentive to the details and the overall mission of the organization. I am accustomed to handling numerous projects simultaneously.

Skill Highlights

Type 90 words per minute
Expert with Word
Expert with Excel to include Pivot Tables
Familiar with numerous accounting software and reporting programs to include: Integrated Statewide Information System; Banner; PeopleSoft; SCTPlus; Numerous Legacy Systems, Business Objects, etc.

Extremely organized
Excellent Communication Skills
Project and Task Oriented
Requires very limited supervision

Core Accomplishments

I have 24 plus years of accounting, auditing, management and supervisory experience as well as the ability to perform and train in these fields. I am a Certified Public Accountant, Notary Public and a Certified Global Management Accountant. I graduated Magna Cum Laude with a 3.7 grade point average, First in the College of Business. I am a Certified Toastmaster.

Professional Experience

**Associate Vice Chancellor for Financial Operations/Comptroller
Southern University & A. & M. College**

**10/2016 to Present
Baton Rouge, La**

Currently employed as the Associate Vice Chancellor of Financial Operations/Comptroller for the Southern University and Agricultural and Mechanical College (Baton Rouge Campus). The Associate Vice Chancellor of Financial Operations/Comptroller reports directly to the Vice Chancellor for Finance and Administration and serves as the primary financial officer for the Baton Rouge Campus. This position is responsible for ensuring fiscal accountability, efficiency and effectiveness of operations and financial compliance with laws and regulations for the Baton Rouge Campus. In this capacity, the Associate Vice Chancellor for Financial Operations/Comptroller is responsible for coordinating campus wide financial activities for the Comptroller's and Purchasing Offices, more specifically, this position is responsible for the following:

Directs the financial operations for the Baton Rouge Campus which includes the Comptroller's Office and Purchasing Office. The Comptroller's Office has five (5) sections within it which include, (1) General Accounting; (2) Disbursements; (3) Bursar; (4) Sponsored Programs and Cash Management; and (5) Record Retention. Responsible for the Fiscal Year End Close and the preparation of the Annual Financial Report.

Maintains an adequate internal control process that will provide reasonable assurance regarding the achievement of objectives and ensure effectiveness and efficiency of operations, compliance with laws and regulations, and reliability of financial reporting.

Provides leadership in financial operations and serves as a member of the Vice Chancellor for Finance and Administration's Executive Cabinet and with a team effort facilitates the smooth flow of day-to-day operations.

Provides leadership in all phases of financial management to ensure efficient and effective administration of financial activities. Acts as fiscal advisor to the Vice Chancellor for Finance and Administration. Reviews and updates existing policies and procedures to ensure compliance with federal, state and university regulations.

Serves as primary fiscal advisor to the Vice Chancellor for Finance and Administration. Interprets the intent of university, state, federal and local policies and procedures. Interprets legal documents and contracts for compliance with state and federal laws and regulations. Reviews financial contracts and proposals to ensure all financial requirements are submitted in the best interest of the Baton Rouge Campus. Enforces major fiscal policies and procedures that either directly or indirectly affect the Baton Rouge Campus.

Consults with internal, legislative, federal and other independent auditors regarding the financial operations and activities of the Baton Rouge Campus.

Coordinates and establishes job priorities for senior management staff. Delegate duties and responsibilities to senior management staff in accordance with internal control guidelines. Sets performance objectives. Monitor and appraises job results of senior management staff to ensure successful accomplishment of objectives.

Maintains professional and technical knowledge by attending workshops, conferences and meetings, Review professional publications and establish professional networks in the area of finance. Chairs and serves on official University committees.

Performs other duties and responsibilities as assigned by the Vice Chancellor for Finance and Administration.

Chief Fiscal Officer – Retired 07/2016
Department of Culture, Recreation and Tourism (DCRT)

09/2009 to 07/2016
Baton Rouge, Louisiana

Employed with the Department of Culture, Recreation and Tourism (DCRT) as the Chief Fiscal Officer for approximately seven (7) years. This position was responsible for the fiscal requirements for the Office of the Lieutenant Governor and DCRT which consists of six agencies: The Office of the Secretary, Office of State Library, Office of State Museum, Office of State Parks, Office of Cultural Development, and Office of Tourism. Together, DCRT and OLG consist of a total of seven agencies and thirteen budgeted programs. This position was responsible for the management, supervision, training, budgetary and fiscal responsibilities for the offices noted above, as well as unappropriated funds for the Louisiana Tourism Promotion District (LTPD), State Parks Improvement and Repair Funds (Act 729), Irby Trust Fund and Capital Outlay funds. The scope of this position encompassed planning, directing and coordinating all budgetary, strategic planning, accounting and related functions for DCRT and OLG, LTPD, Act 729 and other funds. This includes, at a minimum, executive and technical responsibilities for several major program activities such as Budget Development and Control, coordination and oversight of the departmental Strategic Plan, ISIS, LaGov, Purchasing, Property Control, Travel, Comprehensive Accounting Procedures and Grants Administration. The complexity of work is marked by the statewide operations of the department, diversity of funding sources, the dissimilarity of all of the agencies and offices within both departments, and state and federal reporting requirements. This position exercised fiscal control through subordinate managers overall grants management, cash management, cost accounting, fiscal research, expenditure control, and fund disbursement.

This included consulting with external auditors, state, federal and local officials regarding the financial operations of DCRT, Office of Lieutenant Governor, Louisiana Tourism Promotion District and other Funds; analyzing the existing operations and introducing new methodologies for maintaining control over DCRT financial activities; and coordinating the development, installation and modification of software files and accounting program adaptations for use in the Office of Management and Finance to increase the efficiency of data accumulation, compilation and reporting. This position required familiarity with ISIS; pivot tables; excel formulas; Banner, etc. Direction was exercised over two primary assistants who in turn supervised a staff of thirteen (13) professional employees.

Work was performed in accordance with state laws and regulations and policies and procedures established by the Department of Culture, Recreation and Tourism. Accounting practices are consistent with accounting procedures proscribed by the Division of Administration and the Governmental Accounting Standards Board (GASB), in compliance with the annual appropriation act and other state laws and regulations. This position routinely interacted with external and internal auditors, state, federal and local officials, vendors, bank officials, lawyers, etc. regarding the financial operation and activities of the Department. Provided assistance to executive management of the Department in the decision making process, as it relates to the financial management of the Department. This position directed the development of timely and accurate financial statements, reflecting the activity of 17 current and prior year Capital Outlay budget units, 1 ancillary budget unit, and 30 current and prior year operating budget units. These annual statements were prepared in accordance with GAAP and the Division of Administration guidelines. Testified before Legislative Committees relating to financial information for the Department, as required.

02/2007 to 09/2009
Baton Rouge, Louisiana

Chief Fiscal Officer
Department of Transportation and Development

This position served as the Chief Fiscal Officer at the Department of Transportation and Development (DOTD). As the Chief Fiscal Officer for one of the largest state agencies, this position was responsible for providing fiscal control over approximately 7.9 billion dollars in Annual Operating and Capital Outlay budgets and in directing the management for an independent, highly complex Non-ISIS Financial Management System for the Department. This included functional authority over the Accounting operations of 9 districts and 56 Sections throughout the State. This position was responsible for the administration and direction of 37 positions, 2 direct and 35 indirect. Directed the disbursement of all funds to ensure that the Department received the maximum return on funds expended and that funds were expended in accordance with law. This represented approximately 75,000 checks written annually, to an estimated 5,000 Contractors and Vendors, totaling approximately \$1 billion dollars.

This position was responsible for directing the Cash Management activities of the Department, including the Warrant Draw process for 48 current and prior year budget units drawing over \$1 billion dollars annually from the Treasury and are controlled using 194 different means of financing, which includes a wide variety of funding sources such as Self-Generated Funds, Federal Funds, Dedicated Funds, Interagency Transfer Funds, Bond Funds, Interim Emergency Board Funds and the Secretary's Emergency Funds. Directs the management of accurate financial data for 6,000 active projects of the Department, through the Department's Project Management Financing System (PMFS). Projects financed and monitored in PMFS span many years and funding sources, totaling in excess of \$7.9 billion dollars.

This position managed the expenditures of all federal funds to provide an accurate accounting of funds disbursed, administer billings to the Federal Highway Administration through the Department's Federal Billing System and 4 Grant Agencies, totaling approximately \$500 million dollars annually. Directs the development of timely and accurate financial statements, reflecting the activity of 17 current and prior year Capital Outlay budget units, 1 ancillary budget unit, and 30 current and prior year operating budget units. These annual statements are prepared in accordance with GAAP and the Division of Administration guidelines.

This position routinely communicated with external and internal auditors, state, federal and local officials, vendors, bank officials, lawyers, etc. regarding the financial operation and activities of the Department. Provides assistance to executive management of the Department in the decision making process, as it relates to the financial management of the Department.

Associate Comptroller
Southern University & A. & M. College

11/2003 to 02/2007
Baton Rouge, La

Held the position of Associate Comptroller for the Southern University and Agriculture and Mechanical College (Baton Rouge Campus). This position was responsible for the operations of seven sections within the Comptroller's office to include: General Accounting, Budget Management, Travel, Check Release, Accounts Payable, Payroll and LaCarte Purchasing Card. This position was responsible for the Federal Emergency Management Agency (FEMA) expense reimbursements, training employees on an as needed basis, assigning tasks and follow up to review completed documentation, and the review and/or approval of all work product and journal entries submitted by the seven sections.

This position was responsible for the implementation of GASB 34, 35, 39 & 42 and other related pronouncements. This position was responsible for special projects that are assigned on an as needed basis which includes all internal and external audits (State and Federal) and/or monitoring visits by Federal funding agencies as they relate to the Southern University Baton Rouge Campus, implementation of LaCarte Procurement Card Program, Louisiana Department of Labor Quarterly Reports, Division of Administration Quarterly Reports, etc.

This position was responsible for year-end closing tasks which included generating numerous journal entries, schedules, reconciliations and other related support documentation and the preparation of System wide and University Management Discussion and Analysis for the Annual Financial Report. This position prepared service requests for financial reports which were submitted to the Information System Division. This position was responsible for reviewing security reports and conducting meetings with managers on a weekly or as needed basis. This position reported directly to the Associate Vice Chancellor of Financial Operations/Comptroller.

**Senior Legislative Auditor
Louisiana Legislative Auditor**

**11/1997 to 11/2003
Baton Rouge, LA**

Employed with the Louisiana Legislative Auditor's Office as a Senior Legislative Auditor. This position acted as In Charge Auditor of three university audits to include the Southern University System audit, Nichols University and Southeastern University (2 years) and numerous community and technical college audits. Worked as Senior Auditor on the University of New Orleans audit and the Baton Rouge Community College audit which at the time was on the Banner Accounting System. This position assisted with numerous audits of state agencies to include two years at the Department of Labor audit and assisted with two information technology audits. Assisted with two special project audits (one was a performance audit). Assisted the Legislative Auditor's Office State of State team to prepare state financial statements for review by Office of Statewide Reporting and Accounting Policy (OSRAP). Responsibilities as in charge auditor included conducting entrance and exit conferences, preparing audit plans, audit programs, findings, etc. Responsible for reviewing and approving 4 - 5 auditors work product, timesheets, leave requests and expense reports on each audit.

This position was responsible for auditing the account balances on the financial statements which included the Statement of Revenues, Expenses and Changes in Net Assets (SRECNA), Statement of Net Assets (SNA), Cash Flow Statement, and Simplified Statement of Activities. Responsible for auditing the financial statement notes. Prepared numerous narratives, lead schedules, analytical reviews, reasonableness analysis and comparative analysis schedules. Interviewed auditee personnel to include upper management. Obtained support documentation to verify agency has adequate and reasonable policies and procedures and were following applicable laws and regulations. Audited numerous federal programs based on the Office of Management and Budget Compliance Circulars (i.e. OMB A-133), Catalog of Federal Domestic Assistance and other Federal rules and regulations. Training consisted of GASB 34, GASB 35, SAS 99 and other related pronouncements. Approximately 80 hours of training received each year on numerous subjects.

**Estate Manager
Department of Insurance**

**07/1995 to 11/1997
Baton Rouge, LA**

Employed with the Department of Insurance in the Receivership Section as an Estate Manager for approximately six (6) years. Briefly my job responsibilities included managing daily activities of 15 insolvent insurance companies to include managing approximately \$3 million dollars of revenue and expense; approved timesheets for approximately 6 contract employees and 2 financial examiners. Responsible for approving and posting all journal entries; reviewing and approving the work product of two financial examiners; consulting with contract attorney and Assistant Attorney General Counsel to resolve outstanding litigation usually by settlement. Responsible for making sure expenses were paid timely to include the salaries of the contract employees handling outstanding issues related to the insurance companies; arranged the sale of assets either through auction or sealed bid.

Responsible for administrative and judicial closing of insolvent insurance companies; administrative close occurred when all assets were liquidated and all debts paid or written off. The Judicial closure occurred when the Court, after hearing testimony from myself and the Assistant Attorney General, declared the insurance company closed. Therefore, court appearances were required on a weekly basis. Responsible for distributing any remaining funds to the policyholders and creditors. Assisted the internal and external auditors.

Education

Bachelor of Science Degree: Accounting
Southern University & A. & M. College

Baton Rouge, LA

Certified Public Accountant
License Issued in January 1998
Certificate #23693

Chartered Global Management Accountant
Designation – May 1, 2012

Notary Public
Commissioned in March 1986

**Continuing Professional Education
Through Louisiana Certified Public Accountants,
Institute of Certified Public Accountants and/or
Association of Governmental Accountants**
Requirement: 120 hours every three (3) years

Memberships

Louisiana Certified Public Accountants (LCPA)

American Institute of Certified Public Accountants (AICPA)

Chartered Global Management Accountant (CGMA)



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

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

OFFICE OF THE
VICE PRESIDENT FOR
FINANCE AND BUSINESS AFFAIRS

TELEPHONE (225) 771-5550
FAX: (225) 771-2922

June 8, 2021

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

Dear President-Chancellor Belton:

I am recommending a salary adjustment for Ms. Catherine Miles, Southern University System Associate Vice President for Financial and Treasury Services.

After a recent analysis of the salaries among Louisiana public higher education systems was conducted, it was determined that the average salaries for a comparable position at other systems were considerably higher than the salary level of the Associate Vice President for the Southern University System.

This position is responsible for coordinating system-wide financial management and reporting functions for the Southern University System. This position is also responsible for the coordination of monthly and year-end closing processes, review and the consolidation of the System's Annual Financial Report, and interacting with internal and external auditors.

It is essential that we retain and continue to attract competent employees in the finance area to ensure proper management and accountability of federal and state funds. Accountability has become even more crucial due to the infusion of the millions of dollars received as a result of the COVID-19 pandemic.

Ms. Catherine Miles has a Master's in Business Administration, and she is a Certified Public Accountant (CPA). She has 12 years of experience as a Senior Financial Auditor for the Louisiana Legislative Auditor. Ms. Miles' current salary as Associate Vice President for Financial and Treasury Services is \$123,600. I am requesting that her annual salary be increased to \$140,000 effective July 1, 2021.

"An Equal Education Opportunity Institution"

WWW.SUS.EDU

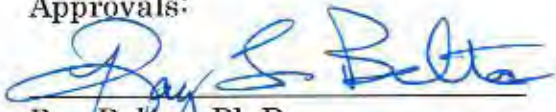
If you should have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Flandus McClinton, Jr.", written in a cursive style.

Flandus McClinton, Jr.
Vice President for Finance and Business Affairs

Approvals:

A handwritten signature in blue ink, appearing to read "Ray S. Belton", written in a cursive style.

Ray Belton, Ph.D.
President-Chancellor

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 _____ Reason Left _____
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment July 1, 2021 To June 30, 2022
 Effective Date July 1, 2021

Name Catherine L. Miles SS# XXX-XX-8405 Sex F Race* B
(Last 4 digits only)

Position Title: AVP for Financial and Treasury Services Department: VP for Finance and Business 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 2.5
 Degree(s): Type/Discipline (BA-Education): Institution/Location Year:
 BS Accounting Nicholls State University / Thibodaux, LA 2003
 MBA Business Administration Nicholls State University / Thibodaux, LA 2004

Current Employer Southern University System

Personnel Action

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

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

Source of Funds State Budget

Identify Budget: 111005-11091-61002-16000 Location _____
 Form Code: _____ Page _____ Item # _____

Change of: From _____ To _____

Position _____
 Status _____
 Salary Adjustment \$123,600 \$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
111005-11091-61002-16000	\$140,000

*See Reverse Side

Graduate School signature (if, applicable):

Blondie McCloud 6/7/21 Supervisor Date
Blondie McCloud 6/7/21 Dean/Unit Head Date
[Signature] 6/08/2021 Vice Chancellor Date
[Signature] 6/7/21 Director/Personnel Date
[Signature] President Date
[Signature] 6/7/21 Chancellor Date
[Signature] Vice President/Finance Date
[Signature] 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 Philippines Islands, and Samoa.

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM -5:00 PM

EMPLOYEE DIRECT SUPERVISOR: Flandis McClinton

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-5550

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, D-I-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):

<u>TYPE</u>	<u>CODE</u>	<u>EXEMPT</u>
United States Citizen/Certificate of Naturalization	IUS	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	HI	
J-1 Visa (Exchange Visitor Program)	JI	
F-1 Visa (Student Emp. F1 Student at S.U.)	FI	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	FO	

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

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

- _____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- _____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- _____ Application for Employment Form Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
- _____ Authority to Release (signed by employee) (submitted to 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 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

June 3, 2021

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

Dear Dr. Belton:

I am requesting authorization to waive the search and appoint Mr. Grady Patterson to the position of Associate Comptroller for Administration and Finance. This personnel action would essentially add a new role and responsibilities to Mr. Patterson's current role. I agree with Dr. Hardee's recommendation to appoint him to this position at a salary of \$68,000 effective July 1, 2021.

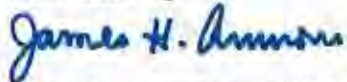
The responsibilities associated with this role will be related to the broader needs of the division, as well as providing much needed assistance with initiatives that are vital to the University. Specific additional duties include: *(see attached job description)*

- Assist in the development, implementation, maintenance, and enforcement of all University policies that have a specific impact on finance and accounting,
- Assist in monitoring and controlling University cash flow,
- Oversee Student Accounts Receivable Division,
- Supervise the preparation of all Student Refunds and ensuring that the University's refund process adheres to the Federal Department of Education's guidelines,
- Assist in the supervision of the University's Grants Accounting Division,
- Assist in the supervision of BANNER Finance Chart of Accounts for SUNO and Reconciliations,
- Maintain proper internal documentation of accounting policies and procedures by ensuring regular review and strict enforcement within the Comptroller's Office,
- Approve financial transactions prior to posting to the general ledger to ensure that accurate, up-to-date financial records are maintained in Banner Finance,
- Provide up-to-date expenditures and balances for departmental units, organizations, and student clubs, upon request,
- Assist in preparing and administering the annual budget,
- Assist in the supervision of all Fiscal Year-End Closing Activities and ensure that deadlines are met,
- BANNER Finance Security Administrator for the New Orleans campus, etc.

Mr. Patterson has 15 years of higher education experience and 20 years of governmental accounting knowledge. In summary, this personnel action will bolster our capabilities to move the University forward in a variety of domains.

I seek your approval and submittal to the Southern University Board of Supervisors for consideration at the June 18, 2021 meeting.

With kind regards,



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

APPROVAL: _____

Ray L. Belton, Ph.D.
President-Chancellor
Southern University System



Comptroller's Office

*Southern University at New Orleans
6400 Press Drive
New Orleans, Louisiana 70126
(504) 286-5321*

JOB DESCRIPTION

Position: Associate Comptroller

Department: Comptroller's Office

Division: Finance and Administration

Supervisor: Shawn M. Charles

Qualifications: The position requires a Bachelor's degree in Accounting and at least ten (10) years of Higher Education Finance experience, and a minimum of five (5) years of supervisory experience. Experience with BANNER Finance is a must.

RESPONSIBILITIES are as follow but are not limited to:

- ❖ The Associate Comptroller is responsible for the effective oversight and management of all University accounting services, including the monitoring of revenue & expenditures, Accounts Receivable, and Grants, also including but not limited to interpretation and application of fiscal policies and procedures in accordance with federal, state & local agencies, and the Southern University System regulations and policy.
- ❖ Assists in the development, implementation, maintenance, and enforcement of all University policies that have a specific impact on finance and accounting.
- ❖ Assist in monitoring and controlling University cash-flow.
- ❖ Oversee Student Accounts Receivable Division by:
 - Managing and safeguarding all funds received by the University.
 - Managing the collection and billing of all funds owed to the University.
 - Setting, testing, managing, & maintaining the tuition & fee billing tables in Banner Student.
 - Monitoring the specific collection of fees during the Registration Process.
 - Supervising the management of all third-party student billing, vouchers, and tuition waivers on behalf of the University.
 - Reconciling all Title IV funds and preparing drawdown requests for funds due to the University in G5 (Department of Education Payment Management System).

- Supervising the preparation of all Student Refunds and ensuring that the University's refund process adheres to the Federal Department of Education's guidelines.
- ❖ Assists in the supervision of the University's Grants Accounting Division by:
 - Ensuring that timely and accurate grant invoices & financial reports are prepared and submitted to granting agencies
 - Ensuring that drawdowns are processed timely and post accurately to the ledger
 - Reviewing and approving all invoices/reports prior to agency submission.
 - Holding regular meetings with the Grant Accountant to obtain grant statuses
 - Ensuring that monthly grant status report is submitted timely and used for high-level assessments.
- ❖ Assists in the supervision of BANNER Finance Chart of Accounts for SUNO and Reconciliations by:
 - Establishing new funds and ensuring that the setup is accurate in accordance with the standards set forth by the Finance Division for the Southern University System Office
 - Ensuring that revenues & expenses are recorded to the correct account codes
 - Monitoring the accuracy and timeliness of all cash receipts and journal vouchers
 - payments processed for the University.
 - Ensuring the separation of duties as it relates to vendor creation, payment processing, batch approval, check printing, and reconciliation.
- ❖ Acts as one of the primary liaisons with auditors and outside entities regarding certain financial matters.
- ❖ Maintains proper internal documentation of accounting policies and procedures by ensuring regular review and strict enforcement *within* the Comptroller's Office.
- ❖ Approves financial transactions prior to posting to the general ledger to ensure that accurate, up-to-date financial records are maintained in Banner Finance.
- ❖ Provides up-to-date expenditures and balances for departmental units, organizations, and student clubs, upon request.
- ❖ Assists in preparing and administering the annual budget.
- ❖ Assist in the supervision of all Fiscal Year-End Closing Activities and ensure that deadlines are met.
- ❖ BANNER Finance Security Administrator for the New Orleans campus.
- ❖ Participates in special projects and assignments to address the decision-making needs of the University, as assigned.
- ❖ Assist in the coordination of the creation and implementation of a strategic plan for the Comptroller's Office.

- ❖ Assists in the development of the annual departmental budget and monitor & manage the budget throughout the fiscal year.
- ❖ Use interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- ❖ Attend annual Business Officer's and ERP professional development conferences and training to remain abreast of all financial issues in higher education.
- ❖ Support the mission and institutional goals as defined in the University's Strategic Plan.
- ❖ Work hours may include evenings, holidays, or weekends depending on deadline requirements and special events.
- ❖ Performs all other duties as assigned.

Grady L. Patterson

Summary of Qualifications

Analytical and accomplished accounting professional with extensive experience in all areas of the accounting function. Proven ability to develop and integrate processes and procedures in alignment with GAAP that impact efficiency and positively bottom line productivity. Skilled account and General Ledger analyst to ensure proper recordation of all financial transactions, processing financial transactions, reconciling and balancing the General Ledger cash account to the bank respective banking account. Strong combination of software application with proven leadership and interpersonal skills. Excellent verbal and communication skills that demonstrate professionalism and strengthens the agency image.

Education

Southern University and A & M College – Baton Rouge, Louisiana

Bachelor of Science in Accounting, 12/1977

Experience

SOUTHERN UNIVERSITY AT NEW ORLEANS – NEW ORLEANS, LOUISIANA

Chief Accountant, 03/06/2016 to Present

Perform professional accounting and analytical functions in the maintenance of the General Ledger cash account. Reconcile and balance all bank accounts to the General Ledger. Prepare monthly reconciliation report for Bank Accounts. Work independent but in accordance with the Comptroller's guidance in keeping with fiscal policies and regulations of the Southern University System, state, federal, and local governments.

- Serves as a liaison between the Comptroller and subordinate positions in the Comptroller's Office.
- Monitors bank transactions required for investing on behalf of the university and processes journal vouchers & cash receipts in the university's financial recording system to record the transactions.
- Reviews all monthly bank reconciliations for accuracy and completeness.
- Ensures that files are properly maintained pertinent to the reconciliation of SUNO bank accounts (i.e. check history, check status, bank statements, and reconciliation reports for reference).
- Examines and verifies financial system reports for accuracy and adequacy.
- Investigate discrepancies in reports and make the necessary changes.
- Assists in the preparation of the Annual Financial Report
- Assists in the registration of students and the preparation of student refunds.
- Supervise Cashier's office personnel and daily operational activities.

Accountant II, 08/18/2008 to 03/06/2016

Perform professional accounting and analytical functions in the maintenance of the General Ledger cash account. Reconcile and balance all bank accounts to the General Ledger. Prepare monthly reconciliation report for Bank Accounts.

- Prepares required monthly reconciliation reports for all Bank Accounts. Review General Ledger cash disbursement expenditures to ensure the correct amount was processed in the respective Cash Disbursement General Ledger Account and Bank Account.
- Prepares required schedule of adjusting entries to ensure completeness and accuracy of financial transactions in the respective Cash Disbursement General Ledger. Monitor all the posting of all proposed adjusting journal entries to ensure completeness and accuracy of financial transactions posted in the Cash Disbursement General Ledger.
- Communications with public and private accountants; state, federal, and independent auditors; banks; program or management personnel for the purpose of providing information and technical assistance needed to resolve problems.
- Maintains all Cash Disbursement Bank Account reconciliation reports.
- Work directly with co-worker, supervisors, and administrators in resolving discrepancies relating to the Cash Disbursement Ledger.

Grady L. Patterson

SOUTHERN UNIVERSITY AT NEW ORLEANS – NEW ORLEANS, LOUISIANA

Accountant II, 08/18/2006 to 09/06/2016

- Draw down state and federal funding from funding source.
- Perform professional accounting, analytical functions in reviewing the monthly payroll expenditures reimbursement request from Southern University System. Prepare and maintain adjusted schedule of monthly payroll expenditures reimbursement payment to Southern University System

CITY OF FRANKLIN — FRANKLIN, LOUISIANA

Chief Financial Officer 07/2004 to 06/2006

Performed professional accounting and analytical functions in the maintenance of the General Ledger. Prepared monthly reconciliation report for Bank Accounts. Performed accounting functions for the City of Franklin. Processed monthly reports, payments, invoices and schedules. Prepared and monitored the fiscal operating budget.

- Prepared the annual Capital Budget and Operating Budget
- Prepared monthly expenditure report, processed payment
- Prepared all monthly schedules
- Maintained all General Ledgers
- Supervised payroll section, accounts payable and purchase section
- Supervised all budget activities and made all budget modifications

ORLEANS LEVEE DISTRICT

Accounts Receivable Supervisor 07/01/1990 to 09/05/2003

Performed professional accounting and analytical functions in the maintenance of the Accounts Receivable Section. Prepared monthly, quarterly and annually Schedule of Accounts Receivable. Supervised and monitored all financial transactions. Monitored all Accounts Receivables transactions interfacing into the integrated Fund Accounting System. Prepared all adjusting Accounts Receivable adjusting journal entries to ensure the completeness and accuracy of financial transactions posting in The Accounts Receivable System and into the integrated Fund Accounting System.

- Supervised and monitored the processing of the monthly, quarterly and annually Accounts Receivable Cycle.
- Supervised and monitored the processing of all updates and adjustments to the Accounts Receivable System
- Supervised and monitored the processing of all payments to the Accounts Receivable System
- Prepared all the monthly, quarterly and annually Accounts Receivable Schedules
- Supervised and monitored the late fees charges on past due accounts and issuing of past due notices
- Supervised and monitored the calculation of all rate increase, and CPI increase to the Tenants accounts
- Communications with public and private accountants; state, federal, and independent auditors; banks; or management personnel for the purpose of providing information and technical assistance needed to resolve problems.

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER									
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CAMPUS: SUS _____ SUBR _____ SULAC _____ SUAREC _____ SUNO X SUSLA _____
 EMPLOYMENT CATEGORY: 9-MONTH _____ 12-MONTH _____ 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 2006 To Current

Effective Date July 1, 2021

Name Grady L. Patterson SS# xxx-xx-6858 Sex Male Race* Black

Position Title: Chief Accountant Department: Comptroller's Office

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

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

Years Experience 35 Southern University Experience 15

Degree(s): Type/Discipline (BA-Education): BS - Accounting Institution/Location (SU-Baton Rouge): Southern University and A & M College Year: 1977

Current Employer Southern University at New Orleans

Personnel Action

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

Recommended Salary \$68,000.00 Salary Budgeted \$68,047.00

Source of Funds General Fund

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

Change of:
 Position Chief Accountant From Assistant Comptroller To
 Status Permanent Permanent
 Salary Adjustment \$49,747.00 \$68,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
411001-44110-61002-46000	\$68,000.00

*See Reverse Side

Graduate School signature (if, applicable):

SM Charles 03/28/2021 SM Charles 03/28/2021
 Supervisor Date Dean/Unit Head Date
Dr. Teresa Hardie Date James H. Ammons Date
 Vice Chancellor Date Chancellor Date
 Director/Personnel Date Shannon McClint 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 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: _____

EMPLOYEE DIRECT SUPERVISOR: _____

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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



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

June 1, 2021

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

Re: Appointment of Dr. Melanie Rey as a Career Services Counselor at the
Southern University Law Center

Dear Dr. Belton:

The Southern University Law Center seeks to hire a Career Services Counselor to assist the Director of Career Services. The Office of Career Services is an important entity at the Law Center as it assists in directing the careers and employment aspirations of law students.

The Law Center seeks to hire Dr. Melanie Powell Rey as the Career Services counselor. Dr. Rey has experience in career coaching and career planning. Based on her vast experience in strategic communications and administrative matters, I would like Dr. Rey to be considered for this position without the need for a search. The salary proposed is \$72,000. Her resume is enclosed for review.

I hereby ask that this request be presented to the Southern University System Board of Supervisors for consideration and approval at its June 18, 2021 board meeting.

If my request is approved, I would like the appointment to become effective July 1, 2021. If you have any questions, please feel free to contact me.

Sincerely,

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

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

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

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

_____ Academic	<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 N/A

Profile of Person Recommended

Length of Employment 07/01/2021 To 06/30/2022
 Effective Date 07/01/2021

Name Dr. Melanie Powell Rey xxx-xx-U01458737 Sex F Race* B
 (Last 4 digits only)

Position Title: Career Services Counsellor 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 PAF, if applicable.)

Years Experience 25 Southern University Experience 4

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Ph.D.</u>	<u>Southern University A & M College</u>	<u>2012</u>
	<u>M.A.</u>	<u>Southern University A & M College</u>	<u>1999</u>
	<u>B.S.</u>	<u>Southern University A & M College</u>	<u>1996</u>

Current Employer Southern University and A & M College of Nursing and Allied Health

Personnel Action

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

Recommended Salary \$72,000.00 Salary Budgeted \$72,000.00

Source of Funds General Appreciation

Identify Budget: State Location 311001-38130-61002-35000
 Form Code: BOR10 Page 1 Item # 1

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

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:
 *See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount

*See Reverse Side

Graduate School signature (if, applicable):

<u>John K. Pierre</u> <u>6/2/2021</u> Supervisor Date	<u>Gerry K. Hall</u> <u>6/2/21</u> Dean/Unit Head Date
<u>[Signature]</u> _____ Vice Chancellor Date	<u>John K. Pierre</u> <u>6/2/2021</u> V/C for Fin. and Administration Date
<u>[Signature]</u> _____ Director/Personnel Date	<u>[Signature]</u> _____ Chancellor Date
<u>[Signature]</u> _____ President Date	_____ Vice President/Finance Date
	<u>[Signature]</u> _____ 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: Effective, July 01, 2021, Appointment of Dr. Melanle Rey as a Career Services Counselor at the Southern University Law Center.

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER
ENCUMBERED / FUNDS AVAILABLE
DOC. I.D. # _____
US _____
DATE 4/2/2021
HI _____
JI _____
FI _____
FO _____
DM George

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

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Career Services Counselor AS DESCRIBED BELOW
BE AUTHORIZED AS A VACANCY FOR _____

(Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

- Researches and analyzes the current state of legal services and legal job markets and forecasts emerging trends in those markets. Identifies existing and up-and-coming career and job options, assesses (on a continuing basis) their short and long term feasibility for our students, alumni, attorneys, and explores alternatives to traditional legal practice.
- Research and periodically assess the evolving career development needs of our students.
- Based on the on-going research, analysis, assessment and trend-spotting, designs, develops, and implements an array of workshops and programs, services, and resources to meet the career needs of our students.
- Work as a liaison with various departments within and throughout SULC to understand the needs and goals and explore and develop mutually beneficial programs, resources, and services.
- Maintains and enhances SULC's existing professional network of potential employers, other law school legal career professionals, and others in the legal field who may be in a position to provide information and assistance to our students.

Salary/Range: 70,000 – 80,000 Previous Incumbent (if replacement): N/A

Approved Disapproved John K. Pierre 6-1-2021
Department Head Date

Approved Disapproved Jerry R. Hall 6-1-21
Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>DM George</u>	<u>6/1/2021</u>
Signature	Date
Budget Number	<u>311001 - 38130 - 61002 - 35000</u>

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

Approved Disapproved _____ Date _____

Approved Disapproved John K. Pierre 6/1/2021
Chancellor/Vice President Date

Approved Disapproved _____ Date _____
President

An Equal Opportunity Employer

Career Counselor Job Duties and Responsibilities

Principal Responsibilities:

- A. Researches and analyzes the current state of legal services and legal job markets and forecasts emerging trends in those markets. Identifies existing and up-and-coming career and job options, assesses (on a continuing basis) their short and long term feasibility for our students, alumni, attorneys, and explores alternatives to traditional legal practice.
- B. Research and periodically assess the evolving career development needs of our students.
- C. Based on the on-going research, analysis, assessment and trend-spotting, designs, develops, and implements an array of workshops and programs, services, and resources to meet the career needs of our students.
- D. Work as a liaison with various departments within and throughout SULC to understand the needs and goals and explore and develop mutually beneficial programs, resources, and services.
- E. Maintains and enhances SULC's existing professional network of potential employers, other law school legal career professionals, and others in the legal field who may be in a position to provide information and assistance to our students.
- F. Establishes new positive working relationships with organizations.
- G. Provides one-on-one, individually tailored consulting services to students. Assists students in conducting their own self-assessments. Provides students not only with general advice based on his/her knowledge developed through continuing cultivation and expansion of SULC's professional network.
- H. Other duties as assigned.

Education: J.D preferred.

Requirements:

- A. Required qualifications:
 - Knowledge of career decision making and job search techniques
 - Knowledge of career services, employer, alumni, and faculty needs and expectations, recruiting and staffing methods, employment trends
 - Highly effective problem identification and solving skills, presentation skills, verbal communication, written communication, and organization skills
 - Ability to work with people from diverse backgrounds and levels of experience
 - Creative, entrepreneurial, forward-looking and energetic approach that can identify and pursue new potential programs and innovative ways to present and deliver content.
 - Excellent computer skills and the ability to quickly adapt to new software programs and on-line resources.
- B. Preferred qualifications are: advanced knowledge of career development theories, knowledge of needs assessment theory, processes, and program design and implementation.

Proficiencies: Project management skills; excellent written and verbal communication skills; excellent detail and task-management skills; multitasking; excellent customer service and interpersonal skills; facility and comfort level with learning technology; ability to travel to a variety of locations; ability to move/transport 25 to 50 lbs. of materials/equipment; ability to work long days as

required (early mornings to evenings); ability to work weekends (as needed), high level of organization and accuracy; excellent teamwork skills; dependability and reliability are absolutely essential for this position. Experience leading teams or projects is preferred.

Further, this position must have a high degree of proficiency in the use of a PC (including laptop); ability to work an LCD projector; ability to coordinate and transport seminar materials and needed equipment to seminar site (course materials, promotional items, signs, etc.); fax machine; telephone, including conference call knowledge; a/v equipment, including microphones – both wired and wireless; flash drives; printers, etc..

Melanie Powell Rey, Ph.D.

Post Office Box 1334 | Zachary, Louisiana 70791
Phone: (225) 931-5159 | Email: MelaniePowellRey@gmail.com
LinkedIn Profile: <http://www.Linkedin.com/in/MPRey>

Education

Certificate of Completion – Diversity, Equity, and Inclusion in the Workplace May 2021
University of South Florida - Tampa, Florida

Strategic Communications – 18 Graduate Level Hours January 2020 – August 2020
Liberty University – SACS Accredited
Currently pursuing a Master of Arts in Strategic Communication; Anticipated Completion Date is September 2021

Doctor of Philosophy in Special Education (Mild/Moderate Disabilities) May 2012
Southern University and A & M College – Baton Rouge, Louisiana
Dissertation Title: Knowledge and Perceptions of Final Year Law Students Regarding Defendants with Intellectual Disabilities at Two Historically Black Law Schools
***Committee: Vera I. Daniels, Ph.D.; Regina Patterson, Ph.D.; Carlos A. Thomas, Ph.D.; Kerii L. Thomas, J.D.*

Certificate of Completion – The Experiential Classroom VIII September 2007
Syracuse University – Syracuse, New York

Master of Education in Special Education (Communication Sciences/Disorders Concentration) May 1999
Southern University and A & M College – Baton Rouge, Louisiana

Bachelor of Science in Speech Language Pathology and Audiology December 1996
Southern University and A & M College – Baton Rouge, Louisiana

Research Interests

- Pedagogical Approaches to Culturally Sensitive Teaching/Learning
- Metacognitive Strategies for Increasing Student Success
- Crisis Communication in the Global Business Environment
- Generational Communication
- Cross-cultural Communication
- Organizational/Managerial Communication
- Students with Disabilities in Higher Education
- Student Engagement/Assessment in Higher Education
- Marketing Education
- Marketing for Higher Education
- Leadership in Higher Education
- Globalization in Higher Education

Instructional Experience

Assistant Professor August 2020 – Present
Department of Speech-Language Pathology (ASHA Accredited)
College of Nursing and Allied Health
Southern University and A & M College

Courses Taught:

SPAU250 – Speech & Language Development (Online)
 SPAU260 – Introduction to Communication Disorders (Online)
 SPAU320 – Articulation Disorders (Online)
 SPAU310 – Voice Science (Online)
 SPAU365 – Language Disorders (Online)
 SPAU474 – Neurological Disorders (Online)

Assistant Professor

January 2017 – Spring 2020

School of Education (CAEP Accredited)
 College of Humanities and Interdisciplinary Studies
 Southern University and A & M College

Courses Taught:

SPED299 – Survey of Students with Disabilities (Face-to-Face)
 SPED301 – Characteristics of Children with Mild/Moderate Learning Problems (Face-to-Face and Online)
 SPED306 – Measure and Evaluation of Atypical Children (Online)
 SPED406 – Diagnostic and Prescriptive Reading for Mild/Moderate Learners (Online)
 SPED408 – Behavioral Approaches to Managing Children with Learning Problems (Online)
 SPED418 – Teaching Pre-vocational Skills to Mild/Moderate Learners (Online)

Assistant Professor

January 2017 – December 2019

College of Business (AACSB-International Accredited)
 College of Humanities and Interdisciplinary Studies (School of Education – CAEP Accredited)
 Southern University and A & M College

Courses Taught:

BUSP210 – Business Communications and Professional Development
 MBAP507 – Business Communications and Professional Development

Adjunct Professor of Business Communications and Professional Development

August 2015 – December 2016

College of Business – Master of Business Administration Program (AACSB-International Accredited)
 Southern University and A & M College

Course Taught:

MBAP507 – Business Communications and Professional Development

Adjunct Professor of Special Education

August 2013 – December 2016

College of Education – Special Education (NCATE Accredited)
 Southern University and A & M College

Courses Taught:

SPED408 – Behavioral Approaches to Managing Children with Learning Problems
 SPED405 – Methods of Teaching Academic Subjects to Children with Mild/Moderate Learning Problems
 SPED306 – Measures and Evaluation of Atypical Children
 SPED301 – Characteristics of Children with Mild/Moderate Learning Problems
 SPED410 – Methods of Teaching Students with Learning and Behavior Problems

Adjunct Professor of Speech/Language Pathology

January 2013 – May 2015

College of Sciences – Speech/Language Pathology (ASHA Accredited)
 Southern University and A & M College

Courses Taught:

SPAU260 – Introduction to Communication Disorders
 SPAU270 – Anatomy and Physiology of the Ear and Vocal Mechanism
 SPAU460 – Disorders in Rhythm
 SPAU470 – Language and Culture

August 2011 – December 2011

Doctoral Teaching Assistant

College of Education – Special Education (NCATE Accredited)
 Southern University and A & M College
Courses Taught: SPED299 – Survey of Students with Disabilities (Hybrid)

June 2011 – July 2011

Doctoral Teaching Assistant

College of Education – Special Education (NCATE Accredited)
 Southern University and A & M College
Courses Taught: SEGN599 – Special Project/Capstone Project

January 2006 – May 2006

Adjunct Professor

College of Education – Curriculum and Instruction (NCATE Accredited)
 Southern University and A & M College
Courses Taught: CRIN550 – Computer Literacy and Microcomputers (Online)

Research Supervisory Experience – Graduate and Undergraduate Level**Graduate Faculty Advisor – Spring 2016**

Student: Justin Evans, MBA Student at Southern University and A & M College
 Conference: National Association of African American Studies (NAAAS)
 Topic: *African American business students' perceptions of Africans: Implications for marketing global careers and experiences at minority serving business schools.*

Undergraduate Faculty Advisor – Spring 2013

Student: Justin Evans, Senior Undergraduate Business Management Major at Southern University
 Conference: Creating a Culture of Sustainability Undergraduate and Graduate Research Conference
 Topic: *The Role of Sustainability in Small and Minority Owned Businesses: How Small and Minority Owned Businesses Leverage Social Media Marketing to Enhance Sustainability Efforts*
 Student Placed 1st in the Student Poster Session Contest

Undergraduate Faculty Advisor – Fall 2012

Student: Justin Evans, Senior Undergraduate Business Management Major at Southern University
 Conference: Minority Serving Institutions Research Partnership Consortium (MSIRPC)
 Topic: *Leveraging Social Media Marketing for Small and Minority Business Development*
 Student Placed 2nd in the Student Poster Session Contest

Conference Proceedings and Presentations

Powell, K. K. & Rey, M. P. (2021, March). *Mindset matters: The efficacy factor in teaching entrepreneurship to African American business students.* Proceedings of the International Academy of Business and Public Administration Disciplines, Las Vegas, NV.

Rey, M. P. & Powell, K. K. (2017, July). *How Twitter can be leveraged to engage students in a problem-based learning context.* Proceedings of the International Academy of Business and Public Administration Disciplines, Memphis, TN.

- Powell, K. K., Rey, M. P., & Evans, J. E. (2016, February). *African American business students' perceptions of Africans: Implications for marketing global careers and experiences at minority serving business schools*. Proceedings of the National Association of African American Studies, Baton Rouge, LA.
- Powell, K. K., Rey, M. P., & Evans, J. E. (2016, February). *An examination of African American Business Students' level of cross-cultural adaptability*. Proceedings of the Annual Washington Business Research Forum, Washington DC.
- Powell, K. K., Rey, M. P., & Evans, J. E. (2014, April). *The role of sustainability in small and minority owned businesses: Leveraging social media marketing to enhance sustainability efforts*. Proceedings of the International Academy of Business and Public Administration Disciplines, Dallas, TX.
- Rey, M. P. & Powell, K. K. (2014, April). *Knowledge and perceptions of final year law students regarding defendants with intellectual disabilities: Educational management implications for law school administrators*. Proceedings of the International Academy of Business and Public Administration Disciplines, Dallas, TX.
- Powell, K. K. & Rey, M. P. (2014, April). *The perceptions of minority business majors regarding international groups: Curricular implications for minority serving business schools*. Proceedings of the International Academy of Business and Public Administration Disciplines, Dallas, TX.
- Enwefa, R. L., Enwefa, S. C., & Rey, M. P. (2014, March). *Mealtime challenges for children with Autism Spectrum Disorders and Sensory Processing Disorders*. Paper presented at the Mississippi Speech and Hearing Association Conference, Jackson, MS.
- Enwefa, R. L., Enwefa, S. C., & Rey, M. P. (2014, March). *Oral care in prevention of aspiration pneumonia in Dysphagia patients*. Paper presented at the Mississippi Speech and Hearing Association Conference, Jackson, MS.
- Rey, M. P. & Powell, K. K. (2012, October). *The role of data based decision-making in marketing public higher education: How academic departments can leverage their assessment tools to sell higher education*. Proceedings of the International Academy of Business and Public Administration Disciplines, Las Vegas, NV.
- Rey, M. P. (2011, February). *Police interrogations: What African American students with intellectual disabilities need to know*. Paper presented at the meeting of the National Association for African American Studies & Affiliates Conference, Baton Rouge, LA.
- Ledet, J., & Rey, M. P. (2011, January). *Using cross validation in linear regression to check for generalization of results*. Paper presented at the meeting of the Southwest Educational Research Association (SERA) Conference, San Antonio, TX.
- Rey, M. P. (2011, January). *Police interrogations: What students with intellectual disabilities need to know*. Paper presented at the Louisiana Council for Exceptional Children (CEC) Super Conference, Lafayette, LA.
- Andrews, D. R. & Rey, M. P. (2007, February). *Curricular innovations in B-Schools: Technology in the curriculum*. Paper presented at the HBCU Business Deans Roundtable Meeting, Houston, TX.

Manuscripts Accepted in Refereed Publications

- Powell, K.K. & Rey, M.P. (2019). Bringing an Academic Entrepreneurship Mindset to Students: Exploring how it can strengthen the success of aspiring entrepreneurs. *International Journal of Business Research and Information Technology*, 6(1), 49-60.
- Powell, K.K. & Rey, M.P. (2019). Impact of a Guest Speakers Panel of Minority Entrepreneurs on the Entrepreneurial Mindset of Minority Students. *International Journal of Education Research*, 14(1), 1-14.
- Powell, K.K. & Rey, M.P. (2019). The Leadership Factor in Management Education: Examining the Impact of an Industry Speaker Series on Leadership Efficacy in a Minority Service MBA Program. *Journal of Business Diversity*, 19(4), 53-59.
- Powell, K. K., Rey, M. P., & Evans, J. E. (2016). Globalizing African American business majors: An examination of how they view Africans at one historically black business school. *Washington Business Research Journal*, 6(1), 50-71.
- Andrews, D. R., No, S., Powell K. K., Rey, M. P., & Yigletu, A. (2016). Historically black colleges and universities' institutional survival and sustainability: A view from the HBCU business deans' perspective. *Journal of Black Studies*, 47, (2), 150-168. doi:10.1177/0021934715622220.
- Powell, K. K., & Rey, M. P. (2015). Do they really know their customers? Exploring relationship marketing from the student stakeholder perspective. *Journal of Management and Marketing Research*, 19, 1-14. Retrieved from <http://www.aabri.com/manuscripts/152212.pdf>
- Powell, K. K., Rey, M. P., Andrews, D. R., & Yigletu, A. (2015). Exploring the impact of a short-term study abroad experience on minority business students: implications for marketing educators. *Journal of Management and Marketing Research*, 18, 1-16. Retrieved from <http://www.aabri.com/manuscripts/152289.pdf>
- Powell, K. K., & Rey, M. P. (2015). Minority marketing students' perceptions of international groups: Implications for international marketing efforts. *Journal of Management and Marketing Research*, 19, 1-10. Retrieved from <http://www.aabri.com/manuscripts/152213.pdf>
- Powell, K. K., & Rey, M. P. (2015). Exploring a resource dependency perspective as an organizational strategy for building resource capacity: Implications for public higher education universities. *Management in Education*, 20(3), 94-99. Doi: 10.1177/0892020615586805
- Rey, M. P., & Powell, K. K. (2013). The relationship between the assessment of student learning outcomes and the marketing process of institutions: A case study. *International Journal of Education Research*, 8 (1), 49-58.
- Rey, M. P. (2012). *Knowledge and perceptions of final year law students regarding defendants with intellectual disabilities at two historically black law schools* (Order No. 3505812). Available from ProQuest Dissertations & Theses A&I. (1013442264). Retrieved from <https://search.proquest.com/docview/1013442264?accountid=14135>
- Rey, M. P. (2011). Lights, camera, action: Looking through the lens at the lives of individuals with Down Syndrome. *Interdisciplinary Journal of Teaching and Learning*, 1(2), 104.
- Ghebreyesus, G., Kaliba, A., & Rey, M. P. (2010). The reliability and validity of the Knowledge Retention Assessment Instrument for the College of Business, SUBR, Baton Rouge, Louisiana. *Academy of Economics and Finance, Papers and Proceedings*, 34, 52-65.

Manuscripts In Press

Powell, K.K. & Rey, M.P. (2020). *Mindset matters: The efficacy factor in teaching entrepreneurship to African American business students*. Manuscript submitted for publication.

Powell, K.K. & Rey, M.P. (2020). *When COVID-19 meets the HBCU Business School: A case study of field sensitive learners' satisfaction with remote instruction during a crisis*. Manuscript submitted for publication.

Reviewer for Academic Research Journals

Interdisciplinary Journal for Teaching and Learning

October 2018 - Present

Professional Experience

PowellDocs Consulting, LLC
 www.PowellDocs.com
 Baton Rouge, Louisiana
 Co-Owner

November 2017 – Present

— Specialized consulting and tactical applications in the following areas:

- o Brand Invincibility
- o Crisis Communications
- o Board Governance
- o Education Consulting
- o Business Development (Entrepreneurship)
- o Career Coaching

Southern University and A & M College
 College of Business – Baton Rouge, Louisiana
 Academic and Strategic Initiatives Administrator

November 2013 – December 2016

- Worked collaboratively with the Dean and Associate Dean to ensure successful operation of the academic units within the College of Business
- Developed, supervised and coordinated academic initiatives in accordance with the mission and learning goals of the College of Business
- Assisted undergraduate students with advisement, curriculum, and career planning
- Served as a liaison between the College of Business and the local community, and especially local bodies of higher education
- Developed academic, research-based reports for data-driven decision-making and performance improvement in the College of Business
- Formulated and executed strategic planning efforts with academic units from a college administrative perspective
- Worked with the College of Business leadership team to develop and implement a social media communications plan for college initiatives
- Conducted research, prepared briefings, developed Q&As, and created talking points for college panel discussions, interviews, and events (Strategic Communications)

- Supported internal and community communications, provided counsel and editorial support for college platforms, developed themes and messages, measured and evaluated effectiveness of communication using analytic data (Strategic Communications)
- Served as the communications coach for student business case competition teams at the undergraduate and graduate levels
- Wrote and edited communications products (i.e., stories, web content, social media content, messaging documents, fact sheets, video scripts, and constituency-tailored communications) on college/educational issues and initiatives
- Supported crisis communications efforts in response to events in the college and on campus
- Coordinated with University Communications colleagues (i.e., media relations, web development team, etc.) on the execution of communication projects for the college

Southern University and A & M College

College of Business – Baton Rouge, Louisiana

December 2006 – October 2013

Assistant to the Dean

- Assisted the Dean and the Associate Dean with academic quality research and student development initiatives for the School of Accountancy, Economics, Finance, Management, and Marketing
- Developed data assessment and performance reports for AACSB accreditation
- Assisted in development and management of the Title III budget for the College of Business; Title III allocation for the College of Business: \$1.8 million over a five-year period
- Represented the Dean in meetings with university administrators, faculty, students, government representatives and community stakeholders
- Assisted in the development and monitoring of the recruitment and retention plan for the College of Business
- Supervised and coordinated College of Business student activities and programs
- Supervised graduation checkout for College of Business students
- Assisted College of Business students with program advisement and counseling
- Assisted the Dean with academic calendar scheduling of courses, programs and student activities
- Provided administrative supervision of developmental, technical, clerical and student personnel with the business school
- Provided Blackboard Course Management and LiveText training and support to College of Business faculty
- Provided Communications Support for Business Plan Competition team

Southern University and A & M College

College of Education – Baton Rouge, Louisiana

November 2010 – October 2012

Interdisciplinary Journal of Teaching and Learning (<http://www.subr.edu/eocijtl/>)

Corresponding Editor

- Maintained professional communication with all authors, field reviewers and ensure timely handling of all manuscripts
- Maintained a current and accurate database of the journal functions

Southern University and A & M College

Technology and Network Services – Baton Rouge, Louisiana

August 2004 – November 2006

STI Knowledge Certified Information Technology Service Desk Customer Service Specialist

Blackboard Course Management System Trainer

- Customized IT Service Desk software solution (Unicenter ServicePlus Service Desk – Computer Associates) for task management, tracking and workflow tasks
- Created long-term strategies for growth and maintenance of service desk department and made budgetary recommendations to upper management
- Trained service desk staff to answer, resolve, transfer or escalate incoming and existing requests

- Solved and/or assisted service desk representatives in resolving non-routine or complex software, hardware, network system, and networking procedure problems for students, faculty, staff, and administrators
- Performed Root Cause Analysis in order to recommend modifications in department (Training and User Support Services, Web Services, Enterprise Support Services, and Campus Network Management) procedures
- Conferred with staff, end-users, supervisors and managers to determine support requirements for new features, applications or system functionality
- Prepared activity reports and composed recommendations for management review
- Coordinated the scheduling of lower level service desk technicians
- Developed Service Level Agreements (SLA's)
- Developed Standard Operating Procedures (SOP's)
- Provided advanced Blackboard Training to students, faculty, staff and administrators utilizing the Blackboard Learning System and the Blackboard Community System
- Expertly context-switched in order to communicate with various stakeholders with various levels of expertise (i.e., students, faculty, administrators, internal IT management, external IT service providers, and service desk team members)
- Employed expert listening skills to perform root cause analysis of IT problems
- Employed expert verbal and nonverbal communication skills to translate stakeholder's requirements to the team
- Established expectations and benchmarks utilizing a clear communications process
- Employed persuasive communication strategies to convince management of new Service Desk tool purchases
- Utilized motivational communication strategies to promote an environment where team members could employ a growth mindset to approaching problems

Southern University and A & M College
 Technology and Network Services – Baton Rouge, Louisiana
Training Support Specialist

February 2002 -- July 2004

- Developed the University Blackboard and MS Office Training Schedule
- Created technology training goals and objectives
- Development of departmental brochures to advertise Training and User Support Services
- Provided hands-on training for all of the Microsoft Office Suite products (Microsoft Word, Microsoft Power Point, Microsoft Excel, Microsoft Access, Microsoft Visio, and Microsoft Front Page), Internet/Email usage, Blackboard, and NETg to faculty, staff, and administrators
- Responsible for Administrative Management of the Blackboard Web Course Creation platform and the online software tutorial, NETg
- Maintained the Office of Technology and Network Service's lending library
- Trained faculty to effectively use Blackboard as a tool to support in-class instruction and how to design and develop online courses

Southern University and A & M College
 Southern University Laboratory School – Baton Rouge, Louisiana
Information Technology Director / Webmaster

September 2000 – January 2002

- Provided professional development seminars/training sessions on various Microsoft Applications (Microsoft Word, Microsoft Power Point, Microsoft Excel, Microsoft Access, Microsoft Visio, and Microsoft Front Page)

- Trained student teachers (pre-service teachers) to integrate technology into the general and special education curriculum
- Provided advice on evaluation, selection, implementation and maintenance of information systems, ensuring appropriate investment in strategic operational systems to school leadership
- Developed and communicated IT plans, policies, and technology trends throughout the organization
- Network Management (Novell Network)
- Created and designed strategic communication messages to disseminate via the school's website
- Managed the school database system (OSIRIS); This included assigning student fees, printing fee receipts, and tracking purchase orders along with other school accounting systems
- Coordinated all technology events/activities that occurred at the school

Houston Independent School District

Lantrip Elementary School and Burnett Elementary School – Houston, Texas

August 1999 – August 2000

Speech Language Pathologist

- Performed comprehensive and holistic speech-language assessments using pre-assessment techniques (e.g., established rapport, performed classroom observations, conducted communication inventories, etc.) and formal/informal assessment measures (e.g., Goldman-Fristoe Test of Articulation, Assessment of Phonological Processes Revised, Arizona Articulation Proficiency Scale, Clinical Evaluation of Language Fundamentals – Third Edition, Comprehensive Receptive and Expressive Vocabulary Test, Peabody Picture Vocabulary Test, Test of Language Development – Intermediate, Test of Language Development – Primary, etc.)
- Interpreted assessment results and composed assessment reports via district approved software to indicate student eligibility for speech-language services
- Worked with multidisciplinary teams to ensure that state and federal policies and guidelines were followed when assessing and planning intervention for students receiving special education services
- Developed realistic goals and objectives for clients based on their communication needs
- Worked with general education and special education teachers to ensure that communication goals and objectives were being implemented across the curriculum
- Conducted professional development training for general education and special education teachers regarding the communication needs of culturally and linguistically diverse learners
- Implemented federal and state regulations as they pertain to Speech/Language Pathology
- Maintained monthly Medicaid logs
- Served as a representative of the special education team during Annual Assessment Review and Dismissal (ARD) meetings for “communication-only” and “multi-labeled” students
- Worked with parents to increase their awareness of various communication strategies to implement in the home environment in order to facilitate the communication goals that were being implemented at school
- Worked with family advocacy groups to increase their awareness of state and federal guidelines as they pertain to communication services for culturally and linguistically diverse learners

International Experience

-
- University of Connecticut / CIBER and University of Queensland
Sustainable Business Program Participant (Sydney and Drisbane, Australia)
Studied sustainable business practices in Australia January 2018
 - Study Abroad Coordinator (Shanghai; Beijing) May 2014 – June 2014

U. S. China 100 Thousand Strong Initiative

- Student Exchange Program Instructor (Liberia) September 2010
Trained Liberian Entrepreneurs to integrate technological software (e.g., MS Office Suite) into their businesses.
- Makerere University Business School (MUBS) in Kampala, Uganda December 2007
Conducted “Training-of-Trainers” (TOT) Programs for MUBS technology staff regarding the implementation of a course management system (CMS) and overcoming institutional challenges.
Conducted “Training-of-Trainers” (TOT) Programs for MUBS full-time and part-time faculty members regarding the implantation of a course management system (CMS) into the classroom.
- Study Abroad Instructor (Uganda; South Africa; Senegal) December 2007
Assisted in curriculum development for the Southern University College of Business Study Abroad Program and prepared students for cultural differences and expectations during the study abroad program.

Community Board Leadership

- BRDA Charter School (Founding and Governing Board Member) November 2013 – May 2018

University Service & Committees

- School of Education Online Learning Committee, Chair January 2020 – Present
- School of Education Recruitment and Retention Committee, Member January 2020 – Present
- Southern Association of Colleges and Schools (SACSCOC)
Member, Section 9: Educational Program Structure and Content Team March 2019 – Present
- I-STAR Faculty Task Force 3A – Educational Programs Advisor January 2018 – August 2018
- SUBR Academic and SAP Appeals Committee, Member August 2016 – December 2019
- College of Business Genesis Scholarship Committee, Chairperson July 2014 – May 2019
- College of Business Student Affairs and Scholarship Committee, Member January 2007 – December 2019
- College of Business Strategic Planning Process Committee, Member January 2007 – December 2019
- College of Business IT and Resources Committee, Member January 2007 – December 2019
- Office of International Education (Africa Forum) – Guest Speaker September 2010
- Faculty Convocation (Student Advisement for Completion) – Guest Speaker January 2010
- Southern Association of Colleges and Schools (SACS)
Member, Task Force 3A – Educational Programs January 2008 – December 2008

Certifications and Awards

- Quality Matters (QM) Certification – Applying the QM Rubric for Online Instructional Design, April 2013
- Improving Your Online Course Certification, June 18, 2020
- Quality Matters Award for Exemplary Course Design, Summer 2020

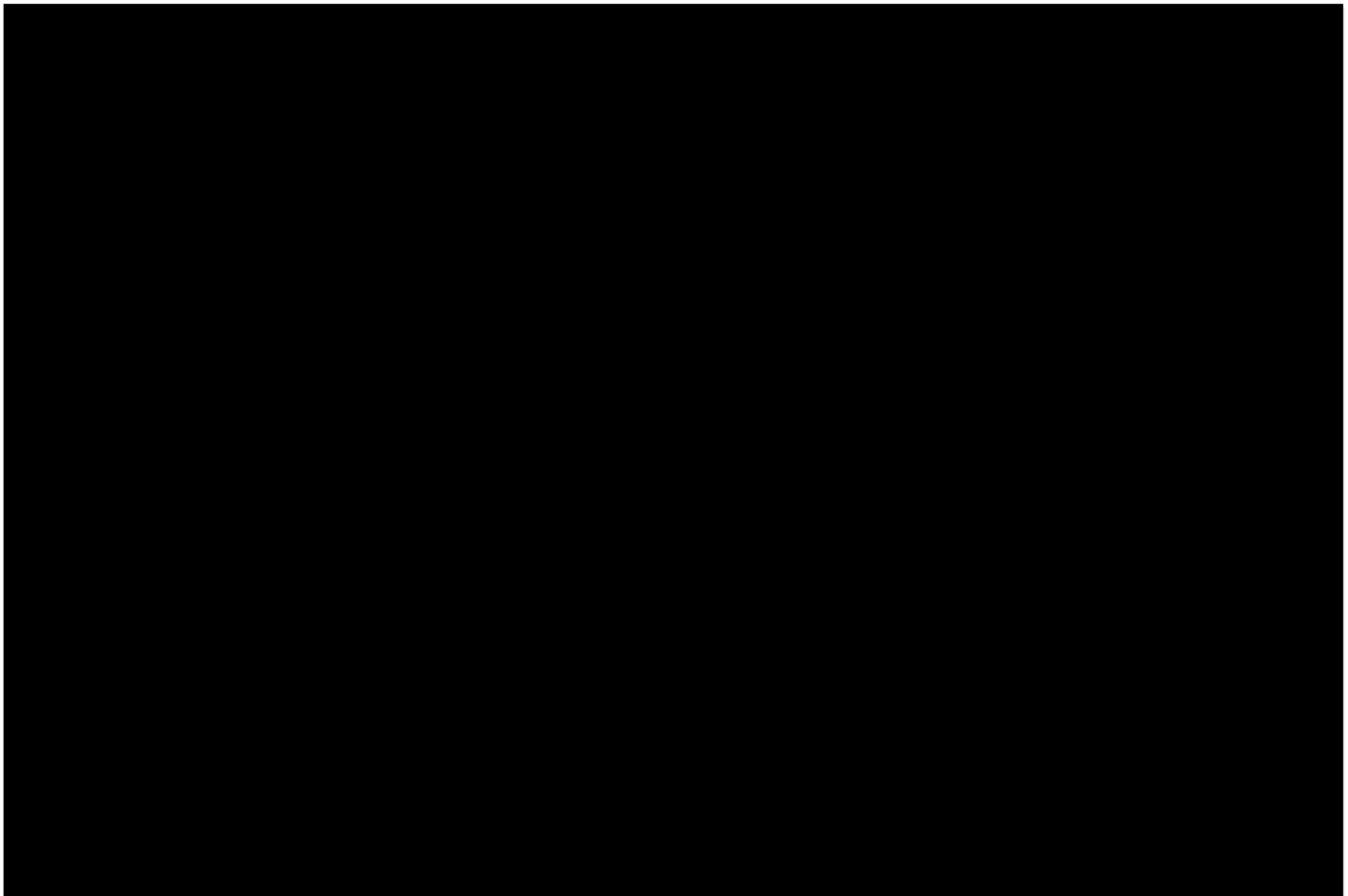
Professional Affiliations

- American Association of University Women, Member
- Golden Key Honor Society, Lifetime Member
- Council for Exceptional Children (Chapter #0386), Member
- American Academy of Special Education Professionals, Member
- Phi Delta Kappa International, Member
- International Association of Business Communicators, Member

Leadership/Management Programs

- Faculty Leadership Development Institute Fellow, Southern University and A & M College January 2009

References





SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

June 1, 2021

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

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

RE: QEP Legal Analysis & Writing Coordinator

Dear Dr. Belton:

The Southern University Law Center (SULC) has adopted as part of its SACSCOC accreditation process "Analysis Matters," a legal analysis, and writing process for its Quality Enhancement Plan (QEP) as part of its SACSCOC accreditation process. Based upon the visit with SASCOC, it has been determined that SULC needs a QEP Legal Analysis & Writing Coordinator to oversee and coordinate first-year law school legal analyses and writing activities, as well as subsequent QEP interventions. To accomplish these objectives, I would like to have Jessica Sparks appointed to serve in this role.

Ms. Sparks is currently an instructor/academic counselor at SULC. She implemented the QEP pilot program and is well suited to coordinate QEP Legal Analysis & Writing first-year activities, and subsequent interventions. She will continue to serve in her instructor/academic advisor's role while assuming the QEP coordinator's duties. The position is a 12-month position with a salary of \$93,000. Her resume is attached for your review.

I hereby request a waiver of search, and that this recommendation be presented to the Southern University Board of Supervisors for approval at its June 18, 2021.

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

Sincerely,

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

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor

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	9	9
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUNO _____ SUSLA _____

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

- | | | |
|--|--|------------------------|
| <input checked="" type="checkbox"/> 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 Employee N/A Reason Left N/A
 Date Left N/A Salary Paid N/A

Profile of Person Recommended

Length of Employment 07/01/2021 To 09/30/2021
 Effective Date 07/01/2021

Name Jessica Sparks Johnson xxx-xx-8585 Sex F Race* B
 (Last 4 digits only)

Position Title: Academic Counselor and Instructor and Coordinator of Legal Analysis & Writing Department: Law Center-Institutional Support

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

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

Years Experience 10 Southern University Experience 6
 Degree(s): Type/Discipline (BA-Education): B.A. Institution/Location (SU-Baton Rouge): Southern University Year: 2007
J.D. Southern University Law Center 2011

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$93,000.00 Salary Budgeted \$93,000.00

Source of Funds _____

Identify Budget: Grant Location 391022-31120-61002-36000
 Form Code: BOR10 Page 1 Item # 1

Change of: _____
 Position Academic Support Counselor and Instr Academic Counselor and Instructor and
 Status _____ Coordinator of Legal Analysis & Writing
 Salary Adjustment \$84,000.00 \$93,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
320172-32030-61002-34100	\$23,998.80
392007-32030-61002-34100	\$60,001.20

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

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

John K. Pierre Date _____
 Supervisor
[Signature] Date 6/18/21
 Vice Chancellor
 _____ Date _____
 Director/Personnel
 _____ Date _____
 President _____ Date _____

[Signature] Date _____
 V/C for Fin. and Administration
[Signature] Date _____
 Chancellor
[Signature] Date _____
 Vice President/Finance
[Signature] Date _____
 Business Affairs/Comptroller
 _____ Date _____
 Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the 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: Salary Adjustment for Academic Counselor and Instructor, and Coordinator of Legal Analysis & Writing at the Southern University Law Center (SULC), effective July 01, 2021.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00am -5:00pm Monday thru Friday
EMPLOYEE DIRECT SUPERVISOR: Vice Chancellor, Shawn Vance
NUMBER OF EMPLOYEES SUPERVISED, (if any) 100
HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-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):

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: RA
DATE: 6/2/2021
BY: [Signature]
FO

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

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Academic Counselor and Instructor, and Coordinator of Legal Analysis & Writing AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Southern University Law Center
 (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 checked="" 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 Academic Counselor and Instructor and Coordinator of Legal Analysis & Writing is a full-time, 12-month faculty position that reports to the SULC Associate Vice Chancellor of Academic Support, Counseling, and Bar Preparation for Academic Support and Bar Prep duties and to the Director of Legal Analysis and Writing for all matters associated with the first-year legal writing courses. The position holder will teach Lawyering Process I and Lawyer Process II to first-year students and coordinate the first year course work for legal writing. The position holder will also counsel and advise students on academic matters.

Salary/Range: \$93,00.00 - \$96,000.00 Previous Incumbent (if replacement): n/a

X Approved Disapproved John K. Perrie 6/1/2021
 Department Head Date

X Approved Disapproved Gary K. Hall 4/1/21
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>DMcGeorge</u>	<u>6/1/2021</u>
Signature	Date
Budget Number <u>391022-31120-61002-3600</u>	

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

X Approved Disapproved sh 6/1/2021
 Vice Chancellor Date

X Approved Disapproved John K. Perrie 6/1/2021
 Chancellor/Vice President Date

 Approved Disapproved _____
 President Date

An Equal Opportunity Employer

EDUCATION

Successfully completed all requirements to practice law in Louisiana
Officially sworn in as an attorney
December 2011

Juris Doctor
Southern University Law Center, Baton Rouge, LA
May 2011

Bachelor of Arts, in English, Liberal Arts
Southern University and Agricultural and Mechanical College, Baton Rouge, LA
December 2007

EXPERIENCE

Southern University Law Center
Baton Rouge, LA

Academic Counselor and Instructor, July 2019-Present

- Meet with students to assist with initial adjustment to law school, to plan for the coming semester, to review/revise long range academic program schedules, to review the progress toward completing the proposed academic program, and to discuss grades and other performance indicators
- Assist students in planning a program consistent with their abilities and interests
- Interpret and provide rationale for institutional policies, procedures, and requirements
- Follow-up with at-risk students, especially in regard to any report of unsatisfactory work (notice of probation, notice of failing grades, incomplete grades from past semesters, etc.)
- Inform and, if necessary, refer students to other institutional resources when academic, attitudinal, attendance, or other personal problems require intervention by other professionals
- Proactively contact and be available for students on a regular basis
- Consult regularly with faculty colleagues in order to have up-to-date information
- Prepare, organize, and maintain appropriate resources, reports and statistical summaries
- Assist with administrative responsibilities, serve on committees and at meetings, and perform related duties as assigned
- Assist with the development and implementation of new curriculum, and serve as professor in courses designated as the responsibility of academic support

Adjunct Professor of Legal Writing and of Law, August 2015-present

- Provide skills training such as briefing cases, synthesizing rules, building course outlines, and answering exam questions
- Provide hands-on experience in using analytical skills to solve legal problems
- Introduce the skills necessary for success in the study and practice of law, including critical reading and problem-solving through legal analysis and reasoning
- Introduce or reinforce best practices in time management, note taking, outlining, and exam writing
- Develop methodologies and approaches aimed at improving learning, study skills, and overall law school performance
- Ensure that students possess a thorough understanding of the basic principles and concepts of

- objective legal analysis and writing, and oral and written communication
- Provide hands-on experience in using legal analysis, legal reasoning, and legal advocacy to solve sophisticated legal problems
- Inculcate in students the principles of clear and correct expression
- Provide experience in drafting various types of case briefs and objective legal memoranda
- Teach principles of professionalism related to legal analysis and written and oral communication
- Teach principles of ethics related to legal analysis and written and oral communication
- Engage in a scholarly line of research and mentoring students in research studies
- Assist in curriculum development

Lead Professor of Legal Writing QEP, August 2020-present

- Work with all facets of writing instruction to facilitate delivery, assessment, and effective use of writing resources
- Promote legal writing across the curriculum and within disciplines of study
- Consult with inter-disciplinary faculty and provide assistance with teaching writing in the curriculum
- Design and conduct workshops regarding teaching legal writing
- Help manage daily operations of the Legal Writing Department
- Recruit, train, and supervise the first-year adjunct legal writing faculty
- Remain current with, and implement best practices for legal writing
- Help oversee the development and implementation of legal writing policies

Supplemental Bar Review Program, Writing Fellow, May 2016-present

- Help implement, evaluate, and enhance existing bar preparation services
- Meet with current students in their final semester to begin developing an individualized approach to the bar exam
- Analyze students' strengths and weaknesses regarding preparing for the bar exam
- Help graduates develop and execute customized study plans and strategies for passing the bar exam
- Develop and present bar preparation workshops for all students
- Provide information on long-range planning and the skills required to pass the bar exam
- Provide assistance with completion of bar applications
- Meet regularly with graduates who are preparing for the bar exam to review practice bar exam essays
- Provide analysis and feedback to help graduates improve their writing skills
- Stay abreast of bar exam developments in Louisiana and nationally
- Perform other duties as assigned

Assistant Professor of Clinical Education, January 2017-June 2019

- Assisted student learning in a variety of modes and identify methods to enhance learning for multiple learning styles
- Assisted with developing, implementing, assessing, and refining of both the academic and clinical education component, as well as academic success programs, in a law school context
- Provided law students with a rigorous educational experience while also ensuring that clients who need legal aid as a result of a natural disaster are provided with high quality legal representation
- Communicated between the academic institution and affiliated clinical education sites and partners
- Facilitated quality-learning experiences for students during clinical practice seminars and full-time clinical legal work
- Educated students and clinical and academic faculty about clinical education
- Maximized available resources for the clinical education program

- Actively participated with core faculty in clinical education planning, implementation, and assessment
- Provided education and practice guidance with student practice, which included case investigation, trial court work from the drafting of the petition to the disposition of the matter, and handling administrative and governmental appeals
- Taught students how to provide client-centered representation, and develop their advocacy skills to help their clients both in and out of the court room
- Directly supervised law students each semester in all aspects of client representation
- Provided written evaluations for students, covered student cases when necessary, served as lead counsel in some cases, and assisted in a variety of clinical education endeavors, including conferences and other educational programs, research, and written projects

Southern University Law Center Pre-Law Summer Institute Baton Rouge, LA

Professor, Legal Writing, May 2018-July 2020

- Introduced the skills necessary for success in the study and practice of law, including critical reading and problem-solving through legal analysis and reasoning
- Provided skills training such as briefing cases, synthesizing rules, building course outlines, and answering exam questions
- Introduced best practices in time management, note taking, outlining, and exam writing
- Provided hands-on experience in using analytical skills to solve legal problems

MEMBERSHIPS

Equal Justice Works/AmeriCorps Legal Fellow, 2017

Louisiana State Bar Association

American Bar Association

SKILLS

Computer: Proficient in Microsoft Office Suite, Westlaw, LexisNexis, and Clinic Cases

SOUTHERN UNIVERSITY LAW CENTER

Position Description

Academic Counselor and Instructor, and
Coordinator of Legal Analysis & Writing

FLSA STATUS: Exempt
REPORTS TO: SULC Associate Vice Chancellor of Academic Support, Academic
Counseling, and Bar Preparation Program
SUPERVISES: N/A

General Responsibilities:

The Academic Counselor and Instructor and Coordinator of Legal Analysis & Writing is a full-time, 12-month position. The position holder will report directly to the SULC Associate Vice Chancellor of Academic Support, Academic Counseling, and Bar Preparation for all matters associated with Academic Support and Bar Preparation matters and to the Director of Legal Writing for all matters concerning the Legal Writing Department. The position holder will serve as a professional resource in all areas of academic counseling and advising to law students at all levels. The position holder will advise students on course selection and schedule requirements. The position holder will support the mission and vision of the law school by monitoring student learning outcomes, academic performance, and academic support programs and services. The position holder will teach Lawyering Process I and Lawyering Process II to first year students as an Instructor without promotion potential. The position holder may also teach upper-level courses similar to the Lawyering Process courses. The position holder will work with students individually and in group settings to teach and enhance analytical and exam writing skills, and other academic related skills through regular written diagnostic and corrective feedback in academic courses. The position holder will also assist students in their preparation to take a bar exam by serving as a Writing Fellow in SULC's Supplemental Bar Review program. Such assistance will also include providing professors and students with information that is commonly tested on the bar exam with the goal of improving course coverage at SULC.

The position holder will also coordinate the first-year course work within the Legal Writing Department. While the position holder would normally report to the Director of Legal Writing, during the pendency of SULC's QEP Intervention, the position holder will report to the Vice Chancellor for Academic Affairs or their designee, the QEP Committee Chairman. Once SULC has successfully completed its Fifth Year Interim Report and received a favorable decision on that report from SACSCOC, the position holder will commence reporting to the Director of Legal Writing. The position holder will ensure that teaching materials are developed, disseminated to, and properly used by all persons teaching in the first-year legal writing courses. The position holder will also evaluate the work performed by all persons teaching in the first-year legal writing courses.

Minimum Qualifications:

- A. Juris Doctor degree and strong academic credentials;
- B. Ability to work collaboratively and independently;
- C. Possess a creative approach to problem solving;
- D. Possess excellent communication (written and oral) and interpersonal skills;
- E. Experience working with confidential information;
- F. Demonstrated success in collaborating within all levels of an institution;
- G. Proficiency in use of Microsoft Office, including Word, Excel, PowerPoint, and Publisher;
- H. Availability to travel; and
- I. Availability to work during the normal work day and occasionally during evening hours and/or weekend hours.

Preferred Qualifications:

- A. Licensed to practice law;
- B. Bachelor or Masters degree in education (or related degree);
- C. Experience teaching law students (including experience during law school), particularly, in the area of legal writing and analysis; and
- D. Experience teaching, coaching, or working with at-risk students.

Primary Job Duties and Responsibilities:

- A. Provide support to the Associate Vice Chancellor of Academic Support, Academic Counseling, and Bar Preparation;
- B. Provide academic counseling and advice to students;
- C. Teach courses or conduct workshops to instruct students on the academic skills necessary for successful matriculation through law school and entrance into the practice of law;
- D. Assist in the collection and compiling of academic support, counseling, and bar exam-related data, to include academic assessment information regarding students enrollment in courses designed to assist the students who have exhibited academic difficulties;
- E. Assists with management of student employees who work to provide academic support and/or counseling services;
- F. Assists with the collection of faculty feedback, comments, and/or critiques of bar exams and provide that information to the relevant state committee on bar admissions; and
- G. Assists with the collection of faculty and student feedback about SULC's program of legal education.
- H. Work with all facets of writing instruction to facilitate delivery, assessment, and effective use of writing resources.
- I. Promote legal writing across the curriculum and within disciplines of study.
- J. Consult with inter-disciplinary faculty and provide assistance with teaching writing in the curriculum.
- K. Design and conduct workshops regarding teaching legal writing.
- L. Assist in the management of daily operations of the Legal Writing Department.
- M. Recruit, train, and supervise the first-year adjunct legal writing faculty.
- N. Remain current with, and implement, best practices for legal writing within SULC.
- O. Help oversee the development and implementation of legal writing policies.

Knowledge, Skills, and Abilities Required:

- A. Strong interpersonal, organizational, and analytical skills;
- B. Knowledge of academic programs pertaining to law school students;
- C. Knowledge of educational theories and learning styles/disabilities;
- D. Knowledge of and ability to perform research and statistical analysis;
- E. Ability to collect, compile, and extract data from Excel documents and/or various database;
- F. Ability to work independently and be a self-starter, and demonstrate initiative; and
- G. Ability to relate to students, faculty, University personnel, and external constituents.



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

June 3, 2021

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

Dear Dr. Belton:

I am requesting authorization to waive the search and appoint Mr. Grady Patterson to the position of Associate Comptroller for Administration and Finance. This personnel action would essentially add a new role and responsibilities to Mr. Patterson's current role. I agree with Dr. Hardee's recommendation to appoint him to this position at a salary of \$68,000 effective July 1, 2021.

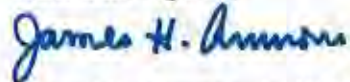
The responsibilities associated with this role will be related to the broader needs of the division, as well as providing much needed assistance with initiatives that are vital to the University. Specific additional duties include: *(see attached job description)*

- Assist in the development, implementation, maintenance, and enforcement of all University policies that have a specific impact on finance and accounting,
- Assist in monitoring and controlling University cash flow,
- Oversee Student Accounts Receivable Division,
- Supervise the preparation of all Student Refunds and ensuring that the University's refund process adheres to the Federal Department of Education's guidelines,
- Assist in the supervision of the University's Grants Accounting Division,
- Assist in the supervision of BANNER Finance Chart of Accounts for SUNO and Reconciliations,
- Maintain proper internal documentation of accounting policies and procedures by ensuring regular review and strict enforcement within the Comptroller's Office,
- Approve financial transactions prior to posting to the general ledger to ensure that accurate, up-to-date financial records are maintained in Banner Finance,
- Provide up-to-date expenditures and balances for departmental units, organizations, and student clubs, upon request,
- Assist in preparing and administering the annual budget,
- Assist in the supervision of all Fiscal Year-End Closing Activities and ensure that deadlines are met,
- BANNER Finance Security Administrator for the New Orleans campus, etc.

Mr. Patterson has 15 years of higher education experience and 20 years of governmental accounting knowledge. In summary, this personnel action will bolster our capabilities to move the University forward in a variety of domains.

I seek your approval and submittal to the Southern University Board of Supervisors for consideration at the June 18, 2021 meeting.

With kind regards,



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

APPROVAL: _____

Ray L. Belton, Ph.D.
President-Chancellor
Southern University System



Comptroller's Office

***Southern University at New Orleans
6400 Press Drive
New Orleans, Louisiana 70126
(504) 286-5321***

JOB DESCRIPTION

Position: Associate Comptroller

Department: Comptroller's Office

Division: Finance and Administration

Supervisor: Shawn M. Charles

Qualifications: The position requires a Bachelor's degree in Accounting and at least ten (10) years of Higher Education Finance experience, and a minimum of five (5) years of supervisory experience. Experience with BANNER Finance is a must.

RESPONSIBILITIES are as follow but are not limited to:

- ❖ The Associate Comptroller is responsible for the effective oversight and management of all University accounting services, including the monitoring of revenue & expenditures, Accounts Receivable, and Grants, also including but not limited to interpretation and application of fiscal policies and procedures in accordance with federal, state & local agencies, and the Southern University System regulations and policy.
- ❖ Assists in the development, implementation, maintenance, and enforcement of all University policies that have a specific impact on finance and accounting.
- ❖ Assist in monitoring and controlling University cash-flow.
- ❖ Oversee Student Accounts Receivable Division by:
 - Managing and safeguarding all funds received by the University.
 - Managing the collection and billing of all funds owed to the University.
 - Setting, testing, managing, & maintaining the tuition & fee billing tables in Banner Student.
 - Monitoring the specific collection of fees during the Registration Process.
 - Supervising the management of all third-party student billing, vouchers, and tuition waivers on behalf of the University.
 - Reconciling all Title IV funds and preparing drawdown requests for funds due to the University in G5 (Department of Education Payment Management System).

- Supervising the preparation of all Student Refunds and ensuring that the University's refund process adheres to the Federal Department of Education's guidelines.
- ❖ Assists in the supervision of the University's Grants Accounting Division by:
 - Ensuring that timely and accurate grant invoices & financial reports are prepared and submitted to granting agencies
 - Ensuring that drawdowns are processed timely and post accurately to the ledger
 - Reviewing and approving all invoices/reports prior to agency submission.
 - Holding regular meetings with the Grant Accountant to obtain grant statuses
 - Ensuring that monthly grant status report is submitted timely and used for high-level assessments.
- ❖ Assists in the supervision of BANNER Finance Chart of Accounts for SUNO and Reconciliations by:
 - Establishing new funds and ensuring that the setup is accurate in accordance with the standards set forth by the Finance Division for the Southern University System Office
 - Ensuring that revenues & expenses are recorded to the correct account codes
 - Monitoring the accuracy and timeliness of all cash receipts and journal vouchers
 - payments processed for the University.
 - Ensuring the separation of duties as it relates to vendor creation, payment processing, batch approval, check printing, and reconciliation.
- ❖ Acts as one of the primary liaisons with auditors and outside entities regarding certain financial matters.
- ❖ Maintains proper internal documentation of accounting policies and procedures by ensuring regular review and strict enforcement *within* the Comptroller's Office.
- ❖ Approves financial transactions prior to posting to the general ledger to ensure that accurate, up-to-date financial records are maintained in Banner Finance.
- ❖ Provides up-to-date expenditures and balances for departmental units, organizations, and student clubs, upon request.
- ❖ Assists in preparing and administering the annual budget.
- ❖ Assist in the supervision of all Fiscal Year-End Closing Activities and ensure that deadlines are met.
- ❖ BANNER Finance Security Administrator for the New Orleans campus.
- ❖ Participates in special projects and assignments to address the decision-making needs of the University, as assigned.
- ❖ Assist in the coordination of the creation and implementation of a strategic plan for the Comptroller's Office.

- ❖ Assists in the development of the annual departmental budget and monitor & manage the budget throughout the fiscal year.
- ❖ Use interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- ❖ Attend annual Business Officer's and ERP professional development conferences and training to remain abreast of all financial issues in higher education.
- ❖ Support the mission and institutional goals as defined in the University's Strategic Plan.
- ❖ Work hours may include evenings, holidays, or weekends depending on deadline requirements and special events.
- ❖ Performs all other duties as assigned.

Grady L. Patterson

Summary of Qualifications

Analytical and accomplished accounting professional with extensive experience in all areas of the accounting function. Proven ability to develop and integrate processes and procedures in alignment with GAAP that impact efficiency and positively bottom line productivity. Skilled account and General Ledger analyst to ensure proper recordation of all financial transactions, processing financial transactions, reconciling and balancing the General Ledger cash account to the bank respective banking account. Strong combination of software application with proven leadership and interpersonal skills. Excellent verbal and communication skills that demonstrate professionalism and strengthens the agency image.

Education

Southern University and A & M College – Baton Rouge, Louisiana

Bachelor of Science in Accounting, 12/1977

Experience

SOUTHERN UNIVERSITY AT NEW ORLEANS – NEW ORLEANS, LOUISIANA

Chief Accountant, 03/06/2016 to Present

Perform professional accounting and analytical functions in the maintenance of the General Ledger cash account. Reconcile and balance all bank accounts to the General Ledger. Prepare monthly reconciliation report for Bank Accounts. Work independent but in accordance with the Comptroller's guidance in keeping with fiscal policies and regulations of the Southern University System, state, federal, and local governments.

- Serves as a liaison between the Comptroller and subordinate positions in the Comptroller's Office.
- Monitors bank transactions required for investing on behalf of the university and processes journal vouchers & cash receipts in the university's financial recording system to record the transactions.
- Reviews all monthly bank reconciliations for accuracy and completeness.
- Ensures that files are properly maintained pertinent to the reconciliation of SUNO bank accounts (i.e. check history, check status, bank statements, and reconciliation reports for reference).
- Examines and verifies financial system reports for accuracy and adequacy.
- Investigate discrepancies in reports and make the necessary changes.
- Assists in the preparation of the Annual Financial Report
- Assists in the registration of students and the preparation of student refunds.
- Supervise Cashier's office personnel and daily operational activities.

Accountant II, 08/18/2008 to 03/06/2016

Perform professional accounting and analytical functions in the maintenance of the General Ledger cash account. Reconcile and balance all bank accounts to the General Ledger. Prepare monthly reconciliation report for Bank Accounts.

- Prepares required monthly reconciliation reports for all Bank Accounts. Review General Ledger cash disbursement expenditures to ensure the correct amount was processed in the respective Cash Disbursement General Ledger Account and Bank Account.
- Prepares required schedule of adjusting entries to ensure completeness and accuracy of financial transactions in the respective Cash Disbursement General Ledger. Monitor all the posting of all proposed adjusting journal entries to ensure completeness and accuracy of financial transactions posted in the Cash Disbursement General Ledger.
- Communications with public and private accountants; state, federal, and independent auditors; banks; program or management personnel for the purpose of providing information and technical assistance needed to resolve problems.
- Maintains all Cash Disbursement Bank Account reconciliation reports.
- Work directly with co-worker, supervisors, and administrators in resolving discrepancies relating to the Cash Disbursement Ledger.

Grady L. Patterson

SOUTHERN UNIVERSITY AT NEW ORLEANS – NEW ORLEANS, LOUISIANA

Accountant II, 08/18/2006 to 09/08/2016

- Draw down state and federal funding from funding source.
- Perform professional accounting, analytical functions in reviewing the monthly payroll expenditures reimbursement request from Southern University System. Prepare and maintain adjusted schedule of monthly payroll expenditures reimbursement payment to Southern University System

CITY OF FRANKLIN — FRANKLIN, LOUISIANA

Chief Financial Officer 07/2004 to 06/2006

Performed professional accounting and analytical functions in the maintenance of the General Ledger. Prepared monthly reconciliation report for Bank Accounts. Performed accounting functions for the City of Franklin. Processed monthly reports, payments, invoices and schedules. Prepared and monitored the fiscal operating budget.

- Prepared the annual Capital Budget and Operating Budget
- Prepared monthly expenditure report, processed payment
- Prepared all monthly schedules
- Maintained all General Ledgers
- Supervised payroll section, accounts payable and purchase section
- Supervised all budget activities and made all budget modifications

ORLEANS LEVEE DISTRICT

Accounts Receivable Supervisor 07/01/1990 to 09/05/2003

Performed professional accounting and analytical functions in the maintenance of the Accounts Receivable Section. Prepared monthly, quarterly and annually Schedule of Accounts Receivable. Supervised and monitored all financial transactions. Monitored all Accounts Receivables transactions interfacing into the integrated Fund Accounting System. Prepared all adjusting Accounts Receivable adjusting journal entries to ensure the completeness and accuracy of financial transactions posting in The Accounts Receivable System and into the integrated Fund Accounting System.

- Supervised and monitored the processing of the monthly, quarterly and annually Accounts Receivable Cycle.
- Supervised and monitored the processing of all updates and adjustments to the Accounts Receivable System
- Supervised and monitored the processing of all payments to the Accounts Receivable System
- Prepared all the monthly, quarterly and annually Accounts Receivable Schedules
- Supervised and monitored the late fees charges on past due accounts and issuing of past due notices
- Supervised and monitored the calculation of all rate increase, and CPI increase to the Tenants accounts
- Communications with public and private accountants; state, federal, and independent auditors; banks; or management personnel for the purpose of providing information and technical assistance needed to resolve problems.

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

CAMPUS: SUS _____ SUBR _____ SULAC _____ SUAREC _____ SUNO X 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 2006 _____ To Current _____

Effective Date July 1, 2021 _____

Name Grady L. Patterson _____ SS# xxx-xx-6858 _____ Sex Male _____ Race* Black _____

Position Title: Chief Accountant _____ Department: Comptroller's Office _____

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

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

Years Experience 35 _____ Southern University Experience 15 _____

Degree(s): Type/Discipline (BA-Education): BS - Accounting _____ Institution/Location (SU-Baton Rouge): Southern University and A & M College _____ Year: 1977 _____

Current Employer Southern University at New Orleans _____

Personnel Action

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

Recommended Salary \$68,000.00 _____ Salary Budgeted \$68,047.00 _____

Source of Funds General Fund _____

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

Change of:

Position Chief Accountant From _____ To Associate Comptroller _____
 Status Permanent _____ Permanent _____
 Salary Adjustment \$49,747.00 _____ \$68,000.00 _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
411001-44110-61002-46000	\$68,000.00

*See Reverse Side

Graduate School signature (if, applicable):

SM Charles 03/28/2021 *SM Charles* 03/28/2021
 Supervisor Date Dean/Unit Head Date
Dr. Teresa Hardie _____ *James H. Ammons* _____
 Vice Chancellor Date Chancellor Date
 _____ *Shannon McClint* _____
 Director/Personnel Date Vice President/Finance 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 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: _____

EMPLOYEE DIRECT SUPERVISOR: _____

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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



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

Southern University and A&M College System

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

Fax Number
(225) 771-5522

June 6, 2021

Southern University Board of Supervisors
J.S. Clark Administration Building – 4th floor
Baton Rouge, LA 70813

Re: Request for Salary Adjustment- M. Stubblefield

Chairman Rutledge and Honorable Members of the Board,

This letter comes as a request for a salary adjustment for Dr. Michael Stubblefield, Vice-Chancellor for Sponsored Programs. Dr. Stubblefield has done an outstanding job managing the Office of Research, Strategic Initiatives and Economic Development (ORSI-ED), which provides administrative management and supervision in planning, coordinating, and implementing all aspects of research and development programs on the Baton Rouge campus.

Additionally, with the awarding of additional campus grants/projects, Dr. Stubblefield has taken on an increased workload to ensure that the research sector is both effective and efficient. He has also worked closely with the faculty, staff, and administration in identifying, securing and managing funding opportunities. Thus, I am requesting that his salary be adjusted to \$136,000 annually effective July 1, 2021. Should you have any questions, please feel free to let me know.

Kindest Regards,

A handwritten signature in blue ink, appearing to read "Ray L. Belton".

Ray L. Belton
President-Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

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

Profile of Person Recommended

Length of Employment July 1, 2021 To June 30, 2022
 Effective Date July 1, 2021

Name Michael A. Stubblefield SS# xxx-xx-9799 Sex M Race* Black
 (Last 4 digits only)

Position Title: Vice Chancellor Department: Research and Strategic 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 PAF, if applicable.)

Years Experience 22 years Southern University Experience 19 years
 Degree(s): Type/Discipline (BA-Education): PhD. - Engineering Science Institution/Location (SU-Baton Rouge): Louisiana State University - Baton Rouge Year: 1997
BS - Mechanical Engineering Southern University - Baton Rouge 1991

Current Employer _____

Personnel Action

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

Recommended Salary \$136,000.00 Salary Budgeted \$ _____

Source of Funds State

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

Change of: From To
 Position _____
 Status _____
 Salary Adjustment \$121,025 \$136,000.00

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
	\$136,000.00

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor _____ Date _____
 Vice Chancellor _____ Date _____
 Director/Personnel _____ Date _____
Ray S. B... 6-17-21
 President _____ Date _____

Dean/Unit Head _____ Date 6-17-21
 Chancellor _____ Date _____
...
 Vice President/Finance _____ Date _____
 Business Affairs/Comptroller _____
 Chairman/S.U. Board of Supervisors _____ Date _____

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

COMMENTS:

Salary Adjustment

EMPLOYEE REGULAR WORK SCHEDULE: M-F (8am -5pm)

EMPLOYEE DIRECT SUPERVISOR: Ray L. Belton

SUPERVISOR/DEPARTMENT CONTACT NUMBER _____

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

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



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

June 2, 2021

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

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

Re: Appointment of Ahvery N. Thomas, Esq. as a Career Services Counselor at the Southern University Law Center

Dear Dr. Belton:

The Southern University Law Center seeks to hire a Career Services Counselor to assist the Director of Career Services. The Office of Career Services is an important entity at the Law Center as it assists in directing the careers and employment aspirations of law students.

The Law Center seeks to hire Ahvery N. Thomas, Esq. as a Career Services Counselor. Ms. Thomas has worked as a University Attorney assisting with Title IX, Compliance Director, and Compliance Coordinator for Southern University and A&M College. Based on her experience, I would like Ms. Thomas to be considered for this position without the need for a search. The salary proposed is \$72,000. Her resume is enclosed for review.

I hereby ask that this request be presented to the Southern University System Board of Supervisors for consideration and approval at its June 18, 2021, board meeting.

If my request is approved, I would like the appointment to become effective July 1, 2021. If you have any questions, please feel free to contact me.

Sincerely,

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

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Career Services Counselor AS DESCRIBED BELOW
BE AUTHORIZED AS A VACANCY FOR _____

(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).

- Researches and analyzes the current state of legal services and legal job markets and forecasts emerging trends in those markets. Identifies existing and up-and-coming career and job options, assesses (on a continuing basis) their short and long term feasibility for our students, alumni, attorneys, and explores alternatives to traditional legal practice.
- Research and periodically assess the evolving career development needs of our students.
- Based on the on-going research, analysis, assessment and trend-spotting, designs, develops, and implements an array of workshops and programs, services, and resources to meet the career needs of our students.
- Work as a liaison with various departments within and throughout SULC to understand the needs and goals and explore and develop mutually beneficial programs, resources, and services.
- Maintains and enhances SULC's existing professional network of potential employers, other law school legal career professionals, and others in the legal field who may be in a position to provide information and assistance to our students.

Salary/Range: 70,000 – 80,000 Previous Incumbent (if replacement): N/A

Approved Disapproved John K. Pierre 6/2/2021
Department Head Date

Approved Disapproved Gerry R. Hall 6/2/21
Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>JM George</u>	<u>6/2/2021</u>
Signature	Date
Budget Number	<u>311001-38130-61002-35000</u>

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

Approved Disapproved Donnae North 6-2-2021
Vice Chancellor Date

Approved Disapproved John K. Pierre 6/2/2021
Chancellor/Vice President Date

Approved Disapproved _____
President Date

An Equal Opportunity Employer

Ahvery N. Thomas, M.S., Esq

Objective

- To continue a career in Law, Compliance, Policy, Public Service, Operations, and Administration.

Education

BACHELORS OF SCIENCE | MAY 2010 | GRAMBLING STATE UNIVERSITY | GRAMBLING, LA

- Major: Business Management
- Minor: Marketing

MASTERS OF SCIENCE | MAY 2012 | GRAMBLING STATE UNIVERSITY | GRAMBLING, LA

- Major: Sports Administration
- Related coursework: Mass Communications

JURIS DOCTORATE | MAY 2016 | SOUTHERN UNIVERSITY LAW CENTER | BATON ROUGE, LA

- Major: Law
- License to practice law in Louisiana: October 2017

Skills & Abilities

COMPLIANCE AND POLICY

- J. P. Morgan Chase: As a quality analyst, my duties included auditing loan files and other documents for the company and those wishing to mortgage real estate. This also included investigating and assessing documents for foreclosures. I had to keep an organized database for the information.
- Sunbelt: As the compliance assistant, I was able to help with interpretations of the compliance manual and conference policies to help member institutions. As new NCAA Bylaws were implemented, I drafted new polices for the conference office and the member institutions. Helped to ensure regulatory measures by coordinating rules education presentations and documents.
- Southern University and A & M College:
 - Compliance Coordinator - I was the liaison for between the Athletics Department and the Admissions, Recruiting, Financial Aid, and Student Affairs Departments. Maintained the institutional compliance software system and properly monitored its functional usage. This included the review and management of important documents and information.
 - Compliance Director - I worked with all NCAA Bylaw issues. I also implemented rules education to help not only those in the Athletic Department, but to ensure other departments working closely with the Athletic Department understood the NCAA, conference and University policies and procedures related to all sports programs, and student-athlete issues. This allows for me to help those in the department and beyond to learn and understand the compliance manual and poltcy procedures.
 - University Attorney - I assisted with Title IX and allegations against University policies investigations. After I gathered evidence, I analyzed the information and drafted my conclusion for the General Counsel.

RESEARCH AND DRAFTING

- Sunbelt Conference: As the compliance assistant, I would research any issues a member institution may have and find a solution to the problem. I also did to research and drafting for implementing any new NCAA Bylaws or conference polices. Also, I researched the new rules and bylaws set forth by the NCAA and enforced by the conference office to make sure the member institutions were able to learn and understand those bylaws and policies through the rules education presentations and other forms of education.
- Student Attorney: Researched laws and case precedent depending on the subject of the client's case. Drafted pleadings and motions.

- **State Rep Legal Assistant:** As the assistant to a State Representative, I assisted with research for bills and law, whether for new, old, or modifying those bills or laws. Also helped with research for debates and rebuttals. Also helped with drafting potential laws and modifying and updating old laws.
- **Southern University and A & M College:**
 - **Compliance Coordinator** – I researched policies, bylaws, and case precedent to help with NCAA cases and the best angle to dispute the case. I also helped to draft the response to the NCAA for the cases and any additional information they may ask for.
 - **Compliance Director** – Other than researching and drafting for the NCAA cases, I completed the semester and yearly reports that would need to be submitted to the NCAA and the Conference. I also researched legislation and case precedent and drafted any documentation needed for the NCAA, Conference, or University. I developed and documented ethics and compliance policies and procedures. I also drafted that are need as new legislation is approved and implemented. I maintained and managed all training on compliance related subjects and processes. I also organized many different tasks and functions for the Compliance Department.
- **University Attorney** – I drafted the questions for any deposition I needed to conduct, deposed any witnesses to the allegations against university policies, and drafted my findings and other information for the General Counsel. Additionally, when the University's General Counsel needed more understanding on NCAA and Conference bylaws and policies, I provided the support needed for any compliance investigations or audits.
- **Acadiana Legal Services Corp:** Researching laws and case precedent depending on the client's case. Drafting motions and pleadings for hearings or trials.

COMMUNICATION

- **Grambling State University:** As a graduate assistant, I worked with the administration with game day planning and preparation. This includes tickets and tailgating, suites, and security. I also worked with the Grambling State Sports Radio Network dealing with social media and broadcasting.
- **Sunbelt Conference:** As compliance assistant, I worked with the compliance staff of the member institutions and the conference office to organize the annual conference at the Mercedes Benz Super Dome
- **Southern University:** I work on the game day committee for activities and preparation. This includes recruiting and family relations, suites, security, tickets, and parking. I am also on the committee to help introduce the revenue sports to the public. This includes coordinating the event, marketing, and public relations.
- **Acadiana Legal Services Corporation:** As a staff attorney, my main responsibility is representing my client. I have to be able to communicate with my client and other officers of the court. I will communicate with clients in person during client meetings or visitations, and through phone calls and emails, during the pandemic, via teleconference. This is also how I communicate with other officers of the court. Additionally, I communicate with the court through representation in court and on the record. Represent children who were victims of neglect, child abuse, drug and violence exposure, and sexual assault.

MANAGEMENT AND LEADERSHIP

- **Southern University Athletics Compliance Department:** I was the supervisor over the Compliance Department. I managed at least three employees at a time. I also had sport oversight over at least four sports at a time. This granted me supervising experience.
- **As a member of the Student Government Association at Grambling State University,** I coordinated and planned many events for the university. This includes many community services functions, luncheons, banquets, and donation drives.

OTHER SKILLS

- Microsoft Office / Typing
- LexisNexis and WestLaw
- Forms and Contracts
- NCAA Applications
- Public Relations
- Verbal, Written, and Oral Communication Skills
- Analysis Skills
- Documentation Review
- Compliance and Audits
- Planning and Operations
- Negotiation Skills
- Depositions
- Good Standing with State Bar
- Research Skills
- Adobe Acrobat

Experience

STAFF ATTORNEY – CHILD IN NEED OF CARE UNIT | ACADIANA LEGAL SERVICE CORPORATION | OCTOBER 2019 – PRESENT

- 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
- Conduct discovery
- Represent clients in hearings, docket reviews, motions, and pre-trials, and trials
- Organize and maintain documents, files, and reports

DIRECTOR OF COMPLIANCE AND UNIVERSITY ATTORNEY | SOUTHERN UNIVERSITY | DECEMBER 2017 – OCTOBER 2019

- NCAA Reporting
- Financial Aid
- Eligibility Certification
- NCAA Waivers/Cases
- Transfer Evaluation
- Game Day Preparation (Football/Basketball)
- Recruiting
- Student Compliance and Welfare
- NCAA Researching
- Title IX/ Investigations
- Manual and Handbook Writing
- Grant Writing
- Public Speaking
- Contract and Form Drafting

COMPLIANCE COORDINATOR | SOUTHERN UNIVERSITY | AUGUST 2013 – NOVEMBER 2017

- NCAA Reporting
- Eligibility verification/certification
- NCAA Waivers/Cases
- Academic Advisement
- Transfer Evaluation
- Grant Writing
- Manual and Handbook Writing
- Forms and Contracts
- Recruiting
- Game Day Preparation
- NCAA Researching
- Public Speaking

REPRESENTATIVE LEGAL ASSISTANT | LA HOUSE OF REPRESENTATIVES | JANUARY 2016 – JANUARY 2017

- 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

STUDENT ATTORNEY - FAMILY AND REAL ESTATE | SOUTHERN UNIV LAW CENTER | AUGUST 2015 – MAY 2016

- Provide legal advice, counsel, and representation to clients
- Draft pleadings, motions, and conduct discovery
- Represent clients in trials, mediations, or settlement negotiations

COMPLIANCE ASSISTANT | SUN BELT CONFERENCE | SUMMER 2015

- Compliance Research
- Newsletters
- Draft Documents
- NCAA Interpretations
- Compliance Database
- Medical Waivers
- Construct Presentations

TICKET SALES CONSULTANT | GRAMBLING STATE UNIV. TICKET OFFICE | JUNE 2012-JULY 2013

- Continue sales relationship with current clients
- Sale and market products and tickets

- Interact with potential clients
- Ticketmaster Software

QUALITY CONTROL ANALYST | J.P. MORGAN - CHASE | APRIL 2012 – SEPTEMBER 2012

- Audited loan files
- Operated with confidential records
- Kept file database

GRADUATE ASSISTANT | GRAMBLING STATE UNIV. ATHLETIC DEPT. | 2011-2012

- Assistant to the Athletics Director
- Ticket Office
- Assistant to the Compliance Director
- Public Relations (Basketball Season)
- Assistant to the Financial Officer/Business Manager
- Grambling Sports Radio Network
- Game Day Planning

Organizations

- National Association of College and University Attorneys
- Louisiana Bar Association
- National Association of Athletics Compliance (NAAC)
- Lafayette Bar Association & Foundation

References

- Available upon request.

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

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

_____ Academic	<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 N/A

Profile of Person Recommended

Length of Employment 07/01/2021 To 06/30/2022
 Effective Date 07/01/2021

Name Abvery N. Thomas xxx-xx-2154 Sex F Race* B
 (Last 4 digits only)

Position Title: Career Services Counsellor 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 PAF, if applicable.)

Years Experience 10 Southern University Experience 0

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>JD.</u>	<u>Southern University Law Center</u>	<u>2017</u>
	<u>M.S.</u>	<u>Grambling State University</u>	<u>2012</u>
	<u>B.S.</u>	<u>Grambling State University</u>	<u>2010</u>

Current Employer Acadiana Legal Service Corporation

Personnel Action

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

Recommended Salary \$72,000.00 Salary Budgeted \$72,000.00

Source of Funds General Appreciation

Identify Budget: State Location 311001-38130-61002-35000
 Form Code: BOR10 Page 1 Item # 1

Change of: _____ From _____ To _____

Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:
 *See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount

*See Reverse Side

Graduate School signature (if, applicable):

<u>John K. Pierre</u> <u>6/2/2021</u> Supervisor Date	<u>John K. Pierre</u> <u>6/2/2021</u> Dean/Unit Head Date
<u>[Signature]</u> _____ Vice Chancellor Date	<u>Gerry B. Dal</u> <u>6/2/21</u> V/C for Fin. and Administration Date
<u>[Signature]</u> _____ Director/Personnel Date	<u>John K. Pierre</u> <u>6/2/2021</u> Chancellor Date
<u>[Signature]</u> _____ President Date	<u>[Signature]</u> _____ Vice President/Finance Date
	<u>[Signature]</u> _____ Business Affairs/Comptroller Date
	<u>[Signature]</u> _____ Chairman/S.U. Board of Supervisors Date

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

COMMENTS: Effective, July 31, 2021, Appointment of Ahvery N. Thomas, Esq. as a Career Services Counselor at the Southern University Law Center.

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

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J-1 Visa (Exchange Visitor Program)	03	1/1/2021
F-1 Visa (Student Emp. FT Student at S.U.)	04	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	05	

Do Not Write Below This Area

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

CONTINGENT UPON AVAILABILITY OF FUNDS



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

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OFFICE OF THE CHANCELLOR

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June 2, 2021

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

RE: Unpaid Sabbatical Request for Professor Adam Crepelle

Dear Dr. Belton:

Professor Adam Crepelle has been awarded a research fellowship by the Institute for Humane Studies and has been offered a visiting professor position at the George Mason University Antonin Scalia School of Law in Virginia for the 2021-2022 academic year. Therefore, he wishes to be granted unpaid leave for the 2021-2022 academic year. I hereby ask that his request be presented to the Southern University Board of Supervisors at its June 18, 2021, board meeting.

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

Sincerely,

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor

RECRUITMENT AND ADMISSIONS

RECRUITMENT AND ADMISSIONS COMMITTEE

(Following Personnel Affairs Committee)

Friday, June 18, 2021

Southern University at New Orleans
Millie Charles School of Social Work Auditorium
6803 Leon C. Simon Dr.
New Orleans, LA 70128

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Informational Item
 - A. Fall 2021: An overview of Registration Processes, Enrollment Projections and Housing Implications (if applicable)
 1. SUBR
 2. SUNO
 3. SUSLA
 4. SULC
6. Other Business
7. Adjournment

MEMBERS

Ms. Christy Oliver Reeves – Chairman, Mr. Kevin Taylor-Jarrell, II Vice Chair
Mrs. Ann Smith, Ms. Arlanda Williams, Mr. Richard Hilliard, Mr. Sam Gilliam
Atty. Domoine D. Rutledge – Ex Officio

**BOARD OF
SUPERVISORS**

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following Recruitment and Admissions Committee)

Friday, June 18, 2021

Southern University at New Orleans
Millie Charles School of Social Work Auditorium
6803 Leon C. Simon Dr.
New Orleans, LA 70128

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Special Presentation
 - A. Above and Beyond Award
 - B. Recognition of Procter & Gamble
 - C. Check Presentation- Ancient Egyptian Arabic Order Noble Mystic Shrine HBCU Initiative (SUNO)
6. Action Items
 - A. Approval of Minutes of the May 21, 2021 SU Board of Supervisors
 - B. Approval of Committee Reports and Recommendations
 - C. Cooperative Endeavor Agreement (CEA) between the Shreveport Memorial Library and Southern University Law Center (SULC)
 - D. Request Approval for Memorandum of Understanding Between SULC and American Diabetes Association (SULC)
 - E. Request Approval of Memorandum of Understanding between Radiant 7, Inc. and SUBR to support Artificial Intelligence and Machine Learning applications at SUBR (SUBR)
 - F. Annual Evaluation of Campus Chancellors
*(*Executive Session May be Required)*
 1. Dr. James Ammons (SUNO)

2. Dr. Rodney Ellis (SUSLA)
3. Dr. Orlando McMeans (SUAREC)
4. Atty. John Pierre (SULC)

G. Resolutions

7. Informational Items
 - A. Legislative Updates
 - B. Marijuana Update
 - C. System President's Report
 - D. Campus Reports
8. Other Business
9. Adjournment

**Southern University and A&M College System
BOARD OF SUPERVISORS MEETING**

Friday, May 21, 2021
Smith-Brown Student Union
Cotillion Ball Room
Baton Rouge, LA
9:00 AM

MINUTES

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Atty. Domoine Rutledge. The invocation was given by Rev. Clee E. Lowe, Pastor of the Mt. Carmel Baptist Church and the pledge was led by Southern University Laboratory School student Miss Brandi Lee – 2021 Valedictorian.

PRESENT

Atty. Domoine Rutledge, Atty Edwin Shorty, Atty Jody Amedee, Mr. John Barthelemy, Dr. Leroy Davis, Mr. Bakari Garvey, Mr. Sam Gilliam, Mr. Richard Hilliard, Mr. Myron Lawson, Ms. Christy Reeves, Mrs. Ann A. Smith, Dr. Leon R. Tarver II, and Dr. Rani Whitified

ABSENT

Mr. Raymond Fondel, Rev. Samuel Tolbert, and Ms. Arlanda Williams

ACADEMIC AFFAIRS COMMITTEE

Friday, May 21, 2021

Smith-Brown Student Union

Cotillion Ball Room

Baton Rouge, LA

9:00 AM

MINUTES

Board Chair Atty. Domoine Rutledge announced the convening of the Academic Affairs Committee. Academic Affairs Committee Chair Mrs. Ann Smith called the committee meeting to order.

Present: Dr. Leroy Davis, Mr. Sam Gilliam, Mr. Myron Lawson, Ms. Christy Reeves, Dr. Leon R. Tarver II, and Atty. Domoine Rutledge

Absent: None

AGENDA ITEM 4: ADOPTION OF THE AGENDA

Upon the motion by Atty Rutledge and seconded by Dr. Tarver the agenda was amended to add an information item B – Curriculum Recommendation from student leaders (at the request of Board Member Bakari Garvey) and the amended agenda was recommended for adoption.

Motion passed.

AGENDA ITEMS 5: PUBLIC COMMENTS

NONE

AGENDA ITEM 6: SPECIAL PRESENTATION

A. Mark and Dawn Malveaux \$1 Million Endowed Scholarship to the Southern University and A & M College of Business (SUBR)

Chairman Atty Rutledge acknowledged Mr. Alfred Harrell who recognized the philanthropy of Mark and Dawn Malveaux. He mentioned, “Their gift of \$1million demonstrates that dedication to providing our talented students resources to achieve their academic goals, both now and in the future.” Mr. Harrell acknowledged the Dean of The College of Business, Dean Andrews who applauded the Malveaux Family for the donation to the college of business and Southern University System. Mr. Mark Malveaux gave brief remarks.

Atty Rutledge, Ms. Ann Smith, and Dr. Belton thanked the Malveaux Family for their donation. There was a photo op with the check.

ACTION ITEM 7: ACTION ITEM(S)

There was a global motion by Mr. Sam Gilliam and second by Mr. Myron Lawson to approve in global (action items 6A – 6C)

Motion approved.

- A. Request Approval to Award Juris Doctoral Degree Diploma to Johnnie Jones, Sr. (SULC)
- B. Request Approval to Adopt a Bachelor of Science Nursing Proposal (SUNO)
- C. Request Approval to Adopt a Master of Arts in Teaching (SUNO)

ACTION ITEM 8: INFORMATIONAL ITEM

A. Update on Academic Tenure and Promotion Process

- Dr. Sahoo gave update on the process for SUBR campus. (He provided a handout which will be in the board office file)
Dr. Davis asked Dr. Sahoo to explain the process used when scoring? Dr. Sahoo explained and there were additional questions from Dr. Davis and Dr. Gilliam. It was a lengthy discussion therefore Mrs. Ann Smith asked that there be a Part 2 to the discussion. She asked all board members to submit questions to be answered in the future board meetings. Dr. Belton recognized the Faculty Senate President – Dr. Oswald Dauvergne. He gave some additional information on the process and mentioned he just want everyone to be treated fairly and they are working on the faculty handbook by updating the information. Mrs. Ann Smith thanked Dr. Sahoo and Dr. Dauvergne for the information.
- Dr. Ammons gave update on the process for SUNO campus. (Presentation will be placed in board office file)
Atty Edwin Shorty asked, “why are there separate presentations for each campus?” Mrs. Ann Smith explained that “the presentations are to see where each campus is now and what they are to do in the future, and should they combine them going forth?” Dr. Belton and Dr. Tarver commented as well as Dr. Ammons.
- Chancellor Pierre gave update on the process for SULC campus.
Mr. Gilliam applauded Chancellor on the student evaluations where they evaluate the faculty and participate in the process. He mentioned he thought that was a great idea.
- Dr. Ellis gave introduced Dr. Terry Kidd and Mr. Fred Moss who explained the process for SUSLA campus. They explained their process at SUSLA is a merit-based process. Mr. Moss who is the new faculty senate president, gave greetings and thanked everyone.

B. Student Curriculum update – Board Member Bakari Garvey (copy of presentation can be found in the board office file)

There was discussion around the current curriculum and what the students recommend.

C. Adjournment

Motion was made to adjourn the meeting. The meeting was adjourned.

ATHLETICS COMMITTEE
(Following Academic Affairs Committee)
Friday, May 21, 2021
 Smith-Brown Student Union
 Cotillion Ball Room
 Baton Rouge, LA

MINUTES

Board Chair Atty. Domoine Rutledge announced the convening of the Athletics Committee. Chair Mr. John Barthelemy called the committee meeting to order.

Present: Dr. Rani Whitfield, Atty Jody Amedee, Mr. Myron Lawson, Atty Edwin Shorty, Mrs. Ann Smith, and Atty. Domoine Rutledge.

Absent: None

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Atty Rutledge and seconded by Dr. Tarver the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

NONE

AGENDA ITEM 5: ACTION ITEM(S):

Motion was made by Dr. Rani Whitfield and second by Mr. Myron Lawson to approve Action Items 5A and 5B in global.

Motion Approved.

- A. Request Approval of Athletic Funding Support (SUBR)
- B. Request Approval of Personnel Action within the Department of Athletics equal to or Greater than \$60,000.00

Name	Position/Campus	Salary	Funding Source
1. Charlie Ayro	Assistant Football Coach Additional Duties (SUBR)	\$60,000.00	State
2. Zachary Grossi	Assistant Football Coach Additional Duties (SUBR)	\$105,000.00	State

3. James Rollins	Interim Head Football Coach Additional Duties (SUBR)	\$250,000.00	State
4. Lionel Washington	Assistant Football Coach Additional Duties (SUBR)	\$90,000.00	State

AGENDA ITEM 6: INFORMATIONAL ITEM

A. Introduction of the Interim Head Coach

Athletic Director Roman Banks greeted all board members and everyone in attendance. He thanked everyone for their support. He introduced the Interim Head Football Coach Jason Rollins. Coach Rollins thanked AD Banks for all his support. He thanked the board members for their support. He gave a brief statement of appreciation and discussed the upcoming season. He says he know the expectations as a football coach. He introduced his Assistant Football Coaches Ayro, Grossi, and Washington.

Chairman Rutledge thanked AD Banks and Coach Rollins and told him “Just Win Baby.”

AGENDA ITEM 7: OTHER BUSINESS

None

AGENDA ITEM 8: ADJOURNMENT

Motion was made to adjourn the meeting. The Meeting was Adjourned.

FACILITIES AND PROPERTY COMMITTEE

(Following Athletics Committee)

Friday, May 21, 2021

Smith-Brown Student Union

Cotillion Ball Room

Baton Rouge, LA

MINUTES

Board Chair Atty. Domoine Rutledge announced the convening of the Facilities and Property Committee. Chair Dr. Rani Whitfield called the committee meeting to order.

Present: Mr. John Barthelemy Mr. Richard Hilliard, Mr. Myron Lawson, Dr. Leon Tarver II, and Atty. Domoine Rutledge.

Absent: Ms. Arlanda Williams

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Atty Rutledge and seconded by Mr. Myron Lawson/Mr. Bakari Garvey the agenda was amended to present the Above and Beyond award (Action Item 5- special presentations) during this committee meeting instead of the full board meeting. The amended agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

NONE

AGEMDA ITEM 5: SPECIAL PRESENTATION

A. Above and Beyond Award

Mr. Maurice Pitts introduced Mr. Wade who presented the Above and Beyond Award to Mr. Revetie. Mr. Revetie gave remarks and thanked everyone. He will be retiring. Chairman Rutledge thanked him for his services and congratulated him. Dr. Tarver mentioned he as sad to see him go. He would miss him and wished him well.

AGENDA ITEM 6: ACTION ITEM(S):

Upon the motion by Dr. Leon Tarver and second by Mr. Richard Hilliard, Action item 6A is approved.

Motion approved.

A. Request Approval of Small Capital Outlay Project (SUBR)

AGENDA ITEM 7: INFORMATIONAL ITEM(S)

A. Facilities Planning Project Updates (SUS)

Facilities Update was presented by Mr. Maurice Pitts, Executive Director and Interim Director of Facilities Planning. He discussed there was some updates in the packet which is the document report for the SU System campuses, which indicates continuous progress of site and building construction, renovations and building upgrades for your files.

He also gave some additional information for each campus and made a presentation for the SUBR campus, and all the improvements planned. The presentation can be found in the board office files. Mr. Pitts asked for any questions or comments.

Dr. Rani Whitfield thanked Mr. Pitts for the outstanding update and commended him on a phenomenal job.

Atty. Edwin Shorty told Mr. Pitts the plans look great, but he would like to recommend having a lot of signage for visitors.

Dr. Tarver discussed the grant and pain points.

Chairman Rutledge mentioned The Bluff and the conversation he had with a young lady about not placing a building in front of the bluff. She did not want it to obstruct the view.

There was discussion around the new construction of the union as well as the time frame for completion of construction.

Dr. Davis mentioned that he should lean on the core engineers.

Chairman Rutledge and Dr. Belton thanked Mr. Pitts for the presentation. They also acknowledged everyone for assisting with projects to include in capital outlay.

Mr. Myron Lawson requested Mr. Pitts to keep communication.

AGENDA ITEM 8: OTHER BUSINESS.

Attorney Edwin Shorty asked Dr. Ammons about the facilities that are part of SUNO and the City of New Orleans. Dr. Ammons mentioned they started to discuss those buildings. Atty Shorty asked Dr. Ammons to include him in the discussions going forward.

Mr. Sam Gilliam thanked Mr. Pitts for his observation of the gym at SUSLA.

AGENDA ITEM 9: ADJOURNMENT

Motion by Dr. Leon Tarver and second by Mr. Richard Hilliard to adjourn the meeting.

Meeting was adjourned.

FINANCE COMMITTEE
(Following Facilities and Property Committee)

Friday, May 21, 2021
Smith-Brown Student Union
Cotillion Ball Room
Baton Rouge, LA

MINUTES

Board Chair Atty. Domoine Rutledge announced the convening of the Finance Committee. Chair Dr. Leon Tarver called the committee meeting to order.

Present: Mr. Sam Gilliam, Mr. Richard Hilliard, Mr. Myron Lawson, Atty Edwin Shorty, Dr. Rani Whitfield, and Atty. Domoine Rutledge.

Absent: None

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Mr. Richard Hilliard and seconded by Mr. Myron Lawson the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

NONE

AGENDA ITEM 5: ACTION ITEM(S):

Motion was made by Mr. Sam Gilliam and second by Mr. Myron Lawson to approve Action Items 5A and 5B in global. (Item 5B - Previously submitted Executive Order No.1 of the SGA President was replaced with the SGA Resolution No.1. (A copy of the resolution is attached hereto)) Motion Approved.

- A. Request Approval of Resolution that enables Southern University A&M to incur debt for the purpose of constructing Honors Apartments and a Student Union Complex through the HBCU Financing Program.
- B. Request Approval to Rededicate Existing Fees to Support the Construction of the New Student Union (SUBR)

AGENDA ITEM 6: INFORMATIONAL ITEM

- A. Finance Update

1. Interim Financial Reports

The financial report for Fiscal year Ending June 30, 2021 as of April 30, 2021, was provided by Mr. McClinton for all campuses Mr. McClinton mentioned “the detailed information is provided in the board packet for each campus. He also mentioned he monitors the expenditures monthly and he also make sure we are in line with the revenue projections. Mr. McClinton mentioned he would entertain any questions from the members regarding the interim financial report. Mr. Sam Gilliam inquired about the Cares Act \$ that SUSLA received.

AGENDA ITEM 7: OTHER BUSINESS

None

AGENDA ITEM 8: ADJOURNMENT

Motion by Chairman Atty Rutledge and second by Atty Edwin Shorty to adjourn the meeting.

Meeting was adjourned.

GOVERNANCE COMMITTEE

(Following Finance Committee)

Friday, May 21, 2021

Smith-Brown Student Union

Cotillion Ball Room

Baton Rouge, LA

MINUTES

Board Chair Atty. Domoine Rutledge announced the convening of the Governance Committee. Chair Mr. Myron Lawson called the committee meeting to order.

Present: Atty Edwin Shorty, Atty Jody Amedee, Mr. Sam Gilliam, Ms. Christy Reeves, Dr. Leon R. Tarver II, and Atty. Domoine Rutledge

Absent: None

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Atty Rutledge and seconded by Dr. Tarver the agenda was amended to remove Action Item 5C and the amended agenda was recommended for adoption.

Motion passed.

AGENDA ITEMS 4: PUBLIC COMMENTS

NONE

AGENDA ITEM 5: ACTION ITEM(S)

Motion was made by Atty Amedee and second by Atty Shorty to approve Action Items 5A and 5B in global.

Motion Approved.

- A. Request Approval for Classified Employee Probationary Policy (SUS)
- B. Request Approval for IT-Policy 8-003: Data Classification Policy (SUS)
- ~~C. Request Approval for IT Policy 8-005: IT LMS Policy (SUS)~~

6. Other Business - None

7. Adjournment

Motion by Atty Edwin Shorty and second by Chairman Atty Rutledge to adjourn the meeting.

Meeting was adjourned.

PERSONNEL AFFAIRS COMMITTEE**(Following Governance Committee)****Friday, May 21, 2021**

Smith-Brown Student Union

Cotillion Ball Room

Baton Rouge, LA

MINUTES

Board Chair Atty. Domoine Rutledge announced the convening of the Personnel Affairs Committee. Chair Mr. Sam Gilliam called the committee meeting to order.

Present: Ms. Christy Reeves, Atty Jody Amedee, Mr. John Barthelemy, Dr. Leon Tarver II, Dr. Rani Whitfield, and Atty. Domoine Rutledge

Absent: None

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Atty Rutledge and seconded by Dr. Tarver the agenda was amended to remove Action Item 6 and the amended agenda was recommended for adoption.

Motion passed.

AGENDA ITEMS 4: PUBLIC COMMENTS

NONE

AGENDA ITEM 5: ACTION ITEM(S)

Motion was made by Dr. Leon Tarver and second by Mr. John Barthelemy that Action Item 5A (1-13) be approved in global.

Motion was approved.

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

Name	Position/Campus	Salary	Funding Source
1. Harold Boudreaux	Physical Education Instructor/ Head Basketball Coach New Appointment (SU Lab)	\$70,000.00	State
2. Marla Dickerson	Associate Vice Chancellor for Innovation and Strategic Partnership & Initiatives Additional Duties/Salary Adjustment (SULC)	\$102,820.00	State/Federal

Board of Supervisors Meeting Minutes May 21, 2021

3.	Saturn Douglas	Director of Recruitment and Retention College of Agricultural, Family and Consumer Sciences New Appointment (SUBR)	\$65,000.00	State
4.	Koshaneke Gilbert	Career Services Director New Appointment (SULC)	\$93,600.00	State
5.	Susan Henry	Director of Communications & Marketing Title Change/Additional Duties (SUNO)	\$70,000.00	State
6.	Jasmine Hunter	Director of Communications Additional Duties/Salary Adjustment (SULC)	\$82,960.00	State/Federal
7.	Trinity Johnson	Asst. Specialist, Youth Development STEAM New Appointment (SUAREC)	\$65,000.00	State
8.	Andrea Love	Associate Vice Chancellor of Enrollment Management & Matriculation Services New Appointment (SULC)	\$126,000.00	State
9.	Due H. Nguyen	Jr. Systems Administrator Division of Information Technology New Appointment (SUBR)	\$75,000.00	State
10.	Alycia Grace O'Bear	Assistant Professor of Clinical Education/Disaster Relief. Additional Duties/Salary Adjustment (SULC)	\$78,620.00	State/Federal
11.	Brian Keith Phillips	Asst. Specialist, Small Farms New Appointment (SUAREC)	\$65,000.00	Federal
12.	Jasmine Plowe	Asst. Specialist, Public Health New Appointment (SUAREC)	\$63,000.00	State
13.	Deshoin York	Vice Chancellor for Extension and Outreach Program New Appointment (SUAREC)	\$135,000.00	Federal

~~6. Request Consideration of Termination Appeal—Kevin Augustine (SU Laboratory School)**~~

7. Other Business - None

8. Adjournment - Dr. Rani Whitfield made a motion to adjourn personnel committee meeting.

**** Executive Session May Be Required**

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following Personnel Affairs Committee)

Friday, May 21, 2021

Smith-Brown Student Union

Cotillion Ball Room

Baton Rouge, LA

MINUTES

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Atty. Domoine Rutledge.

PRESENT

Atty. Domoine Rutledge, Atty Edwin Shorty, Atty Jody Amedee, Mr. John Barthelemy, Dr. Leroy Davis, Mr. Bakari Garvey, Mr. Sam Gilliam, Mr. Richard Hilliard, Mr. Myron Lawson, Ms. Christy Reeves, Mrs. Ann A. Smith, Dr. Leon R. Tarver II, and Dr. Rani Whitified

ABSENT

Mr. Raymond Fondel, Rev. Samuel Tolbert, and Ms. Arlanda Williams

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Atty Edwin Shorty and seconded by Ms. Christy Reeves the agenda was recommended for adoption.

Motion passed.

AGENDA ITEMS 4: PUBLIC COMMENTS

NONE

AGENDA ITEM 5: SPECIAL PRESENTATIONS

~~A. Above and Beyond Award~~

B. Acknowledgment of \$100,000 Donation from Tony Clayton (SULC)
Chancellor Pierre acknowledged the \$100,000 donation by Tony Clayton who is a 1991 alum of SULC. He and his wife Paula Clayton, also a 1991 alum of SULC have been loyal donors to Southern University and SULC. The donation is deeply appreciated by the SULC Family. This is a request for approval of naming right to the Tony Clayton Immersive Studio in A.A. Lenoir Hall.

C. IBM Masters Fellows Recognition (SUBR)

Dr. Derrick Warren acknowledge the IBM Masters Fellows.

AGENDA ITEM 6: ACTION ITEM(S)

There was a global motion by Ms. Christy Reeves and second by Dr. Rani Whitfield to approve in global (action items 6A – 6E)

Motion Approved.

- A. Request Approval of the Minutes from the April 16, 2021, SU Board of Supervisors Meeting
- B. Approval of Committee Reports and Recommendations
- C. Request Approval of Amendment for Memorandum of Understanding (MOU) between the Charles Winnsboro Corporation and the Southern University Law Center. (SULC)
- D. Request Approval for Memorandum of Agreement (MOA) between the Southern University Law Center and Generation Esports. (SULC)
- E. Request Approval for Memorandum of Understanding (MOU) between Southern University Law Center and Gideon’s Promise (SULC)
- F. Resolutions

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

- Mr. Winston Lionel Brumfield
- Dr. James Clarence Brown, Jr.
- Dr. Moses D’Jon Wilkins
- Mr. Henry Bernard Whitley

Commendations

- 50-year graduates of Southern University recognized as “Golden Graduates” at the commencement.

AGENDA ITEM 7: INFORMATIONAL ITEMS

- A. Legislative Updates
Brief Updates given by Dr. Robyn Merrick.

- B. Medical Marijuana Update
Brief Updates given by Dr. Jana Snowden

- C. System President’s Report
Dr. Belton gave a brief president report.

- D. Campus Reports (See each report in detail in board office files)
 - Dr. Ammons presented brief report on behalf of SUNO.

- Dr. Ellis presented brief report on behalf of SUSLA.
- Dr. McMeans presented brief report on behalf of SUAREC.
- Chancellor Pierre presented brief report on behalf of SULC.
- Dr. Sahoo presented brief report on behalf of SUBR.

AGENDA ITEM 8: OTHER BUSINESS

Chairman Atty Rutledge thanked everyone for responding to the event on the night before. He thanked the communication team and the board office staff. He mentioned the board was invited to the Valdry center for a reception for the Malveaux family at 12:30.

AGENDA ITEM 9: ADJOURNMENT

There was a motion to adjourn.

The meeting was adjourned.



Student Government Association

Resolution No. 1

Support of Student Assessed Fee Re-distribution

WHEREAS, Southern University and A&M College’s Strategic Plan: Imagine 20K: 2018-2023, Goal IV commits to improving student life through infrastructural development;

WHEREAS, the Student Union should be a hub for the creation of community and activity; a collection of services; and student development through student engagement outside of the classroom;

WHEREAS, the university has found it to be a top priority to construct a New Student Union for the continued recruitment of top scholars and to provide pertinent resources and engagement opportunities to the campus community;

WHEREAS, current funding for the Smith-Brown Memorial Student Union, by issuance of the self-imposed Student Assessed fees, does not support the erection of a New Student Union;

NOW THEREFORE LET IT BE RESOLVED, by Southern University and A&M College Student Government Association:

SECTION 1. Supports the creation of legislation by the student senate to reallocate existing student assessed fees to the construction of a New Student Union.

SECTION 1a.- Departments, entities, organizations, and services who receive student assessed fees shall reallocate a portion of funding for the construction of a New Student Union.

SECTION 2. Student Government Association supports the re-distribution of the total reallocation to be no less than seventy-five dollars.

SECTION 3. The following student assessed fees shall be effective FY22:

- | | |
|---------------------------------|----------|
| • 20 for 20 | \$15.00 |
| • Association for Women Student | \$3.00 |
| • Athletic | \$245.00 |
| • Career Services | \$5.00 |
| • Carrier Fee | \$15.00 |
| • Cheerleaders | \$2.00 |
| • Gold’N’ Bluez Dance Team | \$2.00 |
| • Gospel Choir | \$1.00 |
| • Human Jukebox | \$55.00 |
| • Intramural Complex | \$45.00 |

- Jaguar Ambassadors \$2.00
- Jaguar Lanes \$9.00
- Lyceum \$3.00
- Men's Federation \$4.00
- Royal Court \$9.00
- Special Events \$40.00
- Student Government Association \$12.00
- Student Life Improvement \$2.00
- Student Media \$20.00
- Student Organization Support \$8.00
- Student Programs \$3.00

SECTION 4. Student Government Association assures sufficient funding for the aforementioned services, through access to the entity's prior year funds.

BE IT FURTHER RESOLVED THAT, by Southern University and A&M College Student Government Association supports the contingent approval of the Southern University System Board of Supervisors for the reallocation of Student Assessed fees in support of funding the construction of a New Student Union

IN WITNESS WHEREOF, Southern University and A&M College in the City of Baton Rouge, on this 20th day of May 2021

Student Government Association President



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

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June 3, 2021

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

RE: Cooperative Endeavor Agreement (CEA) between the Shreveport Memorial Library (SML) and the Southern University Law Center (SULC)

Dear Dr. Belton:

The Shreveport Memorial Library (SML) and the Southern University Law Center (SULC) wish to enter into a Cooperative Endeavor Agreement (CEA) to occupy the third and fourth floors of the SML as part of the efforts of SULC to create a pathway to legal education in Shreveport. Phase one of the SULC effort is the "Semester in Shreveport" whereby the third-year SULC students will spend their last semester in law school taking classes and obtaining experiential education opportunities in Shreveport during the spring 2022 semester. The CEA specifies rights and financial obligations related to the use of the SML by SULC.

I respectfully request that the CEA be presented for review and approval by the Southern University System Board of Supervisors at its June 18, 2021, meeting. If you have any questions, please feel free to contact me.

Sincerely,

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor

**Cooperative Endeavor Agreement between
Shreve Memorial Library, Southern University Law Center, the City of Shreveport and the Parish of Caddo**

This Cooperative Endeavor Agreement is entered into by and between Shreve Memorial Library (the "Library"), herein represented by Executive Director John Tuggle, Southern University Law Center ("Southern") herein represented by John K. Pierre, Chancellor ("Southern"), the City of Shreveport ("the City") herein represented by Adrian Perkins, Mayor of Shreveport and the Parish of Caddo ("the Parish") herein represented by Dr. Woodrow Wilson, Jr., Administrator & CEO of the Parish of Caddo.

Whereas, the Library, Southern, the City and the Parish serve citizens of Shreveport and Caddo Parish; and

Whereas, the Library, Southern, the City and the Parish desire to promote education, continuing education, legal literacy and reading activities;

Whereas, the Library, Southern, the City and the Parish desire to expand legal education opportunities to the north Louisiana region of the state;

Now, Therefore, Library, Southern, the City and the Parish hereby agree as follows.

I. Purposes

The purpose of this Agreement is to set forth the terms under which the Library will provide space, maintenance, equipment and support to the Southern University Law Center's expansion of legal education services to the Northwest region of Louisiana.

II. Library's Obligations.

- A. Library shall allow Southern the use of the 3rd and 4th floors of the Main Library at 424 Texas St. downtown.
- B. Library shall provide the utilities for the building: natural gas, water and electricity.
- C. Library shall provide maintenance for HVAC system, chillers, boilers and water pumps, fire safety systems, elevators, pest control, alarm system, electrical system and plumbing system.
- D. Library shall provide pest control, HVAC filter changes and other building maintenance for the 3rd and 4th floor.
- E. Library shall provide guard services for Library operations on the 1st and 2nd floors only as warranted. Also, Library shall provide video security cameras and storage for Library operations on the 1st and 2nd floor.
- F. Library shall provide some existing tables, chairs, desks, cubicle walls and shelving for the use of Southern. SULC will identify the property and equipment to be retained. The remaining items shall be removed by Library. These items shall become the property of Southern.
- G. Library shall provide a collection of law books, which shall be regularly updated on the 3rd floor. This collection may be accessed on site (but not checked out) by the patrons of the library & Southern's students. Library will retain ownership of this collection and will insure them.
- H. Library shall allow the joint use of the existing Library Employee Breakroom and adjacent bathroom on the 4th floor for the use of Southern employees.

- I. Library shall share the existing IT room with Southern for their computer operations. Library agrees not to interact with computer equipment owned by Southern. Security access controls to the IT room shall be jointly shared between Library and SULC.
- J. Library shall program their elevators so that Library patrons cannot access the (open access) 4th floor.
- K. Library will provide signage to keep children who use the library off of the 3rd and 4th floors. Southern's security guard will also assist with signage.
- L. The Library will allow Southern to determine which sources in the Historical Collection Southern would like to keep for its collection.
- M. Library shall keep the use of their two dedicated building spaces in the alley behind the Library for Library management. The City's Legal Department previously determined the one "handicapped" space behind the Library is for employees or patrons on a first-come, first-served basis.
- N. Library shall adequately insure their operations to include the building, General Liability and Worker's Compensation.
- O. KeyCards/Badges access – Library shall provide access cards to defined SULC personnel to access the interior of the building on the first floor, and access to the elevator. Access should be for 24/7 access.

III. Southern's Obligations.

- P. Southern will pay the sum of \$1.00 for a five (5) year lease of the 3rd and 4th floor for their law operations as described in this document. This lease agreement shall commence as of (June, 2021) and shall continue until (June, 2026) (the "Original Term"). This agreement shall be automatically extended after the expiration of the Original Term for successive one (1) year terms unless either party shall give the other written notice of its intent to terminate the Agreement after the Original Term, at least ninety (90) days prior to the effective date of such termination. The Original Term and any successive one (1) year terms are referred to as the "Term."
- Q. Southern will allow Library to review construction plans and to request changes in writing as they affect the operations of Library building or differ from Cooperative Endeavor Agreement.
- R. Southern will coordinate with the Library's Marketing & Development Manager for any advertising efforts. Southern will consider recognizing the Library as a sponsor/partner of the law school extension in their advertising and on their website.
- S. Southern will supply their own telephone system, WIFI and internet connections.
- T. Southern will provide for the general housecleaning, upkeep and maintenance related to their operations for 3rd and 4th floor.
- U. Southern will provide a 10% contribution to the library for utility, fire suppression, HVAC, and maintenance expenses (estimated at \$312,500 per year). Therefore, Southern's contribution is estimated to be \$31,250.00 per year.
- V. Southern's collection of books and materials shall be available to its patrons, students, and local bar. Access, control, and circulation of the books and materials shall be controlled by SULC.
- W. Southern shall adequately insure their operations to include General Liability, furniture, book and equipment coverage and Worker's Compensation and shall name Shreve Memorial Library, the City of Shreveport and Caddo Parish as Additional Insureds with a Waiver of Subrogation.
- X. Southern shall pay for any at-fault repairs for the 3rd and 4th floor beyond routine maintenance, general wear-and-tear and Acts of God.
- Y. Southern shall allow the joint use of the existing Library Employee Breakroom and bathroom.
- Z. Southern shall give access to the 4th floor to Library IT employees needing access to the IT Room. Southern agrees not to interact with computer equipment owned by Library. Security access controls to the IT room shall be jointly shared between Library and SULC.

- AA. Southern, as part of their renovations and construction, will replace missing ceiling tiles on the 4th floor and add appropriate insulation above them.
- BB. Southern shall not make any modifications to the building resulting in the Library's loss of access to the elevators on the 3rd and 4th floor. (see 0)
- CC. Southern shall allow the Library maintenance employees and vendors reasonable access to the 3rd and 4th floors for the purposes of pest control, maintenance repairs, HVAC filter changes, etc. with prior notification to Facilities, Information Technology for IT related work.
- DD. Southern students shall enter through the Library front door during building operating hours.
- EE. Southern shall not allow their employees or students to park in the alley behind the library.
- FF. Southern shall provide their own guard services for Law School operations on the 3rd and 4th floors as warranted.
- GG. Southern shall have the option to install a generator to provide emergency power to critical Information Technology equipment/services.

IV. The City's Obligations.

- A. The City offers no objections for the Library, a Distinct Component Unit of the City, to partner with Southern to offer Southern two floors of the Main Library (partly owned by the City) for their "Semester in Shreveport" and subsequent phases.

V. The Parish's Obligations.

- A. The Parish offers no objections for the Library, to partner with Southern to offer Southern two floors of the Main Library (partly owned by the Parish) for their "Semester in Shreveport" and subsequent phases.

VI. Hold Harmless.

Southern agrees and obligates itself, its successors and assigns, to defend, indemnify and hold forever harmless the Library from any claims that may be asserted by any person or persons resulting from any action or inactions of Southern, its employee agents and/or representatives in connection with its activities arising out of this agreement. Likewise, the Library agrees and obligates itself, its successors and assigns, to defend, indemnify and hold forever harmless Southern from any claims that may be asserted by any person or persons resulting from any action or inactions of the Library, its employee agents and/or representatives in connection with its activities arising out of this agreement.

VII. Miscellaneous.

- A. The parties hereto agree that any amendment hereto shall be in writing and signed by all parties prior to becoming effective.
- B. This agreement shall supersede any past agreement, written or verbal, between the parties, to the extent such past agreement is in conflict with the purpose and intent of this agreement.
- C. This agreement shall commence once all parties have signed the agreement.

It is further agreed by signature below that John K. Pierre, Chancellor of Southern University Law Center, hereby specifically represents to Shreve Memorial Library that he is authorized to execute this Cooperative Endeavor Agreement on behalf of Southern.

It is further agreed by signature below that John A. Tuggle, Executive Director, hereby specifically represents Shreve Memorial Library; and is authorized to execute this Cooperative Endeavor Agreement on behalf of Shreve Memorial Library.

It is further agreed by signature below that Adrian Perkins, Mayor, hereby specifically represents to Shreve Memorial Library that he is authorized to execute this Cooperative Endeavor Agreement on behalf of the City.

It is further agreed by signature below that Dr. Woodrow Wilson, Jr., Administrator & CEO, hereby specifically represents to Shreve Memorial Library that he is authorized to execute this Cooperative Endeavor Agreement on behalf of the Parish.

June ____, 2021.

Witnesses:

Southern University Law Center

By: John K. Pierre
Chancellor of Southern University Law Center

June ____, 2021.

Witnesses:

Shreve Memorial Library

By: John A. Tuggle
Executive Director

June ____, 2021.

Witnesses:

The City of Shreveport

By: Adrian Perkins
Mayor

June ____, 2021.

Witnesses:

The Parish of Caddo

By: Woodrow Wilson, Jr.



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

June 2, 2021

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

RE: Memorandum of Understanding between Southern University Law Center and American Diabetes Association

Dear Dr. Belton:

The Southern University Law Center (SULC) and American Diabetes Association wish to engage in a collaborative working relationship to advocate for the legal rights of people affected by diabetes and engaging in impact litigation. SULC and the ADA are entering into this strategic alliance with the overarching goal of supporting impact litigation to protect and expand the rights of persons affected by diabetes.

The ADA has committed to funding the strategic alliance in year one in the amount of \$85,000. Please see the attached Letter of Intent and Memorandum of Understanding.

I hereby request that this proposed MOU is presented for approval to the Southern University System Board of Supervisors at its June 18, 2021, board meeting. If you have any questions, please feel free to contact me.

Sincerely,


John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor

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May 25, 2021

Dear Chancellor Pierre:

Thank you for your support of the Southern University Law Center (SULC) and American Diabetes Association's (ADA) strategic alliance with the working name Diabetes Equity Advocacy through Litigation (DEAL). This letter of intent memorializes the ADA's commitment to fund the strategic alliance in Year 1 in the amount of \$85,000 and enter into an MOU substantially the same as the draft attached as Exhibit 1.

Description of the Initiative: This strategic alliance shall increase visibility and awareness to end discrimination against people with diabetes and empower people with diabetes to advocate for their right to live free from discrimination. To that end, the ADA and SULC shall support impact litigation focusing on discrimination in quality and access to appropriate health care in furtherance of eliminating the pervasive health inequities existing today. ADA shall provide initial/launch funding and input on the program – including on potential cases and on hiring - while the SULC shall provide legal expertise, including the work of law students through a clinic format, as well as office support.

Point of Contact: The ADA lead office for this project will be the Advocacy and Communications Group. ADA's point of contact will be Stephanie Silverman, Acting Chief Advocacy Officer, and Lisa Murdock, Senior Vice President.

Agreement Term: One year, commencing July 1, 2021, and upon written mutual consent, may be renewed additional one (1) year periods to extend the Term.

We are most grateful for your support and commitment to changing the course of diabetes for people living with Type 1 and Type 2 diabetes. Thank you.

AMERICAN DIABETES ASSOCIATION, INC.

Signature: _____
By: Tracey D. Brown
Title: Chief Executive Officer
Date: May 25, 2021

Accepted: _____
Southern University Law Center by John K. Pierre, Chancellor
Date: June 1, 2021

2451 Crystal Drive
Suite 900
Arlington, VA 22202

1-800-DIABETES (342-2383)
diabetes.org

@AmDiabetesAssn



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MEMORANDUM OF UNDERSTANDING Southern University Law Center and American Diabetes Association

This Memorandum of Understanding (MOU) is entered into by and between the American Diabetes Association, an Ohio non-profit corporation with its principal office located at 2451 Crystal Drive, Suite 900, Arlington, VA 22202, USA ("ADA"), and Southern University Law Center ("SULC"), a public institution of higher learning, located at 2 Roosevelt Steptoe Drive, Baton Rouge, Louisiana 70813.

WHEREAS, ADA's mission is to prevent and cure diabetes and to improve the lives of all people affected by diabetes; and

WHEREAS, SULC stresses legal education of high quality for qualified students from diverse backgrounds; and

WHEREAS, the current health pandemic and its disproportionate toll on minority, low-income, and historically underresourced Americans shine a troubling light on historic, systemic inequities in American health care. It is time for health equity now; and

WHEREAS, the ADA, through its Health Equity Now Initiative, envisions a future without health inequities. It ensures the 122 million Americans living with diabetes and prediabetes, along with the millions more who are at high risk for diabetes – no matter their race, income, zip code, age, education, or gender – get equal access to the most basic of human rights: their health; and

WHEREAS, the Parties desire to enter into a strategic alliance to enable a collaboration between the Parties in regards to legal advocacy and impact litigation on behalf of people affected by diabetes.

NOW, THEREFORE, in consideration of the mutual covenants set forth in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. PURPOSE & SCOPE.

The ADA and SULC share common priorities and interests in advocating for the legal rights of people affected by diabetes and engaging in impact litigation. The ADA and SULC are entering into this strategic alliance with the overarching goal of supporting impact litigation to protect and expand the rights of persons affected by diabetes. This MOU identifies the roles and responsibilities of each party as they relate to the legal advocacy and impact litigation on behalf of people affected by diabetes.

2. BACKGROUND.

a. Description of Southern University Law Center.

The mission of the SULC is to provide access and opportunity to a diverse group of students from underrepresented racial, ethnic, and socio-economic groups to obtain a high quality legal education with special emphasis on the Louisiana Civil Law. .. SULC is a progressive, innovative institution that prepares students for success in all law-related segments of society. Excellence in education is the resounding goal of SULC. The faculty at SULC is committed to challenging and inspiring students to become "Lawyer Leaders." The vision that compels SULC to seek excellence in

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every aspect of its program also fosters an environment that stimulates the intellectual processes and promotes professional development.

b. Description of the American Diabetes Association.

The American Diabetes Association (ADA) was founded in 1940. During the ensuing 81 years, its Vision is a life free of diabetes and all its burdens while its Mission is to prevent and cure diabetes and to improve the lives of all people affected by diabetes. The ADA (1) leads the fight against the deadly consequences of diabetes and fight for those affected by diabetes; (2) funds research to prevent, cure and manage diabetes; (3) delivers services to hundreds of communities; (4) provides objective and credible information; and (5) gives voice to those denied their rights because of diabetes. ADA, through its Health Equity Now Initiative, envisions a future without health inequities. It ensures the 122 million Americans living with diabetes and prediabetes, along with the millions more who are at high risk for diabetes – no matter their race, income, zip code, age, education, or gender – get equal access to the most basic of human rights: their health.

3. STRATEGIC ALLIANCE.

Each year persons affected by diabetes seek to protect their rights through the court systems. ADA promotes legal advocacy and impact litigation as core components of its strategic plan goal to help people with diabetes thrive by igniting a movement to protect the rights of people with diabetes through an aggressive campaign that combats the stigma of diabetes and highlights the seriousness of the disease. The drivers of this program include that (a) Young people with diabetes should be safe and have the same opportunities as their peers at school and school-related activities, in preschool, primary, secondary, postsecondary education, day care, summer camp, and other educational and recreational programs; (b) Workers with diabetes should be able to successfully manage their diabetes and be free from discrimination including the adoption of rules and policies that reflect appropriate use of diabetes science and medicine in employment decisions; (c) People with diabetes should be able to safely manage their diabetes in, and have equal access to, places of public accommodation, government programs and services, including licensing and airport security; (d) People with diabetes should experience appropriate law enforcement response and medical care while in custody and detention.

This strategic alliance shall increase visibility and awareness to end discrimination against people with diabetes and empower people with diabetes to advocate for their right to live free from discrimination. To that end, the ADA and SULC shall support impact litigation focusing on discrimination in quality and access to appropriate health care in furtherance of eliminating the pervasive health inequities existing today. ADA shall provide initial/launch funding and advisory consulting while the SULC shall provide legal expertise.

SULC shall:

- a. Be responsible for day-to-day management of the litigation of cases mutually agreed upon by the Steering Committee described in Section 4.
- b. Appoint a professor or adjunct from its faculty or the SULC community with an active bar license to provide professional legal services and manage the project for SULC, including the coordination and oversight of other licensed attorneys and law students in its clinic to perform the professional legal services for the impact litigation. Additionally, SULC shall provide fringe benefits, office space, laptop, tech support, and LEXIS/NEXIS services to this person to support the alliance and its objectives.
- c. Seek to augment the baseline funding from the ADA and support the strategic alliance through additional fundraising as set forth in Section 8.

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ADA shall:

- a. Provide annual initial/launch funding in the sum of Eighty-Five Thousand (\$85,000.00) to SULC to support SULC's strategic alliance services for each year this MOU is in effect. This sum shall be paid by ADA to SULC within 45 days of the effective date of this MOU and each renewal term. A portion of the baseline funds shall be used to publicize and market the program and, in the initial year, for operating budget of the strategic alliance.
- b. Appoint a senior staff member to serve as the project manager for the ADA commitments to the strategic alliance.
- c. Seek to augment the baseline funding and support the strategic alliance through additional fundraising as set forth in Section 8.

ADA Funding Cap: To the extent that expenses for strategic alliance and the performance of the services and delivery of the program exceed the sum total of the baseline funding and any additional funds raised by ADA per Section 8, SULC shall be solely responsible for those expenses.

4. GOVERNANCE.

A Steering Committee shall be formed with an equal number of members from both organizations to lead the strategic alliance. The Steering Committee is responsible for setting direction of all components of the strategic alliance, including selecting the cases to be litigated in order to accomplish the goals of the strategic alliance. The initial members of the Committee shall, at the first meeting of the Committee, determine the format in which to provide, on a regular basis, input into and the means to monitor the strategic direction of the strategic alliance, review progress toward measurable goals and activities and provide ongoing input on the activities of the strategic alliance to optimize reach and impact. Selection of appropriate cases to litigate and support shall be by consensus decision. All other decisions shall be by simple majority.

5. ADA LEGAL ADVOCACY WORKING GROUP.

ADA has a Legal Advocacy Working Group (LAWG) with experts in the protection of the rights of persons affected by diabetes. ADA may use the LAWG as an advisory resource to the strategic alliance, for purposes including, but not limited to, identifying and screening cases, providing strategic input and serving as local or co-counsel as requested by the Steering Committee.

6. INDEPENDENT CONTRACTOR.

SULC and ADA shall at all times remain an Independent Contractor of one another, and not an employee or agent of one another for any purposes.

7. TERM; TERMINATION.

The term of the strategic alliance shall be one year commencing on July 1, 2021 and ending on June 30, 2022 unless terminated earlier or renewed pursuant to its terms. Either party may terminate this Agreement (a) voluntarily at any time upon sixty (60) days written notice or (b) if the other party materially defaults in performing any of its obligations under this Agreement and the default remains uncured for at least thirty (30) days following receipt of written notice from the non-defaulting party.

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8. FUNDRAISING.

In addition to the baseline funding stated in Section 3, the Parties intend to seek funding opportunities from outside sources. As such, ADA and SULC agree to work collaboratively on the release of any press releases, social media promotion, marketing, fundraising and promotional materials, and media announcements regarding this strategic alliance. Additionally, all funds raised by either Party through these efforts, less the costs of fundraising and reasonable administrative costs, shall be used to fund the strategic alliance only, and not for any other programs or projects of ADA or SULC.

9. REPRESENTATIONS & WARRANTIES; INDEMNIFICATION.

SULC hereby makes the following representations and warranties: (a) SULC has the qualifications, licenses (if any are required by law or necessary to perform the services) and ability to perform the services in a professional manner, without the advice, control, or supervision by the ADA. SULC shall be solely responsible for the professional performance of the services; and (b) SULC has not entered into any agreement that prohibits all or any part of the services to be performed under this MOU.

ADA hereby makes the following representations and warranties: (a) ADA has the qualifications and ability to perform its obligations under this MOU; and (b) ADA has not entered into any agreement that prohibits all or any part of the services to be performed under this MOU.

Each Party hereby agrees to indemnify, defend and hold harmless the other Party, and its officers, employees, managers, and members, past, present and future ("Indemnified Parties"), from and against any and all claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries, awards and deficiencies, including, without limitation, interest, penalties, and reasonable attorney fees and costs, and expert witness fees, that the Indemnified Parties incur or may incur or suffer and that arise out of or are related to the other Party's negligence or intentional conduct in the performance of any of its obligations in this MOU, or its breach of any of its obligations under this MOU. A Party's duty to defend the Indemnified Parties shall arise immediately upon demand for a defense by any of the Indemnified Parties.

10. INTELLECTUAL PROPERTY.

ADA's names, logos, and various marks, are "the ADA Marks", as listed in Attachment A. SULC's use of the ADA Marks does not create ownership rights in the ADA Marks for SULC. The ADA grants SULC a non-exclusive, limited, revocable and conditional license during the term to use the ADA Marks, solely to identify SULC as a strategic partner of the ADA. Nothing shall prohibit the ADA, during the period of this Agreement, from licensing the use of substantially similar marks for substantially similar uses in working with other companies or industries. The ADA Marks must be used in a professional manner and solely in connection with the activities authorized under this MOU.

SULC's names, logos, and various marks, are "the SULC Marks", as listed in Attachment A. ADA's use of the SULC Marks does not create ownership rights in the SULC Marks for ADA. The ADA grants SULC a non-exclusive, limited, revocable and conditional license during the term to use the SULC Marks, solely to identify ADA as a strategic partner of the SULC. Nothing shall prohibit the SULC, during the period of this Agreement, from licensing the use of substantially similar marks for substantially similar uses in working with other companies or industries. The SULC Marks must be used in a professional manner and solely in connection with the activities authorized under this MOU.

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Each Party is the sole and exclusive owner of its name and logos, with or without accompanying words, and has the legal right to enter into this MOU. In addition, any materials provided by or developed by a Party shall remain the property of the Party. The Parties shall not, during the period of this Agreement, or any time thereafter, challenge the other Party's exclusive ownership or registration of its Marks, including any and all moral rights.

All uses of the other Party's Marks are subject to the other Party's prior written approval. Approval or disapproval shall be provided by the respective Party within five (5) business days of request.

Additionally, the Parties shall collaborate on naming the strategic alliance and seeking trademark protection, if appropriate. The working name for now shall be: Diabetes Equity Advocacy through Litigation (DEAL).

11. NONDISCLOSURE.

The term "Proprietary Information" shall mean trade secrets or confidential information, data and all other knowledge, programs, know-how, information, documents or materials owned, developed or possessed separately by the Parties, whether tangible or intangible, pertaining to their respective business. Proprietary Information shall not include information that is or becomes generally known to the public without violation of this Section. The Parties acknowledge and agree that all Proprietary Information, and all physical embodiments thereof, are confidential to and shall be and remain the sole and exclusive property of the disclosing Party. During the term of this MOU and thereafter, the non-disclosing Party to keep all Proprietary Information secret and in strictest confidence and not use or disclose, furnish or make accessible Proprietary Information to anyone, directly or indirectly, or use it for the benefit of any party other than the disclosing Party in the performance of this MOU.

12. EVALUATION OF RELATIONSHIP.

SULC and ADA will jointly evaluate the effectiveness of this relationship at the end of each year based on mutually agreed upon criteria in order to establish its future direction.

13. GENERAL

- a. The parties agree to cooperate in good faith to achieve the purpose and outcomes of this MOU.
- b. This MOU may be executed in any number of counterparts, or in different counterparts, any of which shall be deemed an original, but all of which together shall constitute one and the same agreement. Facsimile or electronically transmitted signatures shall be deemed to be originals.
- c. Should any provision of this MOU be declared or be determined by any court to be illegal or invalid, the validity of the remaining parts, terms or provisions shall not be affected thereby and said illegal or invalid part, term, or provision shall be deemed not to be a part of this agreement.
- d. No failure or delay in enforcing any term, exercising any option, or requiring performance shall be binding or construed as a waiver unless agreed to in writing by a duly authorized representative of each Party.

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e. This MOU sets forth the entire agreement between the Parties hereto and fully supersedes any and all prior agreements or understandings between the parties hereto. Any modification or amendment to this Agreement must be in writing and must be signed and dated by all of the parties, and must explicitly state that it is intended to be an amendment to or modification of this Agreement.

American Diabetes Association

Southern University Law Center

Charlotte M. Carter
Chief Financial Officer

John K. Pierre
Chancellor

Date

Date

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ATTACHMENT A

Use of ADA Marks:

Use of Association Intellectual Property

As a strategic alliance partner in supporting the mission of the American Diabetes Association®, SULC shall receive the opportunity to use the ADA name and logo, (illustrated herein), and herein referred to as the Marks, on educational and or promotional materials for the term of this Agreement. All materials are subject to advance review and approval by the ADA. In addition to the use of the Marks, SULC shall be entitled to use the following designation(s):

- a. *TBD*

Use of SULC Marks:

Use of SULC Intellectual Property

As a strategic alliance partner in supporting the mission of SULC, the American Diabetes Association®, shall receive the opportunity to use the SULC name and logo, (illustrated herein), and herein referred to as the Marks, on educational and or promotional materials for the term of this Agreement. All materials are subject to advance review and approval by SULC. In addition to the use of the Marks, the American Diabetes Association® shall be entitled to use the following designation(s):

Southern University: AI Solutions

Southern University
P.O. Box 9534
Baton Rouge, Louisiana 70813
Attn: Mr. Benjamin Pugh
Dr. Vladimir Appeaning

June 07, 2021

Subject: Cost Proposal for Artificial Intelligence (AI) Solutions Package – Software and Support Services

Dear Mr. Pugh and Dr. Vladimir Appeaning,

Radiant 7, Inc. (“Radiant 7,” “we” or “the Company”) and Gasery & Associates, LLC. (“G&A” or “the Consultant to Radiant 7”) is pleased to present to Southern University (“Southern” or “SU”) this proposal is intended to help SU address their most critical business needs via end-to-end AI solutions (the “AI Solutions Package”). This proposal is based on Radiant 7’s understanding that Southern is interested in achieving best in class performance among higher education institutions with its adoption of AI while receiving comprehensive project management, change management, business operations consulting, data science and technical support from Radiant 7, G&A and DataRobot.

This cost proposal assumes that your primary objectives are to generate revenue through new AI academic and workforce related programs and to reduce costs through streamlined workflows and increased process efficiency achieved via use of best practices and most effective technologies. This proposal covers Southern’s prescribed scope of work and AI-priority use cases (See Southern’s AI priority use case list below. Details regarding each use are contained in Attachment E – “ Southern University AI/ML Application Projects List & Scope of Work – Details” of this document):

- 1) **Facilities Management:** Apply AI/ML enabled technology to specific campus operations like facilities management to automate and streamline routine operational and administrative functions and processes in order to realize operational efficiencies and long-term cost savings, where campus managers will benefit from accelerated and improved processes, energy and resources conservation, reduced costs, and a streamlined workflow process.
- 2) **Campus Security:** Identify campus security risks and deploy AI-enabled technology to enhance campus security measures.
- 3) **Athletics:** Deploy AI-enabled technology in women and men’s athletic programs with emphasis on scouting and recruitment (evaluating players’ potential in talent acquisition), performance analysis and training (assessing players’ performance to identify and strengthen areas for improvement), player health and fitness (monitoring player movements and physical parameters during training to predict fatigue and reduce injuries), game-day analysis and reporting (enriching game-day analysis and reporting across men and women sports), and simulated training activities (using simulation training to achieve optimal results).
- 4) **Academics:** Provide advisory support and assistance to develop an Artificial Intelligence/Machine Learning (AI/ML) Concentration in the existing B.S program in Computer Science.
- 5) **Workforce:** Provide advisory support and assistance to develop a workforce-driven Professional Certificate Program in Artificial Intelligence/Machine Learning (AI/ML) that could be delivered through the University’s Continuing Education Division using all three modalities of instruction: online, hybrid, and face-to-face.

Southern University: AI Solutions

AI Solutions Package – Services & Software Elements

Professional Services

AI Solutions Professional Services: Our AI Solutions Package includes the services of an AI Solutions team for a three-year term led by an AI Consultant from Radiant 7, a dedicated data scientist from DataRobot and an Operational Excellence Consultant from Gasery & Associates.

Our AI Solutions Package is delivered via agile methods and is powered by DataRobot’s enterprise software.

We focus on application, functionality and impactful outputs with an emphasis on value. This comes with clear expectations, team cohesiveness and persistent rigor over the long term. The elements of our AI Solutions Package are:

- We solve your most impactful problems
- We value and emphasize input from your subject matter experts
- We assimilate outputs into your organizational workflows
- We leverage DataRobot’s 300+ data scientists
- We monitor and manage the solution for you
- We measure and track the impact of the solution

We deliver our AI Solutions through a six-step process (our “Engagement Model”). Refer to Attachment B of this document for a description of our “Engagement Model”.

Automated Machine Learning Software

DataRobot Automated Machine Learning Software: A three-year license to DataRobot’s Automated Machine Learning software (AutoML). This entitles you to 5 users that can access the software through DataRobot’s Managed AI Cloud service. With this license comes an unlimited number of analyses and models.

DataRobot’s AutoML software enables you to:

- Quickly and easily connect to your data sources
- Analyze datasets and summarize their main characteristics
- Access a library of open-source and proprietary algorithms
- Visually evaluate and interpret each machine learning model and its blueprint
- Document each machine learning model for compliance purposes

Additional Software and Services

DataRobot AI Education Program: Use of AI is on the rise in business and industry. Professionals that possess strong AI skills are in very high demand and they generally command six figure salaries. The significant rise in AI adoption by employers in the financial, health care, manufacturing, food & drug, hospitality and entertainment business sectors has resulted in a shortage of employees with legitimate experience in the use of AI. More and more, higher education institutions are stepping up to the plate to fulfill industry needs by providing AI training. Refer to Attachment C for a positive outlook on AI education and for current salaries tied to AI professionals in Louisiana.

DataRobot collaborates successfully with multiple prominent higher education institutions to provide quality AI learning courses and programs. We are pleased to offer Southern the ability to couple DataRobot’s Automated Machine Learning Software with a rigorous and practical data science education. We will provide overall program management, qualification and approval of faculty, software training and academic coaching for approved faculty and coordination of entry-level AI Bootcamps and professional DataRobot software certification.

Refer to Attachment D in this document to obtain information regarding DataRobot’s AI Education Approach and Product Advantage and reasons why top higher education institutions are choosing DataRobot for their AI learning needs.

Technical Support

Data Connectors and AI Catalog: The AI Solutions team will collect your existing data from your software systems, prep and organize it for the creation of machine learning models and connect it to DataRobot’s AutoML software.

DataRobot User Essentials Training: You will also be entitled to have five (5) users attend the DataRobot Essentials course at DataRobot University (virtual). The course is instructor-led and provides hands-on coverage of the DataRobot platform and its features and guidance on how to integrate predictions into your business decision-making processes. Each successful participant will receive a DataRobot’s User Essentials certificate of completion.

AI Solutions Package Cost Proposal & Terms

In summary, the AI Solutions Package can be deployed at an initial cost of \$125,000 per year with a minimum three (3) year commitment. Certain solutions derived from the AI Needs Assessment may require additional software (email automation) or services (prediction deployments), and technology hardware (facilities equipment sensors) which in turn would result in additional cost for Southern.

A detailed pricing list and brief description of products/services is enclosed in this document – Refer to “Attachment A - AI Solutions Package Annual Pricing Summary”.

NOTE: *The cost on the price list in this proposal is valid until 9/01/2021. This cost proposal does not include any hardware or software not owned by DataRobot but may be required to adequately implement any AI use cases prescribed to Radiant 7 by Southern.*

It is our pleasure to present you with this proposal. We welcome your comments.

Sincerely,

John Peavy

Radiant 7, Inc.

ATTACHMENT A: AI Solutions Package Annual Pricing Summary (min. 3-year term)

Products & Services	Year 1	Year 2	Year 3
Professional Services:			
AI Solutions Package <ul style="list-style-type: none"> ▪ AI Solutions Team of Consultants ▪ Develop Roadmap of AI Projects with Milestones and Targeted Outcomes Based on AI Needs Assessment Findings or Other Credible Data ▪ AI Solutions Consultants Manage AI Projects with Client Executive Sponsor ▪ AI Solutions Consultants Manage Academic Success Program (See Below) ▪ Create Scoping Document for Each Project ▪ Build, Evaluate and Test Machine Learning Models ▪ Provide Compliance Documentation for Each Model ▪ Create and Deliver DataRobot AI Application for four (4) AI Projects ▪ Weekly Hour-long Session with Data Scientist 	\$40,000	\$40,000	\$40,000
Software:			
DataRobot Automated Machine Learning Software <ul style="list-style-type: none"> ▪ 3-Year License to Automated Machine Learning Product ▪ Up to 5 Users ▪ Managed AI Cloud Service ▪ Access to Library of Proprietary and Open-Source Models 	\$70,000	\$70,000	\$70,000
Technical Support:			
Data Connectors and AI Catalog <ul style="list-style-type: none"> ▪ Build and Maintain Data Connections with DataRobot ▪ Create Central Hub of Datasets Used in Modelling ▪ Create Repositories of Models in DataRobot ▪ Create File System for AI Projects in DataRobot 	\$10,000	\$10,000	\$10,000
DataRobot Software User Training <ul style="list-style-type: none"> ▪ Instructor-led Training for up to 5 users: <ul style="list-style-type: none"> ○ Annual Training Course ○ Access to DataRobot Essentials or Deep Dive ▪ Unlimited Access to Virtual Training: <ul style="list-style-type: none"> ○ DataRobot University ○ DataRobot Pathfinder 	\$5,000	\$5,000	\$5,000
Software Support <ul style="list-style-type: none"> ▪ 24/7 Technical Support 	Included	Included	Included
Additional Software and Services			
DataRobot AI Education Program <ul style="list-style-type: none"> ▪ AI Solutions Consultants Manage Academic Success Program ▪ Automated Machine Learning Software Licenses for Approved Faculty ▪ Automated Machine Learning Software Licenses for Students During AI Bootcamps and Courses ▪ AI Solutions Consultants Manage 4 AI Bootcamps (1 Day IBC) per Year ▪ AI Solutions Consultants Manage 2 DataRobot Certificate Sessions (IBCs) per Year. NOTE: Each certificate session is \$7500 for up to 20 participants ▪ Curriculum, Software & Training/Teaching/Coaching for Faculty 	*Included with AI Solutions Package	*Included with AI Solutions Package	*Included with AI Solutions Package
Total	\$125,000	\$125,000	\$125,000

NOTE: These prices are valid until 09/01/2021. Moreover, the prices do not include hardware or software not owned by DataRobot that may be needed to implement any AI uses cases prescribed by SU.

ATTACHMENT B: AI SOLUTIONS ENGAGEMENT MODEL OVERVIEW

To deliver our AI Solutions Package we have a six-step process, which we call our “Engagement Model”:

DEFINE

- Help identify Southern’s most impactful, high value organizational problems
- Affirm problem(s) viability and frame
- Determine addressable impact
- Work with Executive Sponsor
- Define ideal outcome with a clearly defined action plan and success criteria

ALIGN

- Collaborate with your subject matter experts to understand your processes
- Affirm impacted organizational unit(s)
- Document current processes
- Ensure proper change management

ACQUIRE

- Prepare your data with the requisite engineering and feature generation
- Define system of accountability
- Identify KPIs currently captured
- Classify new, valuable metrics to acquire

EXECUTE

- Leverage the DataRobot platform as the engine to develop your models
- Convert raw data into understanding in the form of actionable insights through the power of Artificial Intelligence
- Create production ready predictive models
- Evaluate each model based on defined success criteria, accuracy, precision and robustness

DEPLOY

- Turn actionable insights into actioned insights
- Get the models into the hands of decision makers
- Embed predictions and recommendations into your workflows and processes
- Organizational training and enablement

MONITOR

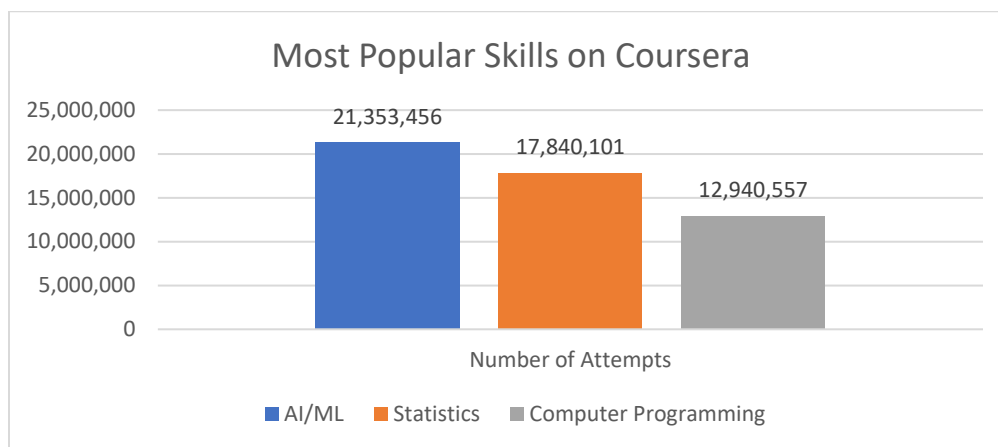
- Ensure realization of business objectives by monitoring changes and develop necessary reporting and controls
- Visualize results and analytics via human-centric AI-dashboards
- Recommend model changes and make revisions
- Determine corrective changes to workflows and processes

ATTACHMENT C: GENERAL AI EDUCATION & SALARY OUTLOOK

There is Strong Demand for AI Skills

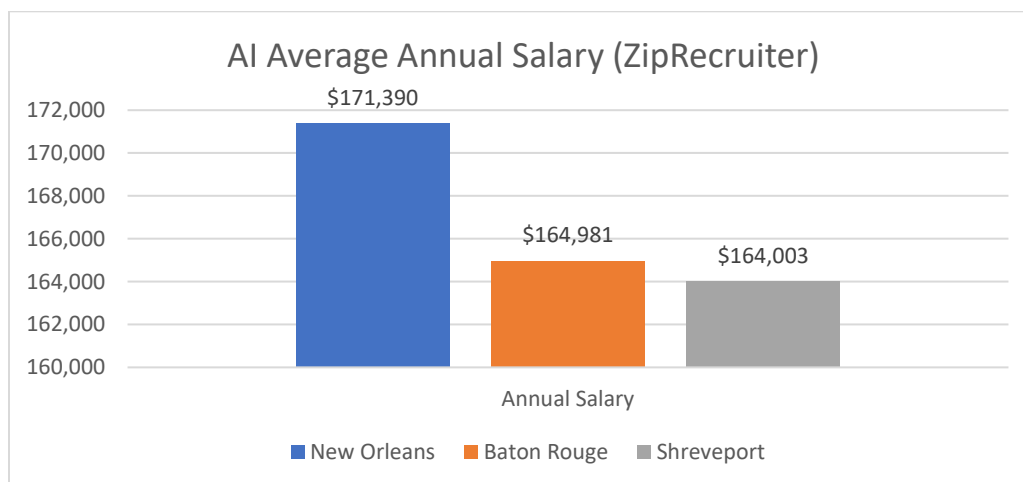
AI is a Popular Skill for Learners

Coursera is the largest online education platform with over 55 million learners. AI and Machine Learning are the most popular skills.



AI Pays Well in Louisiana

According to ZipRecruiter, workers in AI in Louisiana enjoy above attractive salaries.



ATTACHMENT D:

DATAROBOT AI EDUCATION ADVANTAGE & LEARNING APPROACH

Why do leading institutions use DataRobot and automated machine learning in coursework?

Leading schools are racing to add machine learning and data science content to their curriculum. They know these skill areas will be central to competitive strategy and value creation over the next decade. But many programs are excessively technical. Instead of focusing on the critical insights and management issues students need to understand, they get bogged down in the details of computer programming and algorithms.

Automated machine learning is the future of predictive analytics, and DataRobot is the leader in this space, offering a software platform for all skill levels to build and deploy accurate machine learning models in a fraction of the time. Smart educators know that DataRobot's Academic Support Program gives them the in-classroom tools they need to keep their students ahead of the data science curve.

- As predictive models become central to business strategy, companies cannot be bound to traditional, manual, model building methods, which are expensive, time-consuming and difficult to manage
- Automated machine learning allows analytics leaders to focus where it really matters – on problem definition, and effective implementation
- It allows for consistency and auditability of model building across the organization
- Analytics education needs to keep up with rapidly changing machine learning and predictive analytics landscape

Top schools have adopted DataRobot's automated machine learning platform because it:

- Makes advanced machine learning accessible without programming
- Incorporates the knowledge, experience and best practices of the world's leading data scientists
- Delivers unmatched levels of automation, accuracy, transparency and collaboration to help businesses transform into AI-driven enterprises
- Is used by over 3,000 global organizations for all of the above reasons

According to Dr. Kai Larsen, Professor of Information Management, Leed School of Business (University of Colorado)

"To send students into industry without at least conceptual knowledge of predictive analytics may be akin to sending students out without knowledge of accounting or marketing. In all of these cases students could probably survive for awhile if they specialized properly outside of those areas, but they will clearly be unprepared for collaborative work and most leadership positions."

ATTACHMENT D:

DATAROBOT AI EDUCATION ADVANTAGE & LEARNING APPROACH, *continued*

How the DataRobot AI Education Program Works

DataRobot partners with higher education institutions so students can develop critical machine learning skills and hands-on experience through coursework.

- All approved faculty have access to a DataRobot cloud license. Licenses are not provided for research only.
- Students have access to a standard DataRobot cloud license during the time of their courses
- DataRobot provides software training and academic coaching for faculty
- Faculty using DataRobot agree that DataRobot can publicly disclose that they are doing so
- Faculty that use DataRobot in their courses are encouraged to also use it in their research projects
- Faculty are requested to reference DataRobot in any communications or published work where the product is used

What Can Students Learn from DataRobot?

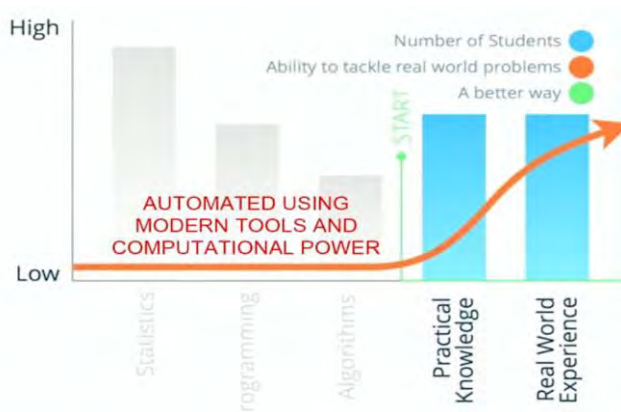
Traditional artificial intelligence programs focus on technical skills to the detriment of practical knowledge and real-world experience.

Traditional Programs Teach Math and Coding



DataRobot Emphasizes Real World Experience

The DataRobot curriculum teaches learners how to solve real-world problems. Learners can apply these skills in their current jobs. No coding or statistics knowledge is required. Learners with problem solving skills are attractive to recruiters and employers.



ATTACHMENT D:

DATAROBOT AI EDUCATION ADVANTAGE & LEARNING APPROACH, *continued*

Example Learning Topics:

These sessions cover the foundation skills for solving problems using AI/ML and DataRobot.

Solving Problems with AI

- Understand How AI Solves Business Questions – learn what AI and ML are, typical use cases and the overarching process for guiding an ML project
- Define the Problem and What to Predict – learn the criteria for defining and prioritizing the business problem you are trying to solve
- Applying Data Science to Improve Business Outcomes – Understand common uses cases for automated machine learning and create AI worksheets that define the business problem to be solved and the type of AI problem

Key AI and Machine Learning Concepts

- Perform Exploratory Data Analysis – learn how to import data, leverage the insights and understand the limits of exploratory data analysis
- Evaluating Your Models – Understand strengths and weaknesses of algorithms and evaluate a model's predictive performance, validity and accuracy
- Target Leakage – Learn how to avoid training models on datasets that lead to errors
- Feature Engineering – Learn how to use subject matter expertise to improve model accuracy
- Working with Text – Effectively use text data to improve model accuracy and generate additional insights
- Build and Work with Predictive Models – use the Lending Club dataset to identify which loans are likely to default

Use DataRobot to Build and Evaluate Models

- Fuel Efficiency Lab – build a model that can predict the fuel efficiency of a new car that has not been built
- COVID Lab- identify US counties that are at high risk for developing COVID-19
- Salary Predictions Lab - build a model that predict salaries for code writers
- Churn Lab – learn a basic approach to churn modeling by building a predictive model

ATTACHMENT E:

SOUTHERN UNIVERSITY AI/ML APPLICATION PROJECTS LIST & SCOPE OF WORK - DETAILS

1. FACILITIES MANAGEMENT (FM) INITIATIVE

AI works by enabling machines and networks to learn from experience, processing large amounts of data and adjusting to new inputs by recognizing patterns in the data. Rather than manually completing repetitive, time-consuming tasks such as approving work orders, planning preventative maintenance, and analyzing labor needs, facilities management (FM) software with AI capabilities can automate these steps, carrying out tasks with minimal human intervention. With the application of AI-enabled technology, SUBR campus facilities management professionals will benefit from streamlined workflows, increased operational efficiencies, greater energy and resource conservation, reduced costs, improved contractor relationships, and a boost in asset reliability. Below are specific facilities management projects that can be adopted:

- **Predict Faults and Schedule Preventive Maintenance:** AI-enabled FM software can predict and even prevent breakdowns by analyzing and interpreting historical data on past asset failures, services, and labor requirements. This information can be used to automatically create work orders and direct them to the appropriate vendors. Also, with AI-enabled automated maintenance and breakdown detection, facilities management teams can manage multiple buildings and assets with greatly reduced mechanical/machine downtime. This feature is of particular interest to SUBR Facility Services because of the large inventory of campus building and mechanical room assets. These tagged mechanical room assets can be loaded into a database by building name, make, model, install date and maintenance record. This data could then be analyzed to compute MTBF (mean-time-between-failure), MTTF (mean-time-to-failure) and a host of other reliability metrics in an effort to predict maintenance instead of reacting to failures. Based on the derived reliability data, AI could create a work order request complete with a parts and materials list required for task completion.

Facilities management staff are currently in the process of implementing a work order management system (MAXIMO) scheduled for implementation by the fall 2020 semester. Instead of manually processing data requests, AI/ML technology could be deployed to analyze the repetitiveness of calls to a particular building or analyze calls pertaining to a particular asset and determine if the asset and/or building is reaching the end of its useful life. With regard to the ongoing efforts to respond to the COVID-19 pandemic, SUBR FM staff completed a literature review of several industry-related journal articles, including; *“Testing mobile air purifiers in a school classroom: Reducing the airborne transmission risk for SARS-CoV-2” (Aerosol Science and Technology, vol. 55, 2021, issue 5)*. As a result, SUBR FM staff purchased several negative air machines and are in the final stages of purchasing several air purifiers. After the units are tagged and deployed, filter checks will be conducted based on run-time, time after deployment and traffic density placement. This data could be analyzed to predict filter change frequency and efficiency of use. In summary, the application of AI technology in the operations of the Southern University Office of Facility Services will have a positive impact in the areas of HVAC/Mechanical Assets, Work Order Management, Inventory, and PPE Air Device management.

ATTACHMENT E:

SOUTHERN UNIVERSITY AI/ML APPLICATION PROJECTS LIST & SCOPE OF WORK – DETAILS, continued

- **Reduce Energy Expenditure:** Percentage-wise, businesses typically spend more money on energy resources – heating, cooling, ventilation, electricity, and water – than just about any other category of building management. On average, energy costs make up about 19% of total expenditures for a typical commercial facility in the US, according to National Grid. Clearly, it’s a category that deserves management attention, both on grounds of cost-cutting and environmental awareness. Using predictive analytics, AI-enabled technology can monitor and efficiently manage energy usage in real time – for example, adjusting heat and cooling settings during periods of inactivity based on historical usage patterns (deduced from advanced models of a particular building’s thermal characteristics or IoT sensors that detect foot traffic). Beyond real-time monitoring, AI-enabled technology (in combination with IoT and remote management dashboards) can also detect energy leaks and operational strays such as poorly- fitted HVAC ducts or a faulty electrical transformer, even predicting when these leaks are most likely to happen. Collectively, these efforts will allow SUBR FM staff to strategically plan and invest critical resources appropriately.

- 2. **IDENTIFY RISKS AND ENHANCE CAMPUS SAFETY INITIATIVE**
Consistent with best practices, AI/ML brings revolutionary capabilities to enhancing security and safety. While security is a significant priority, it can be easily taken for granted, until a breach occurs. Traditional surveillance systems require a team of security personnel monitoring multiple screens simultaneously; the more extensive the surveillance, the more people are required to monitor and supervise. AI/ML technology is a powerful solution, capable of processing large quantities of visual data without fatigue and picking up on less obvious threats that would easily go unnoticed under human watch. AI/ML-enabled technology solutions can be deployed to identify risks and enhance campus safety by performing 24-hour surveillance and providing campus security staff with real-time information, should a breach occur.

- 3. **WOMEN AND MEN’S ATHLETIC PROGRAMS INITIATIVE**
Consistent with best practices, AI is bringing revolutionary capabilities to the world of sports, which is abundant with quantifiable elements, making athletic programs ideal for the application of AI/ML technologies. The following activities are presented for potential AI/ML application:
 - **Scouting and Recruitment:** Athletic programs, such as football, basketball, track and field, tennis, baseball, softball, or soccer are increasingly using players’ individual performance data as a measure of fit and potential. However, performance data used for scouting potential recruits doesn’t mean just using the openly known stats like home runs, goals, or passes, but using more complex metrics that take into account multiple factors. With the entry of big data and artificial intelligence in sports management, the process of recording and measuring these indicators of future success is becoming easier and more reliable. AI/ML uses historical data, to predict the future potential of prospects during scouting and recruitment events.
 - **Training and Performance Analysis:** To gauge individual performance in any sport, coaches need to analyze a multitude of data points to identify the areas where a player excels and where a player needs to improve. For instance, in soccer, the key performance indicators for offensive players are different from those of midfielders or defensive players. AI/ML can also be used to identify patterns in opponents’ tactics, strengths and weaknesses while preparing for games. This helps coaches to devise detailed game-plans based on their assessment of the opposition and maximize the likelihood of victory.

ATTACHMENT E:

SOUTHERN UNIVERSITY AI/ML APPLICATION PROJECTS LIST & SCOPE OF WORK – DETAILS, continued

- **Maintaining Health, Fitness and Safety:** Monitoring player movements and physical parameters while training allows coaches and training staff to predict fatigue and minimize injuries. Just as AI/ML is transforming the healthcare industry in different ways, the extraordinary predictive and diagnostic capabilities of AI/ML can also be applied in the realm of athletic programs, where physical health and fitness is of prime importance. Athletic programs invest heavily in the physical and mental well-being of their student-athletes. AI/ML has become the latest tool in the medical tool-kits of athletic programs, where student-athletes regularly undergo physical tests that use AI/ML to analyze various health parameters and player movements to evaluate their fitness levels and detect early signs of fatigue or stress-induced injuries. For example, players may wear technology that tracks their movements and records their physical parameters during practice, thereby monitoring their overall health and fitness levels. AI/ML systems can be used to constantly analyze the stream of data collected by these wearables. This will enable athletic programs to maintain their most valuable assets, student-athletes, in prime condition through long competitive seasons.
- **Broadcasting and Streaming:** Enriching game-day analysis for men and women sports is key to promoting the university's brand. AI/ML technology can enhance live broadcasting and streaming and improve the experiences of fans. Artificial intelligence systems can also be used to identify the right opportunities to sell advertisements based on crowd excitement levels, enabling the institution to effectively generate revenue through advertising sales.
- **Simulated Athletic Activity:** It is well known that athletes make extensive use of simulation training by approaching routines, plays, or scrimmages in practice similar to their approach during competitions. This active form of simulated training typically involves the athlete following the same preparation routines during competitions. For example, soccer players will be dressed in their home uniform before hosting a match and rehearse certain plays with the strengths and weaknesses of specific opponents in mind. Other aspects of the competitive environment also may be replicated to make the situation as realistic and relevant as possible. Track and Field athletes may preview an important event by holding a mock practice race complete with track officials and watched by family and friends to create an environment similar to the one that athletes experience during competitive events. Mimicking details that are usually unique to competition helps athletes to become desensitized to potential distractions and remain focused. As well as becoming more comfortable with performing under competitive conditions, simulations empower student-athletes with confidence.

4. **ACADEMIC INITIATIVE - PROPOSED ARTIFICIAL INTELLIGENCE / MACHINELEARNING CONCENTRATION IN THE EXISTING B.S. DEGREE PROGRAM IN COMPUTER SCIENCE**

Consistent with best practices adopted by colleges and universities with existing B.S. degree programs in computer science, the proposed AI/ML concentration will build upon the course inventory in the existing B.S. degree program in Computer Science, which currently has the following concentrations:

- Cybersecurity
- Information Systems
- Data Analytics and Sciences
- Mobile Applications

Since each of the current concentrations consist of 18 credit hours, the proposed AI/ML concentration will also consist of 18 credit hours.

ATTACHMENT E:**SOUTHERN UNIVERSITY AI/ML APPLICATION PROJECTS LIST & SCOPE OF WORK – DETAILS, continued****5. WORKFORCE INITIATIVE - PROPOSED PROFESSIONAL CERTIFICATE PROGRAMMING ARTIFICIAL INTELLIGENCE / MACHINE LEARNING**

Consistent with best practices, the proposed Professional Certificate Program in AI/ML will provide a well- rounded foundation of transferrable knowledge that can be immediately adopted by program participants to advance timely solutions to global problems. It is envisioned that the faculty of the proposed Certificate program will guide program participants through the latest breakthroughs in research, cutting-edge technologies, and best practices used for the application of effective AI/ML technologies.

Specifically, the proposed Professional Certificate Program in AI/ML will enable each program participant to:

- Process large amounts of data and adjust to new inputs by recognizing patterns in the data
- Comprehend essential AI/ML systems related concepts and skills
- Apply cutting-edge machine learning and AI systems to streamline workflows, accelerate processes, improve operational efficiencies, automate functions and operations, and increase cost savings, thereby further enabling business and industry to meet global demands for quality goods and services
- Learn from faculty and leading business and industry practitioners

The proposed Professional Certificate Program in AI/ML is designed for:

- Professionals with at least one year of professional experience who hold a bachelor's degree (at a minimum) in a technical area such as computer science, statistics, physics, or electrical engineering, etc.
- Professionals involved with complex data analytics, predictive modeling, etc.
- Professionals looking to further their understanding and hands-on experience in Artificial Intelligence and Machine Learning