



SOUTHERN UNIVERSITY SYSTEM BOARD OF SUPERVISORS

MEETINGS

9 a.m.

Friday, August 23, 2019

Alexandria City Hall Ballroom
1st Floor
Alexandria, Louisiana 71301

ACADEMIC
AFFAIRS
COMMITTEE

ACADEMIC AFFAIRS COMMITTEE

Alexandria City Hall Ballroom

1st Floor

Alexandria, Louisiana 71301

Friday, August 23, 2019

9:00 AM

AGENDA

1. Call to Order
2. Invocation
3. Roll Call
4. Adoption of the Agenda
5. Public Comments
6. Action Item(s):
 - A. Request to Name the Southern University Child Development Laboratory in Honor of the late Dr. Eula Davis Masingale (SUAREC)
 - B. Request Approval of the Southern University Child Development Laboratory 2012-2022 Staff Handbook (SUAREC)
 - C. Request Approval of the Southern University Child Development Laboratory 2019-2020 Parent Handbook (SUAREC)
 - D. Request Approval of the Southern University Child Development Laboratory 2019-2020 Emergency Preparedness Plan (SUAREC)
 - E. Request the Ratification of Doctor of Humane Letters to James E. Charles (SUBR)
7. Information Item:
 - A. Notice of Submittal of Substantive Change to Reestablish Associate of Applied Science Degree in Polysomnography (SUSLA)
8. Other Business
9. Adjournment

MEMBERS

Dr. Curman L. Gaines – Chair, Dr. Leroy Davis – Vice Chair
Dr. Leon R. Tarver, Mr. Sam Guilliam, Mr. John Barthelemy, Rev. Samuel C. Tolbert, Jr.
Atty. Domoine D. Rutledge- Ex Officio

Southern University Child Development Laboratory Narrative Justification

Naming of the Southern University Child Development Laboratory in honor of the Late Dr. Eula Davis Masingale

The information presented in this document was provided to our team by Dr. Doze Butler, who whole heartedly shares the below written recommendations and supporting documentation. The following is being Recommended for Approval:

RECOMMENDATION 1: The hands-on practicum experience program, provided through the College of Agricultural Family and Consumer Sciences, Department of Child and Family Life, shall be named the **Southern University Child Development Laboratory**. This Laboratory will serve children Infant (6weeks) – Toddler (48 months). The program shall be housed in **Building 190** located at Jesse N. Stone on the **SUBR Campus**.

RECOMMENDATION 2: The Southern University Child Development Laboratory currently located in **Building 190**, this building shall be named the **Dr. Eula Davis Masingale** for the following reasons:

1. The late Dr. Eula Davis Masingale wrote the first grant proposal to create the Child Development Laboratory. Unfunded initially, each subsequent grant proposal included elements of the original proposal written by Dr. Masingale.
2. Dr. Eula Masingale chose to enter the dynamic profession of Home Economics (now known nationally as Family and Consumer Sciences) in which she served 34 years at Southern University and A&M College.
3. Love and respect for the profession led her to serve in many leadership positions at Southern University including:
 - Dean and Professor in the College of Home Economics (1975-1986)
 - Associate Dean of Family and Consumer Sciences (1994-1996 and 2000-2001).
4. Dr. Masingale served as a professor in the Child Development program in the College of Home Economics prior to moving into administration.
5. Dr. Masingale was a proponent of assessment and accreditation. She led the College of Home Economics to its first accreditation in 1973. In addition, she was highly sought after and served on many Family and Consumer Sciences accreditation teams across the nation. Furthermore, she led many workshops nationally on accreditation.
6. Dr. Masingale not only served in professional capacities, but was also active in civic organizations that support women, children and families including President of the Baton Rouge Chapter of Links, Inc.; member of Phi Delta Kappa and member of Delta Sigma Theta Sorority, Inc.
7. Dr. Masingale served as Chairman of the Council of 1890 Administrators in Family and Consumer Sciences.
8. Dr. Masingale mentored many young women at Southern University who went on to earn advanced degrees and are making contributions to the profession nationally in their own rights. Some of them have formerly and or currently served in leadership positions in Family and Consumer Sciences within the Southern University System. They include the following

Southern University Child Development Laboratory Narrative Justification

- **Dr. Kenyetta Nelson-Smith**, Former Associate Specialist, Community and Economic Development/ Currently Child Development Professor and Executive Director to SU Child Development Laboratory;
 - **Dr. Kasundra Cyrus**, Former Interim Chair of the Department of Family and Consumer Sciences, SUBR, and Extension Specialist for Family & Human Development, SU Ag Center;
 - **Dr. Gina E. Eubanks**, Former Vice Chancellor for Extension, SU Ag Center;
 - **Dr. Doze Y. Butler**, Former Associate Dean in the College of Agricultural, Family and Consumer Sciences, Program Leader and Associate Professor of Apparel Merchandizing and Textile, SUBR.
9. Dr. Masingale served as National President of Phi Upsilon Omicron National Honor Society. She is still the only African American to have served in this capacity.
 10. Upon the recommendation of the SU Board of Supervisors' Academic and Student Affairs Committee, Dr. Eula Masingale received the designation of Dean/ Professor Emeritus (College of Agricultural, Family and Consumer Sciences, SUBR) at the **Friday January 11, 2002**, SU Board meeting.
 11. Dr. Eula Davis Masingale departed this life to receive her eternal reward on the morning of **Monday, April 5, 2004**, having lived an exemplary life of commitment, dedication and service to Southern University and A&M College.

Dr. Eula Davis Masingale is certainly worthy of the Southern University Child Development Laboratory Building being named in her memory.

Signature Approval Page

Keisha Dandridge Ceasar, M.Ed.
Director/Instructor, Child Development Laboratory

Date

Cheryl Atkinson, Ph.D.
Chairperson
Department of Family and Consumer sciences

Date

C. Reuben Walker, Ph.D.
Interim Chancellor- Dean
Southern University Agricultural Research and Extension Center
College of Agricultural, Family and Consumer Sciences

Date

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

Date

Domoine D. Rutledge, J.D.
Chairman
Southern University System Board of Supervisors

Date



4-5 Independence Day Holiday (No school for Students and Employees)

JULY 2019 calendar grid with dates 1-31 and highlighted days 4-5.

JANUARY 2020 calendar grid with dates 1-31 and highlighted days 1-3, 20, 26.

1-3 New Year Holiday (No school for Students)
1 Employee Holiday
2-3 Staff Professional Development
16 Parent Meeting
20 M.L. King Day (No school for Students and Staff)

5-9 Staff Training and Professional Development
8 Open House
12 First Day of School

AUGUST 2019 calendar grid with dates 1-31 and highlighted days 4-10, 12, 18-24, 25-31.

FEBRUARY 2020 calendar grid with dates 1-29 and highlighted days 2-8, 13, 16-22, 23-29.

13 Parent Meeting
17 Presidents' Day
21 Mardi Gras Holiday (Early Dismissal)
24-25 Mardi Gras Holiday (No school for Students and Employees)

2 Labor Day (No school for Students and Employees)
12 Parent Meeting

SEPTEMBER 2019 calendar grid with dates 1-30 and highlighted days 2, 12, 29.

MARCH 2020 calendar grid with dates 1-31 and highlighted days 12, 29.

12 Parent Meeting

3-4 Fall Break (No school and Students and Employees)
10 Parent Meeting
31 Halloween

OCTOBER 2019 calendar grid with dates 1-31 and highlighted days 3-4, 10, 31.

APRIL 2020 calendar grid with dates 1-30 and highlighted days 5-10, 13, 26.

6-10 Good Friday (No school for Students and Employees)
16 Parent Meeting
13-17 "Week of the Young Child"

11 Veterans Day
14 Parent Meeting
21-22 Thanksgiving Holiday (Early Dismissal)
25-29 Thanksgiving Holiday (No school for Students and Employees)
28 Thanksgiving Day

NOVEMBER 2019 calendar grid with dates 1-30 and highlighted days 11, 14-15, 21-29, 28.

MAY 2019 calendar grid with dates 1-31 and highlighted days 14, 24, 31.

10 Mother's Day
14 Parent Meeting
25 Memorial's Day (No school for Students and Employees)

12 Parent Meeting
23-31 Christmas Holiday (No school for Students and Employees)
25 Christmas Day

DECEMBER 2019 calendar grid with dates 1-31 and highlighted days 12, 23-31, 25.

JUNE 2019 calendar grid with dates 1-30 and highlighted days 11, 21.

11 Parent Meeting
21 Father's Day

- Blue square: Holiday Break
Red square: Special Days
Green square: Parent Meeting
Yellow square: First Day of School

*SU Child Development Lab is a part of Southern University' campus, therefore any closures due to weather, power outage, etc. will go into effect with the laboratory's hours of operation.



**Southern University Child Development Laboratory
Staff Handbook**

2019-2022

Southern University Child Development Staff Handbook

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Southern University Child Development Staff Handbook

History

This handbook is intended to familiarize staff members with current Southern University Child Development Laboratory policy, practices and standards. An electronic version (PDF) of the handbook is available to every new hire during their hiring process and or probationary period. A print copy of the handbook is available upon request. Southern University Child Development Laboratory reserves the right to revise its policies, practices and standards as deemed appropriate by the Director. Staff members will be notified of updates to the staff handbook as they occur.

Background

The Southern University Child Development Laboratory (CHDV Lab) uses research based curriculum and serves as a research facility within the Department of Family and Consumer Sciences. It is aligned with the Child Development and Family Life undergraduate program.

The CHDV Lab serves as a laboratory for all future educators and practitioners and provides opportunities for cutting edge research in the areas of child development, speech pathology, psychology, and education. This laboratory will have at its main focus to serve as a training site for undergraduate students who wish to enter the field of early childhood education. Through experiences and research in best practices, students will gain knowledge and skills to make them strong leaders in the nation and internationally in the area of early childhood education.

Mission Statement

The mission of the SU Child Development Laboratory in the Department of Family and Consumer Sciences is to provide students with hands-on experience working with and observing young children while serving as a model early childhood program for young children, including those with disabilities and their families.

Philosophy

Our program and its staff of qualified early childhood educators are dedicated to creating a learning environment that is safe, stimulating and encouraging. The following principles will serve as the foundation for high quality instruction that we are committed to providing to every child that crosses the threshold of our Laboratory:

- Children develop knowledge of their world through active interactions with caregivers, peers, materials, and events.
- Learning is sequential, building on prior understandings and experiences.
- Learning proceeds at different rates in each area and each child; children will show a range of skills and understandings in any one area of development.
- Learning in each area is interconnected. Young children learn best through experiences, which incorporate several areas of development.
- Learning is embedded in a culture. Children learn best when their learning activities are rooted in a familiar cultural context.
- Learning begins in the family, continues in early care and education settings, and depends on parent involvement and caregiver guidance.
- All children have the potential to achieve the Iowa Learning Standards with appropriate supports and instruction.

General Center Information

ADMINISTRATION

Director: Ms. Keisha Ceasar

Email: Keisha_dandridge@subr.edu

Office (lab): (225) 771-2180 Office (PE Thrift): (225) 771-3494

HOURS OF OPERATION

The center calendar will be based on the university calendar. It will be closed for the following holidays:

- New Year's Day
- Labor Day
- Memorial Day
- Thanksgiving
- Independence Day
- Christmas
- SU Graduation

PROGRAMS

There are 3 childcare programs offered at SU Child Development Laboratory. They are:

- Infants 6 weeks to 12 months
- Toddlers (1-2) 12 months to 24 months – Teaching Strategies GOLD
- Preschool (3-4) 36 months to 48 months – Teaching Strategies GOLD with STEM Based Infusion

In addition, SU Lab provides before/after school care.

RATIOS

At SU Lab, we maintain the following staff-to-child ratios at all times in our classrooms:

Age of Children Minimum Ratio of Staff to Children

2 weeks to 2 years 1 staff for every 4 children

1-2 years 1 staff for every 10 children

2-3 years 1 staff for every 10 children

3-4 years 1 staff for every 12 children

Children of different age groups may be combined if the following guidelines are followed:

- Infants are never combined with children over the age of 18 months, except in certain circumstances (e.g., at open or close of the center, if children are siblings).

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- Children 18 to 24 months may be combined in a classroom with children two years of age, as long as the ratio is maintained.
- Children 2 years old may be combined with children who are 3-5 years old as long as the ratio is maintained.
- Classrooms of children 3 years and older may be combined, with the ratio determined by the age of the majority of the children in the group.

During naptime, at least one staff member shall be present in every room where children are sleeping and/or resting. Staff to child ratios can be reduced to one staff member per room where children are resting for a period not to exceed one hour.

Staff should remain in the center so, if needed, they can assist in a classroom.

Volunteers such as students (can be high school students 16 years of age or older), college students, parents, or retired individuals may be used to meet staff-to-child ratios.

Ratios must be maintained at all times, including when emergency procedures are in effect.

LICENSING

SU CHDV Lab is a public program voluntarily licensed by the Louisiana Department of Education. A copy of the licensing rules is available for review in the office.

SU CHDV Lab will remain open during most severe weather unless otherwise notice is received by the university that the campus is closed.

In the event that SU CHDV Lab closes early or cancels care for the following day, parents will be contacted and informed of the situation. Children should be picked up in a reasonable amount of time to ensure all parents, children, and staff can travel safely home.

Louisiana Rating System

SU CHDV Lab will participate in Louisiana's Classroom Assessment Scoring System, or CLASS. There are a variety of requirements for SU CHDV Lab to maintain its CLASS Rating. Staff members should familiarize themselves with those requirements and participate in all trainings in relation to CLASS.

General Staff Expectations

PROFESSIONALISM

Each SU CHDV Lab staff member is a child care professional and is expected to act as such. The following general guidelines for professionalism should be maintained at all times:

- Arrive on time and stay entire shift, if needed.
- Is not absent from work on a regular basis and finds a substitute when necessary.
- Dress appropriately for interaction with children.
- Take directions, suggestions and criticisms, and follow through to improve performance.
- Respect confidential information regarding children, families, and co-workers.
- Display a positive attitude toward the entire center (the program, children, families, volunteers and co-workers).

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- Attend staff meetings and other Laboratory/Campus events.
- Complete ALL required training courses in a timely fashion.

DRESS CODE

Staff members are expected to observe the 3 C's for appropriate attire at work as follows:

COMFORTABLE – Staff is expected to play with the children and be down at their level whenever it is appropriate. To do this, staff must be dressed in comfortable clothes that allow free movement and activity. Staff members should wear clothing they feel comfortable getting dirty or stained, as staff members are expected to participate alongside the children during all daily activities. Sneakers are appropriate footwear.

CLEAN - All clothing should be clean with no stains, rips or tears, and must smell appropriate. This also applies to personal hygiene.

COURTEOUS - Staff members must interact with children and parents on a daily basis in a positive manner and should dress professionally.

Clothing may not contain alcohol, drug, or cigarette references. Vulgar sayings or suggestions are forbidden.

Certain articles of clothing are never appropriate for the work environment, including: halter tops, strapless "tube" tops, short skirts/shorts (must hit at fingertip length or below), sweatpants, excessively torn jeans/shorts, and low-rise jeans/shorts which expose undergarments.

It is expected that all staff members will present themselves and SU CHDV Lab in a professional, respectable manner. Any staff member not adhering to the dress code may be asked to leave and return dressed appropriately.

CELL PHONES

It is important that every staff member's attention remains on the children at all times. A second's lapse in attention could result in a serious accident, which, with appropriate supervision, would have been prevented. Therefore, the use of cell phones are not permitted in any of the classrooms. Cell phones should remain turned off and stored in a purse, bag, coat, classroom cell phone box, or the office, etc. while a staff member is clocked in. Cell phone use is permitted only during an approved break, and never in a classroom. It is never appropriate to make a personal phone call, send a text message, check voicemail, etc. while in the presence of children, even while on an approved break.

It is expected that when leaving the center for any reason (walk, field trip, etc.), one staff member will carry with them a cell phone. In this circumstance, the cell phone should only be used in the event of an emergency and not for personal calls/text messaging.

In the event of an emergency, the staff member must inform both the Lead Teacher and Director and/or Assistant Director or Director Designee of the situation. In this case, cell phones must be set to vibrate. Calls may be answered only after a substitute has arrived to replace the staff member, and outside of the classroom. Ratios must be maintained at all times.

COMPUTERS/TECHNOLOGY

All SU CHDV Lab-owned computers/technology are to be used for work purposes only. Under no circumstances may software be installed without prior permission of the Director and/or Assistant Director or Director Designee. Staff members may bring in a personal computer to use during nap time only. The wireless network password may be obtained from the Director and/or Assistant Director or Director Designee.

Computer use is forbidden during all times other than nap/rest time.

UNMONITORED CONTACT

For the protection of each staff member, we always work in teams. No staff should ever be alone with a single child. Another staff member should be within sight/sound at all times.

APPROVED LEAVE AND PAYROLL

The Director and/or Assistant Director or Director Designee must approve all leave of staff of the SU CHDV Lab. In the case of an emergency which results in an absence, the staff member must contact the Director or Lead Teacher immediately. All leave must be on an official University System leave form and submitted to the Director or Administrator Assistant. Failure to follow the above guidelines may delay processing of a staff member's payroll check until the following pay date.

Payroll schedule is the same as the University System. Employees are paid on the last day of the month. In the case the last day of the month falls on a weekend, the employee will be paid the last workday prior to that weekend.

DIRECT DEPOSIT

Direct deposit of payroll checks is the only form of payment available to all staff members. Staff should complete and return a Direct Deposit Authorization form to enroll during hiring process.

PERSONAL BELONGINGS

Coats, backpacks, purses, etc. must be safely put on hooks, in closets/cabinets and out of reach of children. SU CHDV Lab is not responsible for lost or stolen items.

FOOD/MEALS

SU CHDV Lab is a peanut free facility. No food containing, or processed in a facility with peanuts, are allowed in the center. Staff members may store a small amount of food in the break room refrigerator or designated area in kitchen refrigerator. All food should be clearly labeled with the staff member's name and date. Food should be removed or discarded after one week or when spoiled. Meals should be eaten and prepared only during nap/rest time or during an approved break.

HAND WASHING

Staff members must wash their hands at the following times:

- Upon arriving at the center
- After each diaper change

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- After helping a child use the toilet
- After wiping a nose, coming into contact with saliva or any other bodily fluid.
- Before preparing meals
- Before and after meal times
- Before and after using the sensory table
- After removing gloves
- After using the restroom
- After returning to the center from a break
- After coming indoors from the playground

**Frequent hand washing with soap and warm running water for at least 20 seconds is the most effective way to reduce and prevent the spread of illnesses like diarrhea, the flu, and conjunctivitis (pink eye).

PROFESSIONAL DEVELOPMENT

REQUIRED TRAINING

Research indicates that formal education or training that increases the knowledge of providers has been shown to be the greatest determinant of safe and quality programming for children. Therefore, the state of Louisiana has set the following requirements for staff training and development:

Required training within the first thirty days employees are required to complete orientation training, for ALL staff members:

- Twelve clock hours per academic school year in topics directly related to Child Development Associate credential (CDA) and Early Childhood Education.
- Certification in American Red Cross or American Heart Association infant, child, and adult cardiopulmonary resuscitation (CPR) every two years. A valid certification indicating the date of the training and expiration date must be turned into the Director and/or Assistant Director or Director Designee. (Valid for two years)
- Certification in infant, child, and adult first aid from American Red Cross, American Heart Association, the National Safety Council, or Emergency Preparedness Plan. A valid certificate indicating the date of training and expiration date must be turned into the Director. (Valid for two years.)

All fees for required training courses are to be paid by the staff member, unless otherwise arranged with the Director. If a staff member is interested in participating in training courses after his/her annual requirement for training has been met, SU CHDV Lab may pay the course fee if the course is approved by the Director.

ORIENTATION TRAINING

Within seven calendar days of the first day present at the center, and prior to assuming sole responsibility for any children, each staff member shall receive orientation to the policies and practices of the center that at a minimum shall include:

1. child abuse identification and reporting;
2. emergency preparation;
3. licensing regulations; and

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4. safe sleep practices.

Within 30 calendar days of date of hire, each staff member shall receive orientation to the additional policies and practices of the center that at a minimum shall include:

1. child development;
2. child guidance;
3. learning activities;
4. health and safety;
5. shaken baby prevention; and
6. CPR and first aid, as applicable.

In the case of transporting children, all staff members responsible for transporting children shall receive additional orientation training in the following areas prior to assuming their transportation duties:

1. transportation regulations, including the modeling of how to properly conduct a vehicle passenger check and demonstration by staff to director on how to conduct a vehicle passenger check;
2. proper use of child safety restraints required by state law;
3. proper loading, unloading, and tracking of children as required by state law;
4. location of first aid supplies; and
5. emergency procedures for the vehicle, including actions to be taken in the event of accidents or breakdowns.

CONTINUING EDUCATION

Early learning centers shall provide opportunities for continuing education of staff members who are left alone with children, or who have supervisory or disciplinary authority over children.

1. Staff members of early learning centers, excluding foster grandparents, shall obtain a minimum of 12 clock hours of continuing education per center anniversary year.

Staff members of type I, type II and type III centers who are neither left alone with children, nor have supervisory or disciplinary authority over children, shall obtain a minimum of three clock hours of continuing education in job related topics per center's anniversary year.

Continuing education for all types of centers shall be conducted by trainers approved by the department. The department shall keep a registry of approved trainers.

Continuing education hours shall be in the areas of:

1. child development;
2. child guidance;
3. child abuse prevention;
4. emergency preparation;
5. licensing regulations;
6. learning activities;

7. health and safety;
8. shaken baby prevention;
9. CPR;
10. first aid;
11. management/administrative education; or
12. college credit hours in child care, child development, and/or early childhood.

The three hours of training by a child care health consultant on infectious diseases, health and safety, and/or food service preparation required in LAC 51:XXI.301.A.9 shall not count towards continuing education hours for staff members.

Pediatric first aid training and infant/child/adult CPR training may count as continuing education in the anniversary year in which it is taken.

Medication administration training by a child care health consultant may count as continuing education in the anniversary year in which it is taken.

Copies of certificates of completion or transcripts shall be maintained at the center and available for inspection by the licensing division upon request.

CPR AND FIRST AID CERTIFICATIONS

- A. Infant and Child CPR. Fifty percent of staff members on the premises of a center and accessible to children, or at least four staff members on the premises and accessible to children, whichever is less, shall have current certification in infant and child CPR through training approved by the department.
- B. Adult CPR. Fifty percent of staff members on the premises of a center and accessible to children, or at least four staff members on the premises and accessible to children, whichever is less, shall have current certification in adult CPR through training approved by the department.
- C. Pediatric First Aid. Fifty percent of staff members on the premises of a center and accessible to children, or at least four staff members on the premises and accessible to children, whichever is less, shall have current certification in pediatric first aid through training approved by the department.
- D. When a center has more than one building, each building shall have at least one staff member present at all times certified in the CPR and first aid appropriate for the age of the children present in the building.
- E. Certification. A copy of the certification for each such staff member shall be on-site at all times and available for inspection by the department.
- F. First Responder. Staff members who maintain current certification as a first responder are considered to have current certification in CPR and pediatric first aid.

MEDICATION MANAGEMENT TRAINING

- A. All staff members who administer medication shall have medication administration training.
- B. Whether the center is administering medication or not, each early learning center shall have at least two staff members trained in medication administration and at least one trained staff member on the premises during the hours of operation. A staff member who is a licensed practical nurse (LPN) or registered nurse (RN) with a valid nursing license shall be considered to have medication administration training.

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C. Such training shall be completed every two years with an approved child care health consultant.

STAFF MEETINGS

All SU Child Development Lab staff members are required to attend ALL staff meetings. Important information, procedures, and policies are introduced and reviewed at these meetings; it is important to have 100% attendance. Employees will be notified at least one week in advance and must meet with the Director and/or Assistant Director or Director Designee if unable to attend a staff meeting.

NEW STAFF ORIENTATION

All new staff members will be asked to read the SU Child Development Lab staff and parent handbooks. Prior to working in the classroom, the Director and/or Assistant Director or Director Designee will schedule an orientation meeting to complete required paperwork (in accordance with SUS hiring policies and procedures), and review center operation and policies.

EVALUATIONS

Evaluations of a staff member's performance will be conducted by the Director and/or Assistant Director or Director Designee. Evaluations will be performed annually. Informal evaluations will be performed throughout the year during scheduled and unscheduled classroom observations. Parent surveys will be passed out shortly before a staff member's evaluation meeting and feedback will be included in the staff member's evaluation.

Staff members will be required to complete a self-evaluation prior to meeting with the Director and/or Assistant Director or Director Designee.

PERSONNEL POLICIES

The following policies are intended to protect the rights of staff members and to ensure maximum understanding and cooperation. SU Child Development Lab staff members are expected to be:

- On-time and alert when scheduled to be at work.
- Careful and conscientious in performance of duties, including the use of positive words and actions.
- Respectful, thoughtful, and considerate of other people.
- Courteous and helpful when dealing with children, parents, visitors, and other staff members.

CONFIDENTIALITY

It is important that all staff members be discreet in sharing information regarding the children and their parents in public areas. Names and identifying characteristics of children and families should not be shared with anyone other than staff members working in the classroom and the Director and/or Assistant Director or Director Designee. Confidentiality is expected and required when grievances arise; staff members who discuss issues with individuals not directly related to the situation may be subject to the Disciplinary Procedure.

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Staff should also be careful in discussing details of the center operation, particularly problem areas, with others in public. Staff members may not distribute or post children's names, address, phone numbers, etc. with the exception of distribution to SU Child Development Lab employees. Personal information should never be used for personal purposes.

CHILD ABUSE AND NEGLECT

All SU Child Development Lab staff members are mandatory child abuse reporters. Suspected cases of child abuse or neglect must be reported to the Department of Human Services to:

CHILD ABUSE HOTLINE, DCFS 1-855-4LA-KIDS.

Staff members may directly report suspected incidents of child abuse or neglect to the Louisiana Department Children and Family Services (DCFS). The staff member should inform the Director and/or Assistant Director or Director Designee of the report and together decide whether or not to inform the parents of the report.

If a SU Child Development Lab staff member is accused of abuse and/or neglect by a parent or co-worker, such an accusation will be reported to the Director and a determination will be made as to whether there is reasonable cause to suspect that a child has been subjected to abuse and/or neglect. If there is reasonable cause, a report must be made to the DCFS. SU Child Development Lab will cooperate with any DCFS investigation. In addition, the accused staff member will be informed of the allegations and be given an opportunity to respond to those allegations. Termination of employment after a child abuse allegation is at the discretion of the Director.

GRIEVANCE PROCEDURE

As childcare professionals, all staff members are expected to make reasonable attempts to resolve conflicts directly with the individual(s) concerned. If a solution cannot be reached, staff members should then seek assistance from the Director and/or Assistant Director or Director Designee in resolving the conflict.

Confidentiality is expected and required when grievances arise. Staff members who discuss issues with other staff members not directly related to the situation may be subject to the Disciplinary Procedure. This policy applies both during paid hours as well as on a staff member's personal time.

CO-WORKER COMMUNICATION

Open communication between staff members, parents, and children is crucial to a successful program. Before leaving a classroom for any reason (bathroom, making a copy, calling a parent) an employee should inform his/her cooperating teachers, interns, practicum students, or volunteers of the reason he/she is leaving. For all involved, it is important that all issues be addressed and resolved as they arise. All employees are expected to function as a team member at all times.

SUPPLIES

Lead Teachers are responsible for reporting to the Director and/or Assistant Director or Director Designee when supplies are running low so they can be replenished before supplies are completely depleted.

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PARKING

Staff members should park in the rear staff parking lot on the east side of the center only. The parking lot to the north of the center is reserved for parents picking up and dropping off. If the staff parking lot is full, staff may park along the curb of the entrance and exit.

SUGGESTIONS

SU CHDV Lab is always seeking suggestions that will: improve methods, procedures, and working conditions; reduce costs or errors; and benefit the children, staff, and lab. Staff members who have suggestions or innovative ideas are encouraged to discuss them with the Lead Teacher or Director and/or Assistant Director or Director Designee.

PERSONNEL FILES

SU CHDV Lab maintains a permanent personnel file for each staff member. These files are confidential and staff must arrange a time with the Director and/or Assistant Director or Director Designee to review their file. Staff members are prohibited from accessing the personnel file of another staff member for any reason. Staff members should report to the Director and/or Assistant Director or Director Designee if there is a change in address, phone number, or emergency contact. In the case that the marital status or number of dependents have changed, please see the Human Resource office for the SU System.

SUBSTANCE ABUSE

Any staff members reporting for work under the influence of alcohol or controlled substances will be asked to leave immediately. If the Director and/or Assistant Director or Director Designee or other staff member has probable cause to believe a staff member's faculties are impaired while on the job, the staff member may be suspended or terminated immediately.

TOBACCO USE

Southern University and A&M College Baton Rouge Campus is a smoke free campus. Smoking and the use of smokeless tobacco products is also prohibited on SU CHDV Lab grounds or in personal vehicles. Staff members who smoke are strongly suggested against doing so immediately before or during their shift, as smoke can stay on clothing and hair for an extended time.

NON-DISCRIMINATION STATEMENT

SU CHDV Lab does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran. SU CHDV Lab is an equal opportunity employer.

SU CHDV Lab prohibits harassment of and by its staff members on the basis of gender, race, age, color, national origin, religion, marital or veteran status, sexual orientation, citizenship, disability, and other characteristics. Harassment includes, but is not limited to, making derogatory remarks about any of these characteristics, making jokes or stereotypical comments about ethnic or other groups, and engaging in verbal, physical, and visually offensive behavior.

ATTENDANCE

Consistency is crucial to creating a successful program. All staff members are expected to be in regular attendance, in order to provide a consistent environment and routine. Regular absences will be subject to disciplinary procedure.

ABSENCE DUE TO ILLNESS

If a staff member is ill and unable to work, the Director and/or Assistant Director or Director Designee should be notified immediately, by phone. Electronic communications such as text message and email are not acceptable methods of contact when reporting sick. If absent three or more days consecutively, the staff member must follow the SU faculty/staff guidelines and have a doctor's excuse. The Director and/or Assistant Director or Director Designee will require a note from the staff member's physician indicating an illness and when said staff member may return to work.

SUBSTITUTES

Staff members are required to give at least a two week notice, when possible, when they will not be in the classroom. If it is an illness, a staff member should attempt to give at least 24 hours to give time for the Director to locate a substitute.

One full-time staff member must always be in the classroom. Situations in which a full-time staff member of a classroom are gone must be avoided. Staff members are expected to communicate with each other to ensure all fulltime staff members are not absent on the same day. Time off may not be taken the first week of transitions/new semester.

SCHEDULES

SU CHDV Lab is open Monday through Friday, 6:30am to 5:30pm. All scheduling requests should be submitted in writing to the Director and/or Assistant Director or Director Designee. Schedules will be created based upon the needs of SU CHDV Lab and the children, as well as staff member availability.

Occasionally, staff members may be required to dedicate time outside their regular work schedule in order to satisfactorily complete or carry out SU CHDV Lab responsibilities (parent-teacher conferences, staff meetings, trainings, lesson planning, etc.). In this case, staff members will not receive additional pay for work performed outside their normal work schedule.

VOLUNTARY RESIGNATION

Teachers should submit a letter of resignation to the Director and/or Assistant Director or Director Designee when resigning from a position. SU CHDV Lab appreciates at least four weeks' notice if you choose to resign. This will ensure an appropriate replacement can be hired and adequately trained

Disciplinary Procedures

UNACCEPTABLE JOB PERFORMANCE

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SU CHDV Lab uses progressive discipline as a positive way to correct unacceptable job performance. This is not a contractual obligation because all SU CHDV Lab employees are “at will” which means an employee can be terminated at the will of SU CHDV Lab for any reason or no reason. The following are the steps, which are taken using progressive discipline.

STEP 1 Verbal Warning

If a staff member’s job performance is not meeting SU CHDV Lab standards, or if a staff member is in violation of any policy stated in this handbook, he/she will be informed of the problem and the possible penalties if performance does not improve. Suggestions on ways to improve job performance are discussed. Verbal warnings may be given for violation of SU CHDV Lab policies, failure to follow procedures, unsatisfactory performance, absenteeism or tardiness.

Verbal warnings will be recorded, discussed, and signed by both the staff member and Director and/or Assistant Director or Director Designee. After three (3) verbal warnings have been issued for any reason within a period of six (6) months, a written warning will be issued.

STEP 2 Written Warning

A written warning is given if a problem which has been identified by multiple verbal warnings has not been corrected. Written warnings will be recorded, discussed, and signed by both the staff member and Director and/or Assistant Director or Director Designee.

A staff member may receive only one (1) written warning during a six (6) month period. After one (1) written warning has been issued, any further issues or actions subject to the Disciplinary Procedure may result in termination.

Written warnings will be issued immediately for refusal to follow lawful instructions or any other serious policy violation, which endangers the safety or integrity of a child or staff member.

STEP 3 Termination

Termination may result when using progressive discipline if steps have not produced satisfactory and acceptable performance. Termination may be immediate without using progressive discipline. Reasons for immediate termination may include, but are not limited to:

- Commitment of child abuse under Louisiana law
- Abuse of a parent/guardian of a child or another staff member
- Harassment/Bullying
- Being under the influence of drugs or alcohol while at work
- Theft
- Possession of a weapon
- Violation of any policy which states that violation of such policy may result in termination

The above violations are only examples and are not meant to be all-inclusive. Disciplinary action up to and including termination may be taken immediately at the discretion of the Director.

Health & Safety Policies

STAFF PHYSICALS AND TUBERCULOSIS SCREENING

Each staff member must receive a pre-employment physical and tuberculosis (TB) skin test, performed within 6 months before beginning employment. Physicals and TB tests must be updated every year. Staff members will have a "grace period" of 30 days to turn in updated physicals and TB tests. After 30 days, staff members will be required to take unpaid leave for a period of time until the physical is completed or terminated. This decision will be at the discretion of the Director and/or Assistant Director or Director Designee or Director Designee.

ILLNESS

Our first priority at SU CHDV Lab is providing a healthy, safe learning environment for all children. Children/staff will be sent home as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom or themselves; or a child is experiencing any of the following conditions:

- Fever of 101 or greater, until 24 hours symptom free without fever reducing medication
- Signs/symptoms of severe illness, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing
- Diarrhea (not associated with diet changes or medications) (Two instances) until diarrhea stops for 24 hours or the continued diarrhea is deemed not to be infectious by a licensed health care professional.
- Blood in stools not explainable by dietary change, medication, or hard stools
- Vomiting (One instance) the child can return after vomiting has been resolved for 24 hours or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration
- Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness
- Mouth sores with drooling, unless a health care provider determines the sores are not contagious
- Rash until a physician determines that these symptoms do not indicate a communicable disease
- Pink eye (conjunctivitis) until after treatment has been initiated for 48 hours
- Head lice, from the end of the day until after first treatment
- Scabies, until after treatment has been completed
- Tuberculosis, until a health care provider states that the child is on appropriate therapy and can attend child care
- Impetigo, until 24 hours after treatment has been initiated
- Hand Foot and Mouth sores have dried and crusted and no fever
- Strep throat, until 48 hours after initial antibiotic treatment and cessation of fever
- Chicken pox, until all sores have dried and crusted (usually 6 days)
- Pertussis, until 5 days of appropriate antibiotic treatment has been completed
- Mumps, until 9 days after onset of symptoms
- Hepatitis A virus, until 1 week after onset of illness
- Measles, until 4 days after onset of rash
- Rubella, until 6 days after onset of rash

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- Unspecified respiratory tract illness accompanied by another illness which requires exclusion
- Herpes simplex, with uncontrollable drooling

A child who becomes ill while at SU CHDV Lab must be removed from the classroom in order to limit exposure of other children to communicable disease. An ill child will be sent to the office to wait for his/her parent to arrive.

SU CHDV Lab reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

NOTICE OF EXPOSURE & REPORTING DISEASE

If a child or staff member is found to have a communicable disease, a notice will be posted on the door of all affected classrooms. Additionally, families who have provided an email address will receive email notification of the illness.

In the event a child is reported to have a communicable disease, the Director will notify the health department.

MEDICATION AUTHORIZATIONS

Staff members may not administer medication to any child unless a parent has completed a Medication Authorization Form.

Parents must indicate a start date and end date, a reason for the medication, or the dosage or medication cannot be administered. Medications must be stored in a locked box (refrigerated medications) or in a high cabinet (non-refrigerated medications) while in use at SU CHDV Lab. The Medication Authorization Form must remain with the medication at all times. Unused medications must be immediately returned to the family and will not be stored at SU CHDV Lab.

Medications may be administered only by the Teachers, the Director, or Assistant Director or Director Designee, or those who have been properly trained on medication administration. When a medication is given, the teacher will document the type of medication administered, the dosage, and the time it was given as well as any unusual reactions or circumstances. Expired Medication Authorization Forms must be turned in to the front office to be filed in the child's permanent enrollment file.

DOCUMENTATION OF ACCIDENTS/INCIDENTS

Staff members shall document accidents and incidents that occur at SU CHDV Lab using an Accident/Incident Report. Please document all biting incidents as accidents. If a biter breaks the skin of another child, an accident/incident report needs to be completed for the biter as well as the child who was bitten. Use great detail when explaining events, but never include other children's names. If the injury is serious, a parent needs to be contacted before pick-up. The parent shall sign the report the same day of the incident. A copy may be given to the parent. All Accident/Incident Reports must be given to the Director and/or Assistant Director or Director Designee to be placed in the child's permanent file.

DOCUMENTATION OF HEALTH INCIDENTS

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Each time a parent is contacted regarding an ill child or symptoms of illness, staff members should complete a Health Incident Form. A copy of the form should be given to the parent and the original to the Director and/or Assistant Director or Director Designee to be placed in the child's permanent file. All parents will be notified of any communicable illnesses present in the center via a sign posted on the main entrance to the center explaining the illness. In addition, parents with children in the classroom of the infected child will receive an email regarding the illness.

DOCUMENTATION OF ALLERGIES

A child with allergies must have an Allergy Action Plan posted in a visible location in the classroom. If the allergy is food related, an Allergy Action Plan must also be posted in the kitchen area. All staff working in the classroom of a child with allergies must review the Allergy Action Plan to ensure understanding of emergency procedures should the child have an allergic reaction. All allergic reactions must be documented with a Health Incident Form.

DOCUMENTATION OF SPECIAL HEALTH CARE NEEDS

An Emergency Care Plan will be on file for any child or staff member with special health care needs (seizures, etc). A copy of the Emergency Care Plan must be kept in the classroom emergency binder. All staff working in the classroom must familiarize themselves with this plan, should an emergency arise. If necessary, staff will receive training regarding a child's or staff member's specific health care needs.

ACCESS POLICY

Any person in the center who is not a director, faculty/staff member, substitute, practicum student or subcontracted staff or volunteer who has had a record check and approval to be involved with child care shall not have unrestricted access to children for whom that person is not the parent, guardian or custodian, nor be counted in the staff to child ratio. Unrestricted access means that a person has contact with a child alone or is directly responsible for child care.

Persons who do not have unrestricted access will be under the direct supervision and monitoring of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the Director or Lead Teacher unless he/she delegates it to another Teacher due to a conflict of interest with the person.

Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If a staff member is unsure about the reason, the staff member must see the Director or Assistant Director or Director Designee to get approval for the person to be on site.

If it becomes a dangerous situation, staff will follow the "Dangerous Adult" procedure. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc., will be monitored by a paid staff member and will not be allowed to interact with children on the premises.

A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian or custodian) who is required to register with the Louisiana sex offender registry:

- Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.

- Shall not be on the property of the child care center.

The Director is not obligated to provide permission and must consult with their DHS licensing agent first.

STATE and FEDERAL CRIMINAL HISTORY CHECKS

Each staff member must complete a Child Care Criminal Background Check every five years. A search will be completed and includes checks of Louisiana Criminal History, Child Abuse and Sex Offender Registries. The cost of the background checks will be the responsibility of each staff person.

VISITORS

All individuals who are visiting the center (i.e., someone who is not a parent or authorized pick-up person; or staff member) is required to sign in at the front office before entering the center. The visitor is then required to sign out before leaving the building. Staff members should notify the Director and/or Assistant Director or Director Designee if expecting a visitor.

Curriculum Planning

CURRICULUM

Curriculum at SU CHDV Lab includes the child-initiated and teacher-directed activities and experiences offered to young children that support and enrich their development physically, emotionally, socially, and cognitively. SU CHDV Lab uses TS Gold as guides for planning the curriculum in each of its program rooms.

Each classroom has weekly lesson plans posted in the classroom. These plans contain a number of activities designed to foster each child's development and the development of the group as a whole. Lesson plans should be changed in order to accommodate the children's changing interests.

Each classroom is set-up in centers, which include blocks, dramatic play, books, gross motor, fine motor, and art. Outdoor play is important to a child's physical development and must be included in both the morning and afternoon schedule. Self-selection or "free-play" is a daily part of the curriculum and means a child has the opportunity to choose which center or activity he/she participates in. This promotes creative expression and development of important social skills.

DAILY SCHEDULE AND ACTIVITIES

The Teacher and practicum students work cooperatively to create a daily schedule and plan activities that meet each child's developmental abilities and needs. Every staff member is responsible for carrying out the schedule and activities. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities.

Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Children thrive on consistency! Routines should be maintained whenever possible for arrivals and departures; meals and snacks; resting or nap times; personal care routines like diapering/toileting and hand washing; and transitions.

Lesson plans and the daily schedule must be posted in the classroom and visible at all times.

THEMES

The use of themes is a practical and logical way to begin curriculum planning. The themes should be based upon what the children know and see every day, as well as the children's interests. The themes must be age-appropriate and may span the length of one week, or one month depending on the interest level.

Teachers are encouraged to discuss with each other their themes and coordinate the sharing of materials and activities.

PHYSICAL ENVIRONMENT

The actual room arrangement of each program room is the responsibility of the program Teacher. Space should be organized according to the Environment Rating Scales (ERS). Centers should include blocks, dramatic play, art, large and small motor, and books. These areas should be clearly defined, with obvious boundaries. Quiet areas should be set-up as far away from noisy activities (blocks, cars, etc.) as possible. The room décor should consist mostly of child artwork and photographs of animals, people, food, and the children themselves at the child's eye level. Room arrangement should take into consideration that staff must be able to see every child at all times.

For a more detailed description of room arrangement and the physical environment, staff members may refer to copy of the appropriate ERS manual, or seek assistance from the Director. The Director and/or Assistant Director or Director Designee must approve changes to the physical environment, including the room arrangement.

FREE PLAY

"Free-play" (also called child-initiated activities, free choice, self-selection) must be incorporated into the morning and afternoon schedule. Teachers are expected to actively participate with the children during free play activities by asking questions about what the children are doing, participating in their pretend play, reading books when prompted, encouraging children to try new activities or play with a new toy, etc.

OUTDOOR PLAY

Outdoor play must be incorporated into the daily schedule for both the morning and afternoon, in almost all weather conditions. In the event of rain, severe wind/cold, or extreme heat, children are permitted to remain indoors.

There is less structure in an outdoor learning environment; however, it is expected that staff members actively engage in activities when prompted by the children. Outdoor play is an opportunity for children to run, jump, climb and use their bodies in ways that would otherwise be unsafe in an indoor classroom. In addition, a large amount of social interaction takes place when children play outdoors. Because they are engaged in fewer teacher-directed activities and more child-directed play, children are able to choose their friends and who to interact with.

The outdoor learning environment is an extension of the indoor classroom. Concepts taught indoors can be expanded upon while outdoors. For example, building with blocks on an uneven surface outside, or playing with toy cars in the grass teaches children about different textures, sounds, and smells because the

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environment is naturally different from the indoors. Lesson plans must include an outdoor learning component.

NAP/REST TIME

The Louisiana Department of Children and Family Services requires that all children be provided a regularly scheduled nap or rest time. Children will not be forced to sleep but may be encouraged to lie quietly for a period of time. The length of time a child should have to remain resting varies by child. There is no hard and fast rule regarding the maximum amount of time a child should have to remain resting. Children should be provided alternative quiet activities if unable to rest. Children unable to rest will not be allowed to disturb their classmates.

MULTIMEDIA

The use of multimedia in our program is an extension of the teaching and learning that takes place in our classrooms.

Teachers may select movie, television, and computer game titles based upon weekly themes. Children are not required to view part or all of a video or television show, or to play computer games. Instead, the activity is offered as one of several centers. All multimedia must have a rating of "PG" or "E" and must possess an educational theme. Children are limited to a specified amount of time per week they may use or view multimedia.

TOOTH BRUSHING

At least once a day, children over 1 year of age will practice brushing their teeth after a meal. SU CHDV Lab will provide a toothbrush for each child. Toothbrushes must be labeled with the child's name, allowed to air-dry before being stored in a ventilated container, and should not come into contact with other toothbrushes. Storage containers will be washed and sanitized weekly. Toothbrushes must be discarded if contaminated.

WEAPONS/VIOLENT PLAY

There is a strict policy of allowing no weapon play at SU CHDV Lab. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. Redirection should be used when a child is engaging in weapon or violent play. If a child brings a weapon to SU CHDV Lab, the weapon should be placed out of sight and sent home the same day with a note explaining the policy about weapons.

Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.

PETS & VISITING ANIMALS

Staff may introduce a class pet to the classroom. Pets and visiting animals that are brought into the classroom must be carefully considered for their temperament, health risks, and appropriateness for young children. No animal may be brought into SU CHDV Lab without first notifying and receiving permission from the Director and/or Assistant Director or Director Designee. Once approved by the Director and/or Assistant Director or Director Designee, pets and visiting animals must have documentation from a licensed

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veterinarian or animal shelter to show that the animal(s) is fully immunized and that the animal is suitable for contact with children.

Assessments

The Teaching Strategies GOLD™ is the assessment tool used by the laboratory to evaluate and track each child's individual development during their time at SU CHDV Lab. It is an on-going assessment system, meaning that teachers are continually watching, observing, and documenting each child's development. The same tool is used from birth through kindergarten, to allow a more complete picture of a child's development. By tracking a child's development, teachers are able to plan activities that are appropriate for each child's developmental abilities.

PARENT-TEACHER CONFERENCES

Teachers are expected to conduct a minimum of two parent-teacher conferences per year and must make every effort to meet with each family. A copy of the parent-teacher conference form and child development summary must be placed in the child's permanent file after conferences. The Teacher should discuss suitable times to hold conferences with the Director and/or Assistant Director or Director Designee.

ASSESSMENT PORTFOLIOS

A permanent assessment portfolio will be kept for each child, and passed to the next teacher when a child transitions. These portfolios will not be released to anyone outside SU CHDV Lab without written permission from the parent/guardian. Assessment portfolios will contain a variety of items, including photographs, examples of artwork, assessment profiles, and parent-teacher conference forms. It is the responsibility of the Teacher and practicum students to ensure portfolios are periodically and continuously updated.

Portfolios may be periodically taken home by families but should be returned promptly. When a child leaves SU CHDV Lab, the assessment portfolio should be given to the family.

Field Trips

SU CHDV Lab offers a variety of experiences both at and away from the center. Field trips are a creative way to enrich a theme and expand the learning environment. The Director and/or Assistant Director or Director Designee must approve all field trips. Field trips outside the SU Campus require a parent to complete a "Field Trip Permission Form." These forms can be obtained from the Director and/or Assistant Director or Director Designee. Parents must be notified at least one week before the planned field trip.

Teachers may decide and are encouraged to conduct short, unannounced field trips including but not limited to: walks as a class around the campus; trips to local playgrounds; and trips to local businesses.

Teacher-child ratios must be maintained at all times. Parents complete a "Parent/Guardian Permissions" form at enrollment for this type of field trip and do not need to complete a separate form for the above named instances.

RULES RELATED TO TRANSPORTATION

- Children are not allowed to sit in the front seat under any circumstances.

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- Children under the age of six riding in a car or passenger van must be properly buckled in a federally approved car seat or booster seat. Older children and adults must be properly buckled in a seat belt.
- Doors should remain locked when the vehicle is moving.
- Smoking and the use of smokeless tobacco products is forbidden when transporting children.
- Children shall enter and leave the vehicle curbside unless the vehicle is in a protected area or driveway.
- Head counts shall be taken before leaving the center, after entering the vehicle, during a field trip, after taking children to the restroom, after returning to the vehicle, and upon returning to the center.
- When children leave the vehicle, the vehicle shall be inspected to ensure no children are left in the vehicle.

Should the time arise where the SU CHDV Lab obtain passenger vans to transport children, these rules are mandatory: Staff members who operate a SU CHDV Lab van must have a valid chauffeur's license. Parents who volunteer to provide transportation for a field trip must be at least 21 and provide: proof of a valid driver's license; proof of insurance; completed driver information form; and signed waiver of liability form.

Daily Duties for Classroom Staff

Each classroom has a set of opening, nap time, closing and weekly cleaning tasks. Below are some general things that must be completed each day. Staff members are expected to familiarize themselves with the classroom specific duties:

MORNING DUTIES

Make sure all program room doors are unlocked; mix new bleach water; put away sanitized toys; straighten toys and shelves; re-stock supplies such as soap, paper towels, toilet paper, diapers, wipes, etc.; and complete room set-up for the day's lesson plan.

NOON/NAP-TIME DUTIES

Straightening of shelves; sanitizing toys; cleaning tables/chairs/floors; curriculum planning; wash dishes; complete daily activity sheets for children; and prepare for afternoon.

AFTERNOON DUTIES

Wash or spray toys that have been mouthed by children with bleach solution and air dry; take trash to dumpster, sanitize trash can, and replace trash bag; put toys and equipment away; check outdoor play area for equipment that needs to be put away; sanitize tables, chairs, and shelves; wash dishes; empty bleach solution; vacuum carpets; lock all program room doors after the last parent leaves for the day.

Arrival and Departure

ARRIVAL

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Staff members are expected to greet each child and parent by name upon their arrival to the classroom. Arrival is the opportune time to discuss how the child's night was, what he/she ate for breakfast, special instructions for the day, etc.

Upon arrival, each child must have direct contact with a staff member. Staff should be looking for previous injuries, signs of illness, or unusual behavior.

DEPARTURE

During the enrollment process, each family completes an "Emergency Contact and Parental Consent" form. This form provides authorization for select individuals to pick-up children from the center. If you are not familiar with the person attempting to pick-up a child, you must request photo identification and check the "Emergency Contact" form. At the end of the day, staff must check the attendance clipboard to verify all children have been signed out.

LATE PICK-UP

SU CHDV Lab charges a late fee of \$1.00 for every minute a child is present past 430PM and not enrolled in aftercare. If a child is picked-up after 430PM, please make a note on the attendance clipboard and inform the Director or Assistant Director or Director Designee the following day. If parents do not arrive by 430PM to pick-up their child, attempt to contact them at all available phone numbers. If the parents cannot be reached, attempt to contact other authorized pick-up persons. If you are unable to reach the authorized pick-up persons, contact the Director or Assistant Director or Director Designee. The SU Police Department will then be contacted.

Guidance Strategies

Every adult who cares for children has a responsibility to guide, correct and socialize children toward appropriate behaviors. These adult actions often are called child guidance and discipline. Positive guidance and discipline are crucial because they promote children's self-control, teach children responsibility and help children make thoughtful choices. The more effective caregivers are at encouraging appropriate child behavior, the less time and effort adults will spend correcting children's misbehavior.

Effective guidance and discipline focus on the development of the child. They also preserve the child's self-esteem and dignity. Actions that insult or belittle are likely to cause children to view their caregivers negatively, which can inhibit learning and can teach the child to be unkind to others. However, actions that acknowledges the child's efforts and progress, no matter how slow or small, is likely to encourage healthy development. Teaching children self-discipline is a demanding task. It requires patience, thoughtful attention, cooperation and a good understanding of the child. SU CHDV Lab staff will use only positive guidance techniques.

When interacting with young children, staff should ask themselves the following questions:

"Am I..."

- Validating feelings?
- Asking open ended questions?
- Encouraging problem solving?

- Respecting children's choices?
- Using praise and positive reinforcement?
- Talking with children – not at them?
- Circulating throughout the classroom?
- At the child's eye level?

REASONS FOR MISBEHAVIOR

If caregivers understand why children misbehave, they can be more successful at reducing behavior problems. Listed here are some of the possible reasons why children misbehave.

- Children want to test whether caregivers will enforce rules.
- They experience different sets of expectations between school and home.
- A child does not understand the rules, or are held to expectations that are beyond their developmental levels.
- They want to assert themselves and their independence.
- They feel ill, bored, hungry or sleepy.
- They lack accurate information and prior experience.
- They have been previously "rewarded" for their misbehavior with adult attention.

PREVENTING MISBEHAVIOR

Child misbehavior is impossible to prevent completely. Children, usually curious and endlessly creative, are likely to do things parents and other caregivers have not expected. However, there are many positive steps caregivers can take to help prevent misbehavior.

- Set clear, consistent rules. (e.g., walking feet; gentle touches)
- Make certain the environment is safe and worry-free.
- Show interest in the child's activities. (e.g., participating in activities with the children so they stay interested for longer periods)
- Encourage self-control and independence by providing meaningful choices. (e.g., "You may pick up the blocks or art center.")
- Focus on the desired behavior, rather than the one to be avoided. (e.g., "Ashley, please use gentle touches with your friends.")
- Build children's images of themselves as trustworthy, responsible and cooperative.
- Give clear directions, one at a time.
- Say "Yes" whenever possible.
- Notice and pay attention to children when they do things right. (e.g., "Joey is playing so nicely. I like it when you keep the blocks on the table.")
- Encourage children often and generously.
- Set a good example. (e.g., using a quiet voice when children should be quiet)
- Help children see how their actions affect others.

RESPONDING TO MISBEHAVIOR

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Below are strategies SU CHDV Lab staff will use to respond to child misbehavior. Remember, however, that it's always a good idea if rules are explained fully and clearly understood before misbehavior occurs. Whenever possible, involve children in making the rules for the classroom.

Redirection

This strategy should be used most frequently when working with young children. If a child is not following the rules or being uncooperative, quickly get the child's attention and introduce another activity. For example, "Kate, please help me water the flowers now. You've been riding the bike for a long time and it's now Logan's turn."

Logical consequences

These are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related. For example, Andrew is standing on his chair at lunch. His teacher should remind him that if he stands on his chair, he could fall and get hurt; this will make him sad.

Participate in the solution

If a child damages something, he/she needs to help in fixing it or in cleaning up. If a child causes someone distress, he/she should help in relieving that. For example, "It made Brandon very sad when you told him he wasn't your friend anymore. Please come apologize and help me make him feel better."

Natural consequences

Allowing children to experience the consequences of their behavior is also called learning the hard way. For example, Laura does not put her books back in her school bag after she finishes reading. One day she loses a book, and therefore must find a way to replace it. Only use natural consequences when they will not endanger the child's health or safety.

"Take a break" or "Calm down chair"

In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to "take a break" or sit in the "calm down chair." This strategy gives the child a chance to calm down, regain control, and reflect quietly on her or his behavior away from others. Once the child has calmed down, staff should talk with the child about the actions that led up to and resulted in needing a break or being sent to the calm down chair. For example, "Hannah, we have talked often about how hitting is not acceptable. But because you hit John, please leave the blocks center and go to the calm down chair. I will talk to you when you are ready."

If these actions do not help in reducing or changing behavior the following will take place:

1. Staff will report behavior and what strategies have been attempted to the Director and/or Assistant Director or Director Designee(s).
2. The Director and/or Assistant Director or Director Designee will observe the child and meet with the Teacher to develop a behavior management plan.
3. The behavior management plan will be discussed with the parent and then put into practice.

4. The Director and/or Assistant Director or Director Designee, Teacher, and parents will evaluate the behavior management plan. If needed, adjustments will be made.

** If a child's behavior becomes threatening to themselves, other children, staff or teachers, the child will be removed from the classroom and possibly the program for a period of time or permanently.

USEFUL PHRASES

The following phrases are useful when problem-solving with children.

Instead of "No" or "Don't" Say "Please stop", "I don't like that", "That's not OK", or "That is not a choice"

Instead of "That's not nice" Say "That's not OK", "Please use gentle touches", or "That hurts Jordan"

Instead of "No running" Say "I need you to use your walking feet" or "You may run when we go outside"

Instead of "Stop crying" Say "I need you to use your words to tell me what is wrong"

Instead of "Can you put away your toys?" (If it is not a choice, do not pose it as a question) Say "You may help me pick up the blocks, or help Alyssa pick up the puzzles"

Instead of "I said yes" (when a child tells you "no") Say "No is not a choice, I need you to..."

BITING POLICY

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Biting is not something to blame on children, their parents or their teachers. There are a variety of strategies we implement at SU CHDV Lab to prevent and stop biting. This is the process followed when a child bites:

- The biting child is stopped and told, "Stop biting. Biting hurts" in a firm voice. Teachers should remain calm, being careful not to show anger or frustration towards the child.
- The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child's needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.
- Appropriate first aid will be provided to the child who was bitten. The bite will be washed with soap and water; cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.

It is important to explore the reasons for biting when it occurs. Teachers need to work with parents to gather information about the child's behavior and begin observations to determine the reasons for biting. Examples of triggers would be: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are the steps the teacher will take to identify triggers and replace the behavior:

1. The teacher will examine the context in which the biting is occurring and look for patterns. The following questions should be asked:

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- Was the space too crowded?
- Were there too few toys?
- Was there too little to do or too much waiting?
- Was the child who bit getting the attention and care he/she deserved at other times?

2. The teacher will change the environment, routines or activities if necessary.

3. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways

4. The teacher will observe the child, to get an idea of why and when they are likely to bite.

5. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.

6. The teacher, parent and Director and/or Assistant Director or Director Designee will meet regularly to regulate an action plan and measure outcomes.

7. If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an Incident/Accident Report which is completed and signed by a teacher and parent. A copy is provided to the parent and the original kept in the child's permanent enrollment file in the office.

REMOVAL OF A CHILD FROM THE CLASSROOM

Children cannot be removed from the classroom as we do not have extra staff available to correct ratios. In rare instances, children may be brought to the main office and the Director and/or Assistant Director or Director Designee will assist the child in calming down and/or help staff manage the classroom. Teachers must call the office and speak to the Director and/or Assistant Director or Director Designee before removing a child from the classroom.

If at any time a child's behavior becomes threatening to themselves, other children, staff or teachers, the Director and/or Assistant Director or Director Designee should be immediately notified.

Meals and Nutrition

SU CHDV Lab follows the Child and Adult Care Food Program (CACFP) nutrition and practice guidelines for meals and snacks.

- Prior to each meal, tables must be washed with soapy water. Each table must then be sanitized with bleach water and either air-dried or wiped clean with a dry paper towel.
- All staff and children must wash hands before and after each meal, for at least 20 seconds.
- Staff shall sit with children at the tables and supervise all mealtimes. Staff should encourage conversation by asking questions or talking about the food; good table manners should be modeled.

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- First-serving child sized-portions will be provided for all staff. Each staff member is expected to eat the meal provided, in order to model good eating habits.
- Children will never be forced or bribed to eat. Children must have every food on their plate. However, if a child states that he/she does not like a particular food, they may place just a small amount (ex: one or two peas) on their plate.
- Following every meal, tables and chairs must be washed with soapy water and sanitized with bleach water.

FOOD FROM HOME

Children are welcome to bring in special treats to celebrate a birthday or holiday. Due to various food allergies and dietary restrictions in our classrooms, we require supplying store-bought snacks still in the original packaging. Homemade snacks are not allowed. A list of healthy snack options approved by the USDA and Louisiana Department of Education is available from the Director and/or Assistant Director or Director Designee.

Infant, Toddler and Two Year Old Program Information

The following information is specific to the infant, toddler, and two year old program rooms:

- Parents must supply diapers, wipes, diaper cream, bottles, formula, baby food, extra clothing, pacifiers (if necessary), and blankets for rest time. Please label all items with child's name.
- Children are not encouraged to use pacifiers during rest time nor any other time throughout the day. In the case a pacifier is necessary to calm a baby, to reduce the likelihood of spreading illness, pacifiers must be kept in a child's cubby or diaper bag during all other times of the day.
- If a mother is breastfeeding, please be sure to discuss with the mother when she would like her child to be fed breast milk, and when she would like to come in to breastfeed.
- Breast milk must be brought in ready-to-use containers. For health reasons, we are not able to store bags of frozen or bagged milk.
- We recommend that all new foods be tried at home first since a child could have an allergic reaction to foods they have not had before. Check with parents before introducing ANY new food.
- Children must be held when being fed – bottle propping is forbidden.

SIDS

Sudden Infant Death Syndrome (SIDS) is the unexpected, sudden death of a child under age 1 for which a cause of death cannot be identified. It is not known what causes SIDS, however several sleeping practices have been linked to an increased risk for SIDS. Therefore, SU CHDV Lab has a strict policy for infant sleep placement.

- All infants less than one year will be placed on their back to sleep.
- Infants shall not be allowed to sleep in a car seat or swing for a period of longer than 15 minutes.
- Once a child has been placed in his or her crib for nap, if the infant rolls from back to front - and is also able to roll from front to back - it is acceptable to leave the infant sleeping on his or her stomach. **NO** heavy blankets, stuffed toys or pillows should ever be placed in a crib.

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A request for alternative sleeping positions must be accompanied by a signed and dated physician's note stating the reason for the request. Staff members found to violate this policy will be subject to the Disciplinary Procedure and possibly termination.

Parent Relationships

PARENT INTERACTIONS

Many of our employees will become well acquainted with the parents of the children. This is an important part of providing quality care, but there are a few guidelines to which staff members must adhere:

- Address parents by their first name.
- Talk with parents about an issue with their child only if you are not in the classroom with children.
- Never talk about concerns about a child in front of any other children.
- When stating a concern about their child, also state at least two positive things about their child. Don't focus only on the negative.
- Do not use other children's names when discussing behavior concerns and/or incident reports.
- Avoid the phrase "I don't know." Instead, say "I'm not certain of the answer for that; can I get back to you?" then find the answer and reply to the parent as soon as possible.
- Conversations at pick-up and drop-off should be brief; your chief responsibility remains the supervision of the children. If you feel a parent needs more time or attention, ask to schedule a time to meet outside the classroom.

HANDLING PARENT COMPLAINTS

- Listen carefully. Many times a person just needs an opportunity to air his or her feelings and feel they've been heard.
- Repeat what you have heard the other person say, trying to summarize it in one sentence. ("You're upset that Gavin isn't able to stay awake for dinner and seems crabby at night.")
- State the changes that you think the parent would like to have made. ("You would like us to make sure Gavin lies down for at least an hour every afternoon.")
- State what you will do to solve the problem. ("I will speak with the other teachers and make a note on his chart to make sure the message reaches everyone.")
- Follow through. If you tell a parent you will do something, do it promptly and follow up with them immediately afterward. ("I spoke with the other teachers last week; how are things going with Gavin? Did you notice a change?")
- If you are unsure how to solve the complaint, refer the parent to the Director and/or Assistant Director or Director Designee. ("I'm not sure how to answer that; the Director and/or Assistant Director or Director Designee will be able to better help you.")

Position Descriptions

There are four classes of employee at SU CHDV Lab: Director, Administrative Assistant, Cook, Teacher, and Practicum Student (nonpaid). All full-time, paid staff members are eligible for benefits such as paid vacation/sick leave or health/life insurance, etc., in accordance with the SU System policy.

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There are different responsibilities, expectations, and qualifications for each position. Please refer to your job description for expectations and responsibilities.

HOLIDAYS

SU CHDV Lab is closed in observance of the following holidays in accordance to the SU System approved holiday schedule and payment process:

New Year's Day * Memorial Day * Independence Day * Labor Day * Thanksgiving * Christmas

Benefits (Health, Life, Dental, Vision, etc.)

Individual or family health insurance coverage is available to all full-time paid staff persons employed at the SU CHDV Lab. As an employee of the SU CHDV Lab, you are considered a SU System employee and have the same opportunity to benefits in accordance with the SU System policy.

BREASTFEEDING POLICY

Company Responsibilities

Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive:

Milk Expression Breaks

For up to one year after child's birth, breastfeeding employees are allowed three twenty minute breaks to breastfeed or express milk during work hours. For time that may be needed beyond the usual break times or full first year, employees may use their lunch break or make up the time as negotiated with their supervisors.

Maintain Ratios in Classroom

If another staff member or practicum student is not able to switch classrooms to maintain ratio, one of the directors or if available an extra staff will be provided for the employee to step out of the classroom to breastfeed or express milk.

A Place to Express and Store Milk

If the employee does not want to breastfeed in the classroom another closed door room will be provided for staff to breastfeed or express milk in privacy. Employees wishing to use this room must reserve the room by informing the director when they will need to use it.

Staff may store expressed breast milk in a SU CHDV Lab refrigerator in a designated area and must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering.

Emergency Medical/Dental Procedure

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It is important that parents complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, the form allows SU CHDV Lab staff members to seek emergency medical or dental care from authorized care providers in the event of serious injury. It is the responsibility of the parent to complete this form and to make corrections to this information when necessary.

- If a child becomes ill or injured after arriving at the lab, the Teacher will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick up persons on the Emergency Contact & Parental Consent form will be called.
- Children who are ill or seriously injured will be sent to the office and remain under the supervision of the Director and/or Assistant Director or Director Designee or other designated staff until a parent arrives.

IF THE CHILD REQUIRES IMMEDIATE MEDICAL ATTENTION:

- The staff member who witnessed the emergency situation will remain with the injured child and instruct someone else to call 911. If no one is available, first ensure the child is stable and if possible, bring the child with you to call 911.
- CALL 911.
 - Provide the lab's name and location: SU CHDV Lab, Jesse N. Stone Building 109
 - Provide the child's name and a description of the incident. Follow instructions as provided by the operator.
- A staff member who witnessed the emergency situation will accompany the child to the hospital, bringing the child's physical exam, immunization records, and Emergency Contact & Parental Consent Form.
- Staff may not transport an ill and/or injured child in a personal vehicle.

EMERGENCY FIRE PROCEDURE

- If you detect a fire, pull the nearest fire alarm signal (small red box mounted on the wall near the exits).
- If it is a small fire, attempt to extinguish the fire using the nearest fire extinguisher. (If you are on duty in a classroom at the time of a fire, follow the instructions below and evacuate the children first.)
- Exit the building and proceed to the designated meeting place.
- Call 911 as soon as you have reached the meeting place.
 - Provide the center's name and location: SU CHDV Lab, Jesse N. Stone Building 109
 - Describe the location of the fire.

IF THE FIRE ALARM SOUNDS WHILE YOU ARE ON DUTY IN A CLASSROOM:

- Assist in the evacuation of the children from your classroom.
- Collect the classroom first aid kit, classroom binder, and attendance clipboard.

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- Staff member closest to the outdoor exit is responsible for leading children out that exit and to the designated meeting place for your classroom.
- Staff member farthest from the outdoor exit is responsible for ensuring everyone has evacuated the classroom.
- The last staff member to exit the classroom must turn off all lights and close all doors.
- Once assembled at the designated meeting place, the Teacher is responsible for using the classroom attendance clipboard to ensure all children are accounted for.
 - If the Lead Teacher is not present, the substitute will assume this responsibility.
- The Director and/or Assistant Director or Director Designee will verify, as soon as possible, that all children are accounted for.
- If unable to return to the building in a timely manner:
 - The SU Police Department - (225) 771-2770 will be contacted.
 - Children will be guided to Moore Hall Auditorium.
 - Teachers will be responsible for contacting parents and informing them of the situation.

****FIRE DRILLS WILL BE PRACTICED REGULARLY****

The Director or Assistant Director or Director Designee will initiate all drills and maintain records of all drills.

Emergency Procedure

- If the Baton Rouge emergency warning sirens are sounded, assist in the evacuation of the children from your classroom.
- Collect the classroom first aid kit, classroom binder, and attendance clipboard.
 - Staff member closest to the hallway exit is responsible for leading children out that exit and to the designated shelter area.
 - Every classroom must stay together as a group.
 - Staff member farthest from the interior exit is responsible for ensuring everyone has evacuated the classroom.
- Once assembled in the designated shelter area, the Teacher is responsible for using the classroom attendance sheet to ensure all children are accounted for.
- If the Lead Teacher is not present, the Substitute Teacher assumes this responsibility.
- The Director and/or Assistant Director or Director Designee will verify, as soon as possible, with Teachers that all children are accounted for.
- All children and staff must remain on the floor in the designated shelter area and wait to receive an "all clear" from the Director and/or Assistant Director or Director Designee.
- During a tornado/hurricane warning, the Director and/or Assistant Director or Director Designee will be responsible for monitoring weather information by radio and will keep staff members informed of emergency weather changes.

****TORNADO/HURRICANE DRILLS WILL BE PRACTICED REGULARLY****

The Director or Assistant Director or Director Designee will initiate all drills and maintain records of all drills.

INTRUDER OR DANGEROUS ADULT

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A dangerous adult is considered someone who is displaying inappropriate or threatening behavior, carrying a weapon, or showing signs of intoxication from either drugs or alcohol. This also includes an individual that is prohibited by court order from picking up or having contact with a child.

If there is an intruder or dangerous adult in the center:

- Staff members in the immediate area will position themselves between the children and intruder/dangerous adult.
- A staff member will attempt to have the parent/intruder move to the hallway and close the classroom door, while a second staff member calls the Director or Assistant Director or Director Designee to assist with the situation.

IN THE EVENT OF AN INTRUDER OR DANGEROUS ADULT

- Staff members will be notified by the Director and/or Assistant Director or Director Designee of the threat.
- ALL staff and children must return to their classrooms; lock all classroom doors; and sit on the floor away from doors and windows. Wait for an "All Clear" from the Director or Assistant Director or Director Designee before continuing with activities.
- The Director and/or Assistant Director or Director Designee, or a staff member designated by the Director and/or Assistant Director or Director Designee, will contact the SU Police Department - (225) 771-2770 to notify them of the situation.
- The Director and/or Assistant Director or Director Designee will instruct the intruder or dangerous adult to leave the premises, maintaining visual contact with the individual until the police arrive, or until the individual leaves.

IN THE EVENT OF AN INTOXICATED PARENT

- The Director and/or Assistant Director or Director Designee and Teacher will talk with the intoxicated parent about alternative arrangements for pick up, while another authorized pick up person is contacted.
- If another authorized pick up person cannot be reached, the child must be released to the intoxicated parent.
- The Director and/or Assistant Director or Director Designee, or Teacher will inform the parent that the police will be notified.
- Call the SU Police Department – (225) 771-2770 and inform them of the situation. Provide as much information as possible, including parent's name, make/model of the car, and license plate number.

BLIZZARD/SEVERE WINTER WEATHER

The Director and/or Assistant Director or Director Designee will monitor the weather and local news stations throughout the day to determine when it is appropriate to close the center early or cancel care for the following day.

Teachers are responsible for contacting parents to inform them of the situation. Routine classroom activities will continue until parents arrive.

LIGHTNING

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All children must immediately return indoors when lightning is observed. Children playing under or around a tree must be immediately removed from the area.

MISSING OR ABDUCTED CHILD

- In the event of a missing child, the Teacher will search for the child in the immediate area, while another staff member calls the Director and/or Assistant Director or Director Designee to help with the search.
 - If the child cannot be located in a reasonable amount of time, the Director and/or Assistant Director or Director Designee will notify the SU Police Department – (225) 771-2770 and the child's parents.
- In the event of an abducted child, the Teacher must immediately contact the Director and/or Assistant Director or Director Designee, the SU Police Department, and the child's parents.

POWER FAILURE

Staff members and children should remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes.

If power cannot be restored within a reasonable amount of time, the center will close and parents contacted.

- Teachers or designated staff are responsible for contacting parents to inform them of the closing and of the need to immediately pick up their child.
- Activities will resume as possible until parents arrive.

Chemical Spill

ENVIRONMENTAL OR OUTDOOR CHEMICAL SPILL:

If the center receives notification from the SU Police Department that there has been a chemical spill in the area, or if staff members observe an unusual odor while outdoors:

- Staff members and children must immediately return to their classrooms.
- All doors and windows must be immediately closed.
- The Director and/or Assistant Director or Director Designee will monitor the situation and provide information to staff members as it is available. Further action taken will depend on instructions received from the SU Police Department.

INDOOR CHEMICAL SPILL: (including the mixing of chemicals which creates hazardous fumes)

- Immediately notify the Director or Assistant Director or Director Designee of the situation then assist in the evacuation of the children from your classroom.
- Collect the classroom first aid kit, classroom binder, and attendance clipboard.
 - Staff member closest to the outdoor exit is responsible for leading children out that exit and to the designated meeting place.
 - Staff member farthest from the outdoor exit is responsible for ensuring everyone has evacuated the classroom.
- The last staff member to exit the classroom must turn off all lights and close all doors.

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- Once assembled at the designated meeting place, the Teacher is responsible for using the classroom attendance clipboard to ensure all children are accounted for.
 - If the Teacher is not present, the Substitute Teacher will assume this responsibility.
- The Director and/or Assistant Director or Director Designee will verify, as soon as possible, with Teachers that all children are accounted for.
- The Director or Assistant Director or Director Designee will contact the SU Police Department – (225) 771-2770 to inform them of the situation. Further action taken will depend on instructions from the SU Police Department.
- If unable to return to the building in a timely manner:
 - The children and staff members will be moved to the Moore Hall Auditorium across the parking lot.
 - Teachers or designated staff will be responsible for contacting parents and informing them of the situation.

BOMB THREATS

If a staff member receives a bomb threat or locates a suspicious package, the Director or Assistant Director or Director Designee must be immediately notified. **DO NOT ATTEMPT TO MOVE A SUSPICIOUS PACKAGE.** The Director or Assistant Director or Director Designee will contact the SU Police Department (225) 771-2770.

IF YOU ARE ON DUTY IN CLASSROOM:

- Position yourself between the children and impending threat, as much as possible.
- Collect the classroom first aid kit, classroom binder, and attendance clipboard.
 - Staff member closest to the outdoor exit is responsible for leading children out that exit and to the designated meeting place. Every classroom must stay together as a group.
 - Staff member farthest from the outdoor exit is responsible for ensuring everyone has evacuated the classroom.
- Once assembled at the designated meeting place, the Teacher is responsible for using the classroom attendance clipboard to ensure all children are accounted for.
 - If the Teacher is not present, the Substitute Teacher will assume this responsibility.
- The Director and/or Assistant Director or Director Designee will verify, as soon as possible, with Teachers that all children are accounted for.
- If unable to return to the building in a timely manner:
 - The SU Police Department - (225) 771-2770 will be contacted.
 - Children and staff members will be moved to Moore Hall Auditorium, across the parking lot.
 - Teachers or a designee will be responsible for contacting parents and informing them of the situation.

GENERAL EMERGENCY PROCEDURE GUIDELINES

- A First Aid kit is located in each classroom. An additional First Aid kit is also available in the front office. The Director will restock items as needed; however, staff members are responsible for reporting when additional items are needed.

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- Blood borne pathogens kits are available in the office and in each of the hallway bathrooms.
- All incidents or accidents (including biting) are reported to the parents, Teacher, Director and/or Assistant Director or Director Designee using the Incident/Accident Report form. A completed form must be signed by a parent on the day of the incident. A copy must be given to the parent and the signed original given to the Assistant Director or Director Designee to be filed in the child's enrollment folder. In some cases, (i.e., there is a large cut, bruises or a bite mark visible on the child's body) staff members are required to call parents before pick up to inform them of the incident.
- Parents are discouraged from trying to pick up their child during an emergency. However, if a parent arrives during such a situation, the child must be released to the parent.
- In the event of an emergency, it is important to remain calm.
- As a staff member, your first responsibility is ensuring the safety of the children in your care.

PROGRAM ADMINISTRATION

The Director is responsible for:

- Implementing ECP and reviewing the plan at least annually and updating it as needed.
- Assuring that written clean up procedures are developed and that an appropriate disinfectant is available and used.
- Maintaining ongoing controls such as labeling biohazard bags and solutions and provide all personal protective equipment (PPE), and other needed supplies, such as sharps containers and "spill kits". ("Spill Kits" refers to a kit made up of disposable medical gloves, resuscitation bags, eye protection or goggles, aprons, disinfectant, disposable towels, red/biohazard labeled bags. Red/Biohazard bags are needed only for items which release blood when compressed)

The Assistant Director or Director Designee is responsible for:

- Ensuring Universal Precautions training is available for employees
- Documentation of completed training
- Making the written ECP available to employees

EMPLOYEE EXPOSURE DETERMINATION

The following is a list of job classifications in which employees will be expected to handle blood or OPIM:

- Director/Owner
- Assistant Director or Director Designee
- Teachers (Leads, Assistants and Aides)
- Volunteers/Interns
- Kitchen Manager

METHODS OF IMPLEMENTATION AND CONTROL

- Universal Precautions procedures must be used by employees when handling blood or OPIM. Universal Precautions means an approach to infection control in which all human blood and certain bodily fluids are treated as if known to be infectious with HIV, hepatitis B, and other bloodborne pathogens.

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- Exposure Control Plan (ECP) is available to all employees and volunteers.
- Work Practice Controls include:
 - Accessible handwashing facilities
 - No eating drinking, smoking, applying cosmetics or lip balm, and handling contact lenses when blood or OPIM is present.
 - No food or drink shall be kept in areas (such as on countertops) where blood or OPIM is present
 - All surfaces contaminated with blood will be cleaned with bleach and water solution
 - Most items used in cleaning a blood spill (i.e. paper towels) will be placed in the regular trash unless saturated with blood. Items saturated with blood to the point that blood is released when compressed shall be placed in a leak-resistant bag labeled with the biohazard symbol.
 - Containers for “sharps.” All needles and syringes will be discarded in container immediately after use.
- Needles must not be recapped.
- Personal Protective Equipment (PPE) shall be available to employees. The following PPE is available at SU CHDV Lab :
 - Single-use non-latex gloves
 - Mouthpieces for resuscitation (CPR)
- Gloves shall be used when handling blood or OPIM and replaced if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.
 - Hands and any exposed skin shall be washed immediately or as soon as feasible after removal of gloves.
- Unless saturated with blood, gloves may be placed in the regular trash. Gloves saturated with blood shall be placed in a leak-resistant bag labeled with the biohazard symbol.
- Training in Universal Precautions and Bloodborne Pathogens is required of all employees annually. The training must covers at a minimum, the following elements:
 - A copy and explanation of the OSHA standard.
 - Epidemiology and symptoms of bloodborne pathogen
 - Modes of transmission
 - Methods to recognize exposure tasks and other activities that may involve exposure to blood.
 - Use and limitations of engineering controls, work practices and PPE.
 - PPE-types, use, location, removal, handling, decontamination, and disposal
 - PPE-selection and basis
 - Hepatitis B vaccine (stated to employee that vaccine is free of charge prior to offering vaccine).
 - Use of “spill kits” and location of kits with quick access.
 - Procedures for limiting exposure to blood or OPIM
 - Post-exposure evaluation and follow-up

Exposure Control Plan

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Should an exposure incident occur, the Director must be immediately notified and a medical evaluation must take place immediately. SU CHDV Lab will see that the following elements are performed:

- Documentation of the route of exposure and how the exposure occurred
- Identification of the Source (person's blood that employee was exposed)
- Obtain consent and test source individual for HIV and/or Hepatitis B antibody as soon as possible
- If source does not give consent, document that consent could not be obtained

SU CHDV Lab will ensure that the medical care provider is given the following information:

- A description of the employee's job duties relevant to the exposure incident
- Route and circumstances of the exposure
- If possible, the results of the Source antibody testing
- Relevant employee medical records, including hepatitis B vaccination status
- Copy of regulation

The medical provider will be requested to provide the facility with the following:

- If Hepatitis B is indicated and if employee has received vaccine.
- Whether or not the employee has been informed of the results of medical and any medical condition that may require further evaluation and treatment.

RECORD KEEPING

Employee medical records and records of exposure will be kept on site for a minimum of 10 years.

Training records will be maintained in each employee's personnel file for a minimum of 3 years. Training records must include date of training and name of trainer.

Hand Washing Procedure

All adults in SU CHDV Lab classrooms need to follow ALL the steps identified below to prevent the spread of disease to children and staff members.

How to Wash Your Hands Most Effectively

- Use soap and warm (between 60 and 120 degrees F), running water
- Rub hands vigorously for at least 20 seconds (sing the "ABC's").
- Wash all surfaces, including backs of hands, wrists, under fingernails with fingers pointed to the sink drain
- Rinse hands well with the water running
- Dry hands with a disposable towel
- Turn off water with the paper towel

When to Wash Your Hands

- Upon arrival in the classroom
- When changing from one group of children to another
- Before preparing or serving food
- After eating food

- After diapering/toileting a child
- After contact with bodily fluids (vomit, blood, mucus)
- Before and after administration of medication
- Before and after sensory play, including water play
- After coming indoors or returning from a break
- After handling pets
- After using the restroom

When to Wash the Children's Hands

- Upon arrival in the classroom
- Before eating, drinking or preparing snacks for others
- After eating
- After using the toilet or having their diapers changed
- After contact with bodily fluids (vomit, blood mucus)
- Before and after sensory play, including water play
- After returning indoors from the playground
- After handling pets

If they are too young to do it themselves, YOU, the teacher, must wash the children's hands. Older children should get into the habit of hand washing to stop disease from spreading. Remember, they will learn by watching YOU.

Diapering Procedure

PREPARING FOR DIAPERING

To minimize contamination outside of the diapering area, prepare for a diaper change before bringing the child to diapering area, for example, by having ready:

- Changing table paper (if used) to cover the table from the child's shoulders to heels (in case it becomes soiled and must be folded over to give a clean surface during the change)
- Enough wipes for the diaper change including wiping the bottom and hands after taking the soiled diaper away from the child's skin)
- A clean diaper, plastic bag for soiled clothes, and clean clothes of soiled clothing is anticipated
- Non-porous gloves if they will be used, and a dab of diaper cream on a disposable piece of paper or tissue if cream is being used

DIAPERING PROCEDURE

1. Prepare for diapering as indicated above.
2. Place child on diapering table. Remove clothing to access diaper. If soiled, place clothes into plastic bag.
3. Remove soiled diaper and place into lined, hands-free trash container used only for diaper waste. (To limit odor, seal in a plastic bag before placing into trash container.)
4. Use wipes to clean child's bottom from front to back.
5. Use a wipe to remove soil from adult's hands.

6. Use another wipe to remove soil from child's hands.
7. Throw soiled wipes into lined, hands-free trash container.
8. Put on clean diaper and redress child.
9. Place child at sink and wash hands following the "handwashing procedure."
10. Spray diapering surface with bleach-water solution and wait more than 10 seconds before wiping with disposable towel or allow to air dry. It should be noted that the recommended practice is to wait for 2 minutes to allow the solution to kill the germs. However, if there is a delay of at least 10 seconds before the solution is wiped from the surface, this will be considered adequate. The surface cannot be sprayed and immediately wiped.
11. Adult washes hands using the "handwashing procedure," without contaminating any other surfaces.

ADDITIONAL PRECAUTIONS

- The diapering surface must be sanitized after each diaper change with a bleach-water or other approved sanitizing solution (all surfaces must be to be sanitized – e.g., no quilted pads or safety straps, no containers that are stored on the diapering surface). The bleach-water solution must be allowed to stay on the surface for more than 10 seconds, and ideally 2 minutes, to kill the germs. So it is best for staff to spray the surface as the last step of the diapering procedure before washing their own hands. After the time lapse, the surface can be dried (no additional handwashing required at this time) or allowed to air dry (and wiped dry if still damp) before use with another child.
- Diapers are disposed of in a hands-free covered can (usually one that has a step pedal that lifts the lid) to prevent further contamination of surfaces.
- Toys that are played with or objects that are touched, while children's diapers are changed, must be put aside to be sanitized.
- Note: Both child's and staff's hands must be washed after the diapering procedure is completed.

Cleaning, Sanitizing and Disinfecting of Equipment

Cleaning, sanitizing and disinfecting are important steps to removing dirt and reducing the spread of germs in child care settings. Routine cleaning with detergent soap and water removes dirt and grime from surfaces. Floors, carpets, walls and windows are cleaned. Sanitizing removes dirt or filth and small amounts of germs. Bedding, bathrooms, kitchen counters, dishes and eating utensils are clean (to remove dirt) then sanitized. But some child care items and surfaces require the added step of disinfecting after cleaning to kill the germs on a surface. Diaper changing tables, hand washing sinks, table tops, and some toys should be cleaned then disinfected.

Using regular household bleach and water solution is an inexpensive, effective and easy way to remove or kill germs found on surfaces in child care. Bleach and water solution may be used in several ways:

- Dipping the object into a sink or pan filled with the bleach and water solution then letting the item air dry.
- Using paper towels soaked in bleach water solution to wash surfaces, then letting the surface air dry.
- Using spray bottles to thoroughly wet a surface, then allowing the surface to air dry.

All containers of bleach/water solution should be clearly labeled with the contents of the container and the date. Example: Bleach and Water Solution, March 3, 2010. Remember to keep all containers of cleaning and disinfecting products out of the reach of children.

A solution of bleach and water loses its strength and is weakened by heat and sunlight. A fresh bleach and water solution must be mixed every day. Unused bleach and water solution should be poured down a drain at the end of the day. Do not discard bleach water solution where other cleaners or chemicals are used. Do not mix household bleach with other household chemicals such as toilet bowl cleaner, rust removers, acids or products containing ammonia. Mixing these chemicals with bleach will produce toxic and hazardous gases.

SANITIZING

When using bleach and water for sanitizing eating utensils or toys that are mouthed, a weaker bleach and water solution may be used.

- 1 teaspoon bleach to 1 quart of cool tap water
- Dishes, eating utensils and toys should be submerged in the bleach and water solution for at least 1 minute then allowed to air dry. Food preparation and food service items should not be towel dried.

DISINFECTING

Use a stronger bleach and water solution on diaper changing tables, hand washing sinks, toilets, and other surfaces that need disinfecting. Use the following recipe to mix bleach and water for disinfecting.

- ¼ cup household bleach in 1 gallon of cool water OR
- 1 tablespoon bleach to 1 quart of cool water
- Allow the surface to remain wet for 2 minutes



2019-2020 PARENT HANDBOOK

Keisha Dandridge "Positively Impacting
Early Childhood Education through Research,
One Family at a Time"

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Dear SU Child Development Laboratory Families,

Welcome to the Southern University Child Development Laboratory. We are happy that you have chosen our program for your child's preschool enrichment. We look forward to providing a year filled with exciting and rewarding experiences to all our preschool friends.

We hope the information provided in this resources handbook will help you to gain an understanding and appreciation for your child's preschool experience. The aim of preschool is to provide a basic foundation for your child's education and to make each child's first experience with school a successful and happy one.

As teachers and parents we must remember, and keep in mind, that a positive self-image is the main ingredient to a child's success. It is our job as parents and teachers to make this a priority.

As we look forward to the next academic year, we are reminded of these words, "Knowledge enters the mind gradually, almost unconsciously. It is the teacher's job to plant it like a seed, tend to it with encouragement and love, and nurture it while it grows and blooms". We believe the teachers, specialists, and support staff in our program provide such an atmosphere for all our students to successfully grow and bloom.

Enjoy your every moment of your year with us! We know that we will enjoy the year getting to know all of our childrens and families as we conquer new milestones and create beautiful lasting memories.

Academically Yours,

Southern University Child Development Laboratory Family

SU CHDV LAB INFORMATION

Southern University Child Development Laboratory

Serving Children Six weeks to Four Years of Age

SU CHDV LAB

Hours of Operation: 6:30am – 5:30pm

Jesse N. Stone Building 190

Baton Rouge, Louisiana 70813

New Number Being Assigned

Email: suchdvlab@subr.edu

Keisha Y. Ceasar, Director

Office: (225) 771- 2180 (SU CHDV LAB)

Office: (225) 771-3494 (Pinkie E. Thrift Hall)

Email: keisha_dandridge@subr.edu

Dr. Kenyetta Nelson-Smith, Executive Director

Office: (225) 771-5598 (Pinkie E. Thrift Hall)

Email: kenyetta_nelson@subr.edu

Erica Brown, Administrative Assistant

Office: **New Number Being Assigned**

Email: erica_brown@subr.edu

IMPORTANT INFORMATION

Louisiana Department of Education

Division of Childcare Licensing

1201 North Third Street

Baton Rouge, LA 70802-5243

Toll-Free 1.877.453.2721

EMERGENCY PHONE NUMBERS

SU CHDV LAB PHYSICAL ADDRESS

Southern University and A & M College
Jesse N. Stone Building 190
Baton Rouge, LA 70813
225-775-6025

SOUTHERN UNIVERSITY A & M COLLEGE INFORMATION NUMBER

- Campus Operator 225- 771-4500

COLLEGE OF FAMILY AND CONSUMER SCIENCES DEPARTMENT OF CHILD DEVELOPMENT AND FAMILY LIFE

- Deindra Ricard (Administrative Assistant) 225-771-4660 (College of FCSC)

SU CHDV LAB DIRECTOR/ INSTRUCTOR

- Keisha Dandridge Ceasar-- 318-229-2011 (Mobile) 225-771-2081 (Laboratory Office) 225-771-3494 (Pinkie Thrift Office)
- SU CHDV LAB DIRECTOR DESIGNEE
- Alexis Perkins -225-385-2790 (Mobile)

FIRE DEPARTMENT

- City of Baton Rouge Fire Station 14-- 4121 Harding Boulevard Baton Rouge, LA 70807-- 225-389-4660
- City of Baton Rouge Fire Station 16-- 1200 Rosenwald Road Baton Rouge, LA 70807-- 225-389-5564
- Brownsfield Fire Department-- 11420 Plank Road, Baton Rouge, LA 70811--225-778-0344

POLICE DEPARTMENT

- William L. Pass Station (SUBR) --Farm Road, Baton Rouge, LA 70807-- 225-771-2770
- Baton Rouge Police Department--8227 Scenic Hwy, Baton Rouge, 70807-- 225-389-2000
- Baton Rouge Police Department--4445 Plank Road, Baton Rouge, 70807-- 225-389-3866

HOSPITALS

- Lane Memorial Hospital-- 6300 Main Street, Zachary, LA 70791-- 225-654-4000
- Our Lady of the Lake Medical Center--5000 Hennessy Boulevard, Baton Rouge, LA 70808-- 225-765-6565
- Our Lady of the Lake Children's Hospital--5000 Hennessy Boulevard, Baton Rouge, LA 70808--225-765-6565

POISON CONTROL

- American Association of Poison Control Centers ~ Baton Rouge, LA 70801--800-222-1222

CHILD PROTECTIVE SERVICES

- Louisiana Department of Children and Family Services ~ 627 N. 4th Street, Baton Rouge, LA 70802-- 888-524-357

SCHEDULED DAYS & HOURS OF OPERATION

The Southern University Child Development Laboratory will operate according to the following schedule:

HOURS OF OPERATION

Monday through Friday - 7:30a.m. - 3:30 p.m. (Regular Operation Hours)

Monday through Friday- 6:30 a.m. -5:30 p.m. (Before and After Care Operation Hours)

2019-2020 ACADEMIC CALENDAR AT A GLANCE

The SU CHDV LAB will be closed for students on the below listed days.

July	Independence Day (7/4/2019) ; Summer Closure-Building Maintenance (7/29-31/19)
August	School Closure- Professional Development (8/1-2/19 ; 8/5-9/19)
September	Labor Day (9/2/19)
October	Fall Holiday (10/3-4/19)
November	Thanksgiving Holiday (11/27/19-11/29/19)
December	Winter Holiday (12/20-31/19)
January	New Year Holiday (1/1-3/20) ; Dr. Martin Luther King, Jr. Day (1/20/20)
February	Mardi Gras Holiday (2/24-25/20)
March	NONE
April	Easter Holiday (4/6-10/20) (inclusive of Good Friday 4/10/20)
May	Memorial Day (5/25/20)
June	NONE

NOTICE OF PROHIBITION OF BULLYING, DRUG, ALCOHOL, TOBACCO AND FIREARMS

Be advised that the Southern University Child Development Laboratory program, its administration and staff which are located in this building, in accordance with the Southern University and Agriculture and Mechanical College on the Baton Rouge Campus fully comply with the following and stand that we are without any reservations a **Bullying-Free, Drug-Free, Alcohol-Free, Tobacco-Free, and Firearm-Free Early Childhood Education Zone.** ALL violators will face severe Federal, State, and Local criminal penalties.'

Mission

The mission of the Child Development Laboratory will offer a full day year-round program for infants, toddlers, and preschoolers. The Laboratory's early childhood education model will provide observations and participatory experiences for SUBR students preparing to be early childhood teachers, administrators, childcare owners/directors, and family specialist. It will also serve as a early childhood research site for our college and university.

Philosophy

Our philosophy is based on the belief that children learn best in an early childhood program that provides developmentally appropriate educational experiences in an integrated setting. Our early childhood program is designed to provide a stimulating learning environment that supports the social, emotional, cognitive and physical development of every child. In this engaging environment, children learn through appropriate play experiences that encourage active participation in learning. Teachers guide, support, and when needed, directly teach our children developmentally appropriate play and social skills.

Our aim is to build a community of learners by providing children with enriching experiences to develop self-confidence, independence and strong cognitive and social skills. We respect the dignity, worth and individuality of each child and are committed to helping children achieve their full potential.

Our goal is to help children grow up confident in their own identity and respectful of other people. The Southern University Child Development Laboratory recognizes the significant relationship among teachers, students, parents, and families and encourages continuous collaboration in a climate of mutual respect, cooperation and shared responsibility.

Our Early Childhood Program

The Southern University Child Development Laboratory offers integrated language-based early childhood classrooms, serving infants to 4 year olds. An integrated preschool includes typically developing children as well as children with disabilities. These classrooms offer children the opportunity to work and play with age-appropriate peers as well as children with developmental challenges. Children with disabilities excel in some areas, affording all children the opportunity to be models in some realm. As children work together in activities with their peers, they discover their similarities and develop a better understanding of their differences. Flexible, but consistent, structure and routines are offered, including activities designed to promote language/listening skills, gross and fine motor development, and opportunities for dramatic play. Music, sensory activities, and a wide variety of developmentally appropriate materials and activities are employed, all of which support a strong foundation for learning. Weather permitting; outside play is a daily event.

Early Childhood Staff

Each Lab classroom is staffed with a degreed teachers specializing in Child Development. Additionally, an assigned Child Development Practicum student will assist our lead teacher throughout each academic semester. Additional staff members include Child Development Research Assistance, Speech/Language Pathologists, a School Guidance Counselor, and a Pediatric Nurse.

STAFF DEMOGRAPHICS

STAFF	TITLE	EDUCATION LEVEL
Kenyetta Nelson Smith	Executive Director	Ph.D
Keisha Dandridge Ceasar	Director	MAT Early Childhood Education
OPEN POSITION	Administrative Assistant	
OPEN POSITION	Food Preparation Specialist	
Alexis Perkins	Infant Teacher Director Designee	Bachelor Child Development and Family Life
Dominique Singleton	Teacher 1-2 years old	Bachelor Child Development and Family Life
Diona Zachary	Teacher 2-3 year old	Bachelor Child Development and Family Life
OPEN POSITION	Teacher 4 year old	

Communication with Staff

While staff welcome and value the opportunity to meet and talk with parents, it is difficult for the staff to speak with parents when class is beginning or ending or while it is in session. Therefore, parents are encouraged to communicate through e-mail or your child's class Remind App (please see teacher's welcome letter). Communication about your child's progress can be discussed during a planned meeting with the teacher and or the director. The Child Development team is available discuss a child's progress during a time that is convenient for the family when necessary. Teachers will communicate classroom activities and events through weekly newsletters, daily schedules, and information placed on child's individual clipboard. Please check your child's backpack and clipboard on a daily basis to ensure you are always up to date. Our team will make every effort to use best practices to be GREEN, therefore, all notices will be sent home at least once and repeat notices will be sent via the Remind App. As we continue to grow these notices and other information will be posted on our SU CHDV LAB webpage, Instagram, Facebook, and Twitter accounts as well. We will keep you posted as our social media outreach develops.

Classroom-Behavior Management Plan

The goal of discipline is to assist and guide children in the development of self-control. Teachers will discipline in a consistent way, based on an understanding of varying developmental levels. Simple and understandable rules will be established so that expectations and limitations will be clearly defined. Discipline will be constructive in nature, including such methods as diversion, separating the child from the situation, encouragement with affirmations and reinforcements for appropriate behavior and efforts.

The Curriculum

Based on the belief that children learn through play, active manipulation of their environment, life experience and communicating with peers and adults, the curriculum is designed to facilitate children's involvement in their own learning. Our program utilizes, "The Creative Curriculum for infant-PreK4, to make certain that our students engage in the highest level of teacher-child interaction through their curriculum experiences. The program balances active and quiet play. Children work both alone and in small groups where teachers facilitate the children's interactions with each other and their environment. Teachers observe each child's activities in order to tailor and expand curriculum to meet individual needs and interests. Teachers encourage parents to maintain close communication with staff, and work closely with parents to develop strategies for dealing with specific issues.

Whole Group Instruction

Whole group time, or circle time as it is referred to in many preschool settings, allows the teacher to connect with all of the young learners at once and creates an opportunity for children to support and accept one another. Whole Group Instruction also helps to reinforce a sense of classroom community, respect for others, listening and language skills, turn taking, self-esteem and so much more. Children learn to participate in a group and how to communicate their ideas, thoughts and feelings. Children also learn to respect one another's ideas and feelings. The ability to communicate is one of the most important and essential life skills that a child can acquire. It takes time, patience, and experience to strengthen a child's ability to communicate.

Free Choice Learning Centers

Periodically new Free Choice learning centers are introduced. Each center is usually directly related to the present curriculum theme and/or specific skill that the children are trying to master. With each new theme, we try to integrate all areas of the curriculum, language arts, math, art, science and social studies. Children have a chance to work independently at their own pace, as well as cooperatively with others. Free Choice Learning Center time also allows the teachers to move around freely to observe and work with the children individually, as well as in small groups. Each center is designed with the student's various developmental levels in mind. All children develop along the same continuum, but not all children develop at the same pace. This is taken into careful consideration when planning each Free Choice Learning center.

Student Outdoor Activity

Outdoor activity is an essential part of a child's development and learning experience. Physical activities that include running, climbing, skipping, and balancing enhances a child's large motor development. Expressing newly acquired physical ability and control heightens self-esteem. Outdoor activity is also beneficial in building a child's social skills, not to mention that this age group requires so called "down time" or should we say "some time to run"! In the event of inclement weather, our Lab has designated an indoor play area to make certain that these experiences happen daily without interruptions to our daily routine.

Student Music/Movement Activity

Children are also given the opportunity to move within the classroom on a daily basis. Activities are based on the child's creativity as well as specific movements that help the children focus their attention better. It is important to have specific motor activities that stimulate certain areas of the brain for attention and memory. Music is incorporated daily to facilitate language development, movement, enhance memory, sequencing and for general pleasure. Our experience suggests that most children truly enjoy and learn through music activities.

Typical Daily Schedule

Daily activities include a variety of active and quiet individual and group projects. A typical day may consist of the following: morning meeting, free play, art projects, cooking, creative expression, sand and water play, blocks, books, games, puzzles, science exploration and computers. Daily Schedules are posted in each of our classrooms. Schedules may vary according to age level, breakfast/lunch, and indoor/outdoor playtime. Arrival and dismissal times vary per family in accordance with before care schedules.

Student Absences/Late Arrivals

If a child is going to be absent, please call, email, or text using the [REMIND App](#) prior to the day of absence if possible. If the absence is determined the day of school please contact us using the same procedures. If your child is going to be late, he or she should check in at the front desk before going to class. If a student has to leave school early for some reason, please send in a note to the teacher/front desk alerting them of the time of pickup, who will be picking him/her up, and the purpose for early dismissal. The child will be accompanied to the front office at the appointed time and should be met there promptly by the person identified in the handwritten note or email.

Parent Conferences and Meetings

Parent conferences and progress reports are offered twice a year. Progress notes will be sent home often to ensure that the teacher and family are on one accord with the student's academic progress. It is best to talk openly when children are not present. Please arrange for a babysitter for conferences and meetings. If you are unable to secure a babysitter please inform us so that we make special accommodations to ensure that the parent and teacher are able to have their conference or meeting interruption free.

Emergency Preparedness Plans

Please note that during inclement weather, if you want to pick up your child early, you are encouraged to do so. Parents must sign their child out and they may not go directly to the classroom. A student information form will be sent home in early September, and should be filled out carefully by all parents and caregivers. It is very important for parents to keep the school informed of any changes to phone numbers, work, home, cell phones, emergency contacts, address, pick up/drop off schedules, etc. During an emergency situation, time is crucial so current data is essential to make sure your child arrives home safely and or parents/guardians are reunited successfully.

Daily Meals and Snack Benefits

We provide healthy and nutritious meals and snacks to the children we serve. We follow the USDA recommended meal patterns and choose to use some whole grains, fresh and frozen produce, and low-sodium items. Therefore limiting the amount of processed items on our menus. We provide breakfast, lunch and an afternoon snack. Daily breakfast and lunch are served family meal style.

Our program will proudly participate in the Child and Adult Care Food Program (CACFP). It is critical that parents inform the administrative and classroom staff of any allergies or other medical conditions that restrict your child's diet. Birthday celebrations are encouraged and guidelines will be provided during orientation. Snack time is an opportunity for children to sit and relax and enjoy a healthy snack. Children engage in small group discussions during these times. Children often discuss various activities that occur both in and outside of school. This is an opportunity for children to build language skills through the communication of thoughts and feelings, practice social skills and reinforce table manners.

Child and Adult Care Food Program (CACFP)

The Child and Adult Care Food Program (CACFP) features a nutrition program that meets the nutritional needs and feeding requirements of each child, including those with special dietary needs and disabilities (with proper medical documentation). The program serves a variety of foods, considers culture and ethnic preferences, and broadens the child's food experience. Foods served are high in nutrients, low in fat, sugar, and salt, and conform to the serving sizes and requirements of the United States Department of Agriculture (USDA) and CACFP meal patterns. The CACFP provides meals for children enrolled in the Southern University Child Development Laboratory. Infants are fed "on demand" and at appropriate intervals. Preschool/toddler children will receive meals according to their class schedule. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on basis of race, color, national origin, sex, age, or disability. **To file a complaint of discrimination write: USDA Director of the Office of Civil Rights, Room 326-W Whitten Building, 14th and Independence Avenue SW, Washington, DC 20250-9410, or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.**

Student Backpack

Your child should have a backpack to transport books, notices, art projects and any additional items from the teacher or school. The backpack should be user friendly and the appropriate size in accordance with your child's age group. The backpack

should also be appropriate for the child to learn to manage independently. Please check your child's backpack daily since we will be communicating with you through written notices.

SU CHDV LAB Health Initiative

The major goal of our Lab health initiative is to protect and promote the health of children within the early childhood environment. SU CHDV LAB's health records provide a confidential record of each child's health status. The information that we gather about your child's health status enables us to identify children with special health care needs and to develop a health care plan that anticipates possible emergency situations.

The following information is required prior to starting our program:

- A physical examination within the past year
- A dental examination within the past year
- Up to date immunization Record
- SU CHDV LAB Health assessment form
- Student Lead level (PreK4 Students ONLY)

In addition to the above listed documents, the health record will also include each child's height and weight assessment taken twice during each academic school year.

Illness Guidelines

Here are some guidelines that might be helpful in keeping your child as healthy as possible. As you know, infants, toddlers, and preschoolers do not have the same kinds of self-care skills for a cold or infection as school-age children. Also, young children can be in very close contact with each other while they play. This information will assist you in making decisions about when to send your child to school if they are not feeling well.

- **A Fresh Cold** - Continuous nasal discharge, cough, watery eyes which has developed within the past 24-48 hours is considered contagious
- **Fever** - Must be fever free for 24 hours before returning to school
- Vomiting/Diarrhea - Keep at home for 24 hours after symptoms have resolved and the child can keep food and fluids down
- **Strep Throat** - Must wait 24 hours after antibiotics have begun
- **Conjunctivitis** - If conjunctivitis is diagnosed, your child will be prescribed eye ointment and should not return to school for 24 hours
- **Head Lice** - Until treated and has been checked by the appropriate medical professional and accompanied with the necessary documentation to return to the Lab.

In addition, if your child is only mildly ill but is irritable and cannot fully participate in the day's program, they should remain at home. If a child appears ill at school, a staff member will call you to come pick up your child as soon as possible. We can't prevent all illness, but if we work together we can minimize the spread of germs. It is very important to keep the classroom teacher aware and up to date on any medical conditions, and/or medications your child is taking. Please contact us at your convenience with any questions or concerns regarding your child's health at during their school day.

Unusual Circumstances

If there are any unusual circumstances at home, such as illness or death, parents' vacations, or changes in childcare arrangements (such as a new sibling, babysitter, or spouse), please notify the teachers so that they can help your child adjust more easily to the situation.

Parent Committees

The Southern University Child Development Laborator Team recognizes the important role of parents/guardians in the learning process. We welcome and encourage you to take an active role in your child's program. We also hope that you will enjoy new friendships with other families as a result of your child's experience. All parents and guardians of enrolled students are automatically a member of part of our Parent Committee, which meets bi-monthly at our site or an agreed upon site. Parent officers will be elected to serve in parent committee leadership positions.

SU CHDV LAB Program Visitors

For safety purposes, any non-school personnel – including parents – must report to the office upon arrival at our Lab. If you have a scheduled appointment with a staff member and or volunteering in the Lab, you are required to sign in and get a nametag or a visitor's badge. If you have an important message or something to deliver to your child during the school day, please leave it with our administrative assistant or authorized personnel, who will make sure that the child receives the delivery in a timely manner. This policy is meant to keep disruptions to children's learning to a minimum as well as for their safety and ours.

Policies & Procedures

Admissions Policy

This written policy shall be posted

To be eligible for SU Child Development Laboratory, the family must include an eligible infant or toddler from birth to the age of four. The SU Child Development Laboratory will maintain waiting lists that rank children according to the program's selection criteria to assure that those eligible enter the program as vacancies occur (**see parent handbook**). Recruitment of eligible infants, toddlers, and pregnant women, including children with disabilities, will continue throughout the year.

To apply, families may contact the SU Child Development Laboratory and ask to speak with the Director or Administrative Assistant.

Non- Discrimination Policy

This written policy shall be posted

Discrimination by child care providers on the basis of race, color, creed, sex, national origin, handicapping condition, ancestry, or whether the child is being breast-fed is prohibited.

Abuse and Neglect

This written policy shall be posted

As mandated reporters, ALL center staff shall report any suspected abuse and/or neglect of a child in accordance with R.S. 14:403 to the local child care protection agency. **Call the number below to report suspected abuse and/or neglect.**

1-855-4LA-KIDS (855-452-5437)

Computer Policy

This written policy shall be posted

Computer policy requires computers that allow internet access by children to be equipped with monitoring or filtering software that limits access by children to inappropriate websites, e-mail, and instant messaging;

Our program doesn't participate with our children engaging in use of computers or technology under the age of **three (3) years old at this time.**

Guidance/Discipline Philosophy

This written policy shall be posted

It is our belief that physical punishment is both harmful and ineffective in working with young children. Our first priority must always be the safety and well-being of the children and staff. **Please ask your Administrative Assistant or your child's teacher for Resources on providing guidance to your child.**

Our policy:

- No child shall be subject to physical or corporal punishment, verbal abuse or threats. Cruel, severe, unusual or unnecessary punishment shall not be inflicted upon children. Derogatory remarks will not be made about family members' children or about the children themselves.
- No child or group of children will be allowed to discipline another child.
- No child will be deprived of a meal or any part of meals for disciplinary reasons.

Reports of any mistreatment of children coming to the attention of the center, the SU CHDV LAB, Department of Health and Hospitals, or the Department of Children and Family Services, will be investigated.

Electronic Policy

This written policy shall be posted

Electronic devices policy that provides that all activities involving electronic devices, including but not limited to television, movies, games, videos, computers and hand held electronic devices, shall adhere to the following limitations:

- electronic device activities for children under age two are prohibited; and
- time allowed for electronic device activities for children ages two and above shall not exceed one (1) hour per day;

Disclosure of Information Policy

This written policy shall be posted

(Personally identifiable information (PII) means any information that could identify a specific individual, including but not limited to a child's name, name of a child's family member, street address of the child, social security number, or other information that is linked or linkable to the child)

Disclosure with parental consent procedures are implemented to protect PII must require following:

- The program to obtain a parent's written consent before the program may disclose such PII from child records.
- The procedures to protect PII must require the program to ensure the parent's written consent specifies what child records may be disclosed, explains why the records will be disclosed, and identifies the party or class of parties to whom the records may be disclosed.

The written consent must be signed and dated. "Signed and dated written consent" under this part may include a record and signature in electronic form that:

- Identifies and authenticates a particular person as the source of the electronic consent; and, indicates such person's approval of the information.
- The program must explain to the parent that the granting of consent is voluntary on the part of the parent and may be revoked at any time. If a parent revokes consent, that revocation is not retroactive and therefore it does not apply to an action that occurred before the consent was revoked.

Complaint Policy

This written policy shall be posted

These are the steps to follow, if you have a concern or problem regarding your child's services in the Southern University Child Development Laboratory:

1. Discuss the concern or problem with your child's teacher. If the concern or problem is not resolved at this level, or the concern is with the teacher, then
2. Discuss the concern or problem with the SU CHDV LAB Director at (225) 771-2180 or via email at keisha_dandridge@subr.edu, to help resolve your concern or problem. Should this step not provide a satisfactory resolution, then
3. Contact the Program Leader at (225) 771-5598 or via email kenyetta_nelson@subr.edu in the College of Agriculture, Family and Consumer Sciences, the Department of Child Development.

These are the steps to follow, if a member of the community has a concern or problem regarding SU CHDV LAB please follow the procedures listed below:

- Discuss the concern or problem with the SU CHDV LAB Director. If the concern or problem is not resolved at this level, then;
- Discuss the concern or problem with the Program Leader If the concern or problem is not resolved, then;
- Contact would be made with the Dr. Cheryl Atkinson, Chair of Family and Consumer Sciences at (225) 771-3168/4291 or via email at cheryl_atkinson@subr.edu in the College of Agriculture, Family and Consumer Sciences, the Department of Human Nutrition and Food.

Parental Involvement Policy

This written policy shall be posted

SU Child Development Laboratory believes that a child's parents are not only the child's first teachers, but they also are the most important teacher that the child will have. The SU Child Development Laboratory administration and staff, the parents, and the community have the responsibility of nurturing and enhancing each child's intellectual abilities and developmental skills. We believe that parents and staff working together as a **TEAM** provides the best experiences for your child's ongoing development. There are several ways for parents/guardians to get involved in the SU Child Development Laboratory:

- **Child Development Meetings**-Child development meetings with parents of enrolled children are scheduled on an annual basis. The meetings allow staff and parent's time to review the child's progress, discuss any concerns, and set realistic development goals.
- **Open Door Policy**-Parents are welcome to visit the Lab at any time of day, join in room activities or attend special events.
- **Information Sharing**-We encourage daily contact with the classroom teachers so that any information regarding your child's day can be shared.
- **Family Services**-The SU Child Development Laboratory provides family support services such as monthly family socials (e.g., muffins with moms, donuts with dads, grandparent day and other evening activities) and parent workshops and in-service training on a variety of topics (e.g., financial budgeting/planning, communicable diseases and low-cost family meals).

Behavior Management Policy

This written policy shall be posted

Our policy concerning behavior management ~ sometimes referred to as discipline ~ is based on the individual need of the child, the ability of each child to understand what he/she is doing and the consequences of their actions. A child is never made to feel that the outcome of an act will result in physical or verbal abuse. Children are not told to "sit out" and "time out" is not used. Positive reinforcement is always encouraged and children are told what they are doing well.

It is the responsibility of the teacher in charge to ascertain what has taken place as clearly as possible. If an altercation between children has occurred, each child is spoken to with reason and with respect. Each child is then given the responsibility of approaching the other child in a friendly manner, with adult supervision, in order for the children to participate in the resolution to the misunderstanding. This is done in direct relation to the verbal ability of the child but can be accomplished even when the child is not yet talking.

When inappropriate behavior occurs with the adult being the recipient, the child will be approached either with a reasonable verbal response or with the technique of redirection. Removal from an activity for a short period of time is used only if it has been ascertained that other responses have failed or if a child is at risk.

There is less likelihood of discipline problems when positive responses and remarks are the norm throughout the day. If a positive base is established in an atmosphere of respect and understanding, inappropriate or negative behavior then becomes the exception when any staff member feels that he/she is unable to manage a situation with a child in an effective manner, he or she will direct the child to another staff member and take a break. Staff members assist one another in creating a positive, relaxed atmosphere.

THE FOLLOWING ARE PROHIBITED:

- Corporal punishment, including spanking;
- Verbal or physical abuse, humiliation, neglect, or abusive treatment;
- Speaking to a child in a manner or tone that is disrespectful, sarcastic, demeaning or threatening;
- Withholding food, drink or sleep;
- Force feeding children;
- Disciplining a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or forcing the child to remain on the toilet, or using any other unusual or excessive practices for toileting.

Hand Washing Policy

This written policy shall be posted

Proper and frequent hand washing is the easiest and most effective way to prevent the spread of illness and disease in child care. Louisiana state licensing regulations require that child care providers and the children in their care wash their hands before and after certain duties and activities.

Before and after the following tasks:

- Preparing meals and snacks
- Eating
- Feeding infants and children
- Bathing infants and children o Wiping noses
- Diapering and assisting children with toileting

After completing the following tasks:

- Toileting
- Handling bodily fluids
- Coughing into hands
- Handling pets

Children Must Wash Hands...

Before and after the following tasks:

- Assisting with meal and snack preparation
- Eating

After following tasks:

- Toileting or a diaper change
- Handling bodily fluids
- Coughing into hands
- Handling pets
- Returning from outdoor or inclement weather play

When is Hand Washing Recommended?

Most laws or policies covers the hand washing basics, but there are numerous other instances when hand washing is recommended for health and safety purposes. It is recommended that staff and children wash hands:

- Before and after touching contaminated surfaces. A surface is contaminated if there is reason to believe that the surface has been or could be exposed to contaminants. This would include washing hands after taking the trash out.
- After coming in from the outdoors
- Upon arrival at the SU CHDV LAB and before leaving.
- After sensory play involving sand, water, etc.
- It is also recommended that staff wash hands before or after administering medication.

The Proper Procedure

The "Proper" procedure is the hand washing process that has been proven most effective at eliminating germs. Staff and children must wash hands using the proper procedure.

- Wet hands under running water;
- Use plenty of soap to make a good lather;
- Keep fingers pointed toward the drain;
- Scrub fronts and backs of hands;
- Remember to wash wrists, scrub around fingernails and rings;

- Scrub between 20-30 seconds;
- Rinse well with running water;
- Dry hands with a clean disposable towel or wall mounted drying device

Using the proper procedure and washing hands frequently can prevent the spread of the common cold, flu, and food borne illness as well as many other germs. Children mimic behavior, so staff who wash their hands using the proper procedure at the appropriate times are setting a great example for the children in their care.

Biting Policy

This written policy shall be posted

Biting is unfortunately not an unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a Child Development Laboratory, we understand that biting, unfortunately, is a part of an early childhood setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, LDOE state licensing regulations require that the parent of the child biting and the parent of the child who was bitten be contacted, immediately. **Names of the children are not shared with either parent.**

When Biting Does Occur:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

For the child that was bitten:

- First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
- Parents are notified.
- The "**Incident/Injury/Accident/Illness/Behavior Report**" is filled out documenting the incident.

For the child that bit:

- The teacher will firmly tell the child "**NO! WE DO NOT BITE!**"
- The child will be placed in time out for no longer than the child's age (one year old, one minute).
- The parents are notified.
- The "Parent Contact Form" is filled out documenting the incident.

When Biting Continues:

- The child will be shadowed to help prevent any biting incidents.
- The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
- The child will be given positive attention and approval for positive behavior.

When biting becomes excessive:

- If a child inflicts **3 bites** in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.

- If the child again inflicts **3 bites** in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 business days.
- If a child once again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other day care arrangements.

If a child, who has been through steps 1 and/or 2, goes **3 weeks (15 business days)** without biting, we will go back to step one if the child bites again. If a child bites twice in a **4 hour period**, the child will be required to be picked up from day care for the remainder of the day. This will not count towards the **2 day suspension**.

Programs, Movies, and Video Games Policy

This written policy shall be posted

Because we care about the health and well-being of the children in our care, we follow best practice recommendations on screen time:

- Children under **2 years old** shall have no screen time
- Children age **2 years older and over** shall watch less than **1 hour per week** at child care.
- **Screen time includes the use of television, videos, computers, and video games during care.**

Southern University Child Development Laboratory understands that TV and other screen time can get in the way of playtime, physical activity, and interactions with others, which all contribute to learning and healthy physical/social development.

Therefore, we will restrict screen time by adhering to the following guidelines:

- We allow a maximum of **1 hour per week** of educational, age appropriate screen time.
- We allow **zero** screen time for children under the age of two years old.
- We do not allow television or movies to be left on as background noise.
- We do not have television or movies playing during mealtimes.
- We do not offer screen time as a reward.

Infection Control Policy

This written policy shall be posted

Policy Statement: It is the priority of Southern University Child Development Laboratory to protect all children attending our facility and all persons working in our service from the transmission of infections. The health and well-being of all children, staff and visitors to our laboratory is paramount and our aim is to prevent and manage any infection which may be present in the building.

Infection can lead to serious ill-health among infants and young children. Infection control procedures seek to reduce the risk of children getting sick in a service by ensuring good hygiene is followed and the risk of infection is minimized.

Prevention & Infection control measures:

- We have a hand washing policy which all staff promote and model for children, after using the toilet, before eating/preparing food, after wiping noses, waste disposal and mopping up spills.
- Our immunization policy will be followed at all times with all children and staff.
- Parents are asked to keep their child at home if they have an infectious illness in line with our illness and exclusion Policy as set out in the HSE guidelines: Managing an infectious disease in childcare setting.
- Staff will also adhere to our illness and exclusion policy.
- When a child/ staff member is diagnosed with an infection, the HSE guidelines for exclusion will be followed.
- We reinforce good practice regarding keeping the environment clean and safe.
- Daily, weekly and monthly cleaning schedules are in place and records kept.
- We have a contract with a bin removal company for the removal and disposal of all waste at our Laboratory.
- Our premises are free from pests and rodents and we have a contract with an external agent who checks our premises on a monthly basis.
- All staff receive regular support & supervision in relation to infection control and training is provided.
- Our Laboratory carries and maintains a good stock of cleaning products and tools to ensure that hygiene practices can be carried out at all times.
- We provide information leaflets on immunization schedules, oral hygiene and prevention of infection.

Hygiene Procedure:

- All staff are aware of their role in maintaining high standards of hygiene.
- Toilets, floors, tables and chairs and other areas are cleaned daily to help decrease the spread of infection, cleaning agents used are detailed on our cleaning schedules.
- A wash hand basin is provided in each room with a constant supply of hot and cold running water, liquid anti-bacterial soap and paper towels. A wash hand basin is also available in all bathrooms, nappy changing areas, kitchens and activity rooms.
- Children are encouraged to wash their hands under supervision after visiting the toilet, before eating, and after playing outside.
- Changing area is wiped down after every use and there is a nappy changing policy in place.
- Wet and soiled nappies are disposed by individually wrapping and sealing them. Then placed in a lidded bin which is emptied daily.
- Staff always wear gloves when changing or diapering, cleaning, preparing and serving food and wash hands after removing gloves.
- Staff must wash their hands, before preparing or serving food, before feeding children, before eating or drinking, after going to the toilet, assisting children going to the toilet, changing or diapering, dealing with bodily fluids, cleaning procedures, caring for sick children, handling soiled clothing, dealing with waste and after removing disposable gloves.
- All linen is washed once per week and more frequently if necessary. Children do not share bed clothes and all sheets and blankets are stored separately.

Procedure for Managing an infectious illness

- Staff will report any illness to the manager/designated person in charge.
- Unwell children, with a temperature and/or specific signs and symptoms, will be excluded from the service until a diagnosis can be made.
- Children should remain at home if they are suffering from general diarrhea or vomiting for at least [48 hours](#).

- A plan will be drawn up to help prevent the spread of the illness and the Louisiana Department of Health and Sanitation guidelines for Managing an infectious disease in childcare setting will be followed.
- In the case of notified diseases or if the illness spreads the manager will notify the local [East Baton Rouge Department of Health and Sanitation](#).
- Parents will be informed verbally and in writing if an outbreak has occurred.

Drug-Free Workplace Policy

This written policy shall be posted

Southern University Child Development Laboratory intends to help provide a safe and drug-free work environment for our children, families, and our employees. With this goal in mind and because of the serious drug abuse problem in today's workplace, we are establishing the following policy for existing and future employees of Southern University Child Development Laboratory.

Southern University Child Development Laboratory explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on the premises or while performing an assignment for Southern University Child Development Laboratory.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from or customer premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from Southern University Child Development Laboratory or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of Southern University Child Development Laboratory or its customers, or while on company business. "**Prohibited substances**" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

Southern University Child Development Laboratory will conduct drug and/or alcohol testing under any of the following circumstances:

- **RANDOM TESTING:** Employees may be selected at random for drug and/or alcohol testing at any interval determined by the Company.
- **FOR-CAUSE TESTING:** Southern University Child Development Laboratory may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, odors that may reveal exposure to drugs and or alcohol, and excessive and unexplained absenteeism or tardiness.
- **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "**Involved in an on-the-job accident or injury**" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

Physical Activities Procedures Policy

This written policy shall be posted

Children attending Southern University Child Development Laboratory shall play outdoors daily when weather and air quality conditions do not pose a significant health risk. Time planned for outdoor play and physical activity depends on the age group and weather conditions. Activities shall include structured play (**led by the adult caregiver**) and free play (**not led by an adult**).

- **Toddlers** (12 months to 3 years old) shall participate in 60 to 90 minutes per day of moderate to vigorous physical activity.
- **Preschoolers** (3 to 6 years old) shall participate in 90 to 120 minutes per day of moderate to vigorous physical activity.
- **Children** shall be dressed appropriately for the weather, including wearing appropriate seasonal clothing and footwear, so they can participate fully, move freely, and play safely.
- **SU Child Development Staff** will inform parents, caregivers, and families that children need to be dressed appropriately for the current weather conditions to play outdoors.

Children should wear clothing appropriate for the current weather:

- Snow: heavy coat, waterproof boots, hat, and mittens.
- Rain: raincoat and waterproof boots.
- Different temperatures during the day: layers of clothing.

Footwear should provide support for running and climbing. Examples of appropriate footwear include sneakers, gym shoes, and other shoes with rubber soles that enclose the feet and will not come off easily. **Examples of inappropriate clothing and footwear include:**

- Footwear that can come off while running, or that does not provide support for climbing (examples: flip-flops and clogs).
- Clothing that can catch on playground equipment (examples: clothes with drawstrings or loops).
- Clothing that does not protect children from the current weather condition

Sleep/Rest Procedures Policy

This written policy shall be posted

Policy Statement

All children have individual sleep and rest requirements. Children need a comfortable relaxing environment to enable their bodies to rest. This environment must be safe and well supervised to ensure children are safe, healthy and secure in their environment.

Southern University Child Development Laboratory will ensure that all children have appropriate opportunities to sleep, rest and relax in accordance with their individual needs. The education and care service will provide beds and cots that comply with Australian Standards. The risk of Sudden Infant Death Syndrome (SIDS) will be minimized by following practices and guidelines set out by health authorities.

Who is affected by this policy?

- Child
- Staff
- Families
- Management

Policy Implementation

The Approved Provider will:

- "Take reasonable steps to ensure that the needs for sleep and rest of children being educated and cared for by the service are met, having regard to the ages, development stages and individual needs of the children."
(Regulation .)
- Ensure there are adequate numbers of mats and or cots and bedding available to all enrolled children.
- Ensure that all mats and or cots meet **Bulletin 137** regulatory guidelines
- Ensure that areas for sleep and rest are well ventilated and have natural lighting.
- Ensure that supervision windows will be kept clear to ensure safe supervision of sleeping children by administrative and other approved staff.

The Lead Teacher and or Assigned staff person will:

- A. "Take reasonable steps to ensure that the needs for sleep and rest of children being educated and cared for by the service are met, having regard to the ages, development stages and individual needs of the children."
(Regulation 81.)
- B. Maintain up to date knowledge regarding safe sleeping practice and communicate this information to educators and families.

Educators will:

- A. Consult with families about children's sleep and rest needs. Educators will be sensitive to each child's needs so that sleep and rest times are a positive experience.
- B. Ensure that beds/mattresses are clean and in good repair. Beds and mattresses will be wiped over with warm water and neutral detergent or vinegar between each use.
- C. Ensure that bed linen is clean and in good repair. Bed linen is for use by an individual child and will be washed before use by another child.
- D. Arrange children's beds, mats, and or cots to allow easy access for children and staff.
- E. Create a relaxing atmosphere for resting children by playing relaxation music, reading stories, cultural reflection, turning off lights and ensuring children are comfortably clothed. The environment should be tranquil and calm for both educators and children. Educators will sit near resting children and support them by encouraging them to relax and listen to music or stories.
- F. Remember that children do not need to be "patted" to sleep. By providing a quiet, tranquil environment, children will choose to sleep if their body needs it.

- G. Encourage children to rest their bodies and minds for **a minimum of 30 minutes**. If children are awake after this time, they will be provided quiet activities for the duration of rest **75 minute** time.
- H. Children's rest requirements will be accommodated according to their individual needs.
- I. Maintain adequate supervision and maintain educator ratios throughout the rest period.
- J. Assess each child's circumstances and current health to determine whether higher supervision levels and checks may be required.
- K. Communicate with families about their child's sleeping or rest times and the policy and procedures regarding sleep and rest times.
- L. Respect family preferences regarding sleep and rest and consider these daily while ensuring children feel safe and secure in the environment. Conversations with families may be necessary to remind families that children will neither be forced to sleep nor prevented from sleeping. Sleep and rest patterns will be recorded daily for families.
- M. Encourage children to dress appropriately for the room temperature when resting or sleeping. Lighter clothing is preferable, with children encouraged to remove shoes, jumpers, jackets and bulky clothing. The room temperature will be considered to ensure maximum comfort for the children.
- N. Follow **SIDS** guidelines recommending that necklace/bracelets (including Amber Teething Necklaces) must be removed while the infant sleeps at day or night. Necklaces and bracelets area choking hazard.

Children in Mats/Cots

Educators will:

Give bottle-fed children their bottles before going to bed. Children will not be put in beds or on mats or cots with bottles.

C. Observe children at 10-15 minute intervals while sleeping. Educators must remain in close proximity in the infant classrooms to physically see babies breathing. The educator will then officially record this sleep record.

Ensure that bed, mat and or cot mattresses are clean, firm and the correct size for the bed frame and the child.

Make up beds, mats, and or cots to comply with **SIDS** safe sleeping guidelines.

Babies will be placed on their backs to sleep, but they will be able to find their own sleeping position. No loose bedding is to be available to the child. Bed linens will be firmly tucked under the mattress to reduce the risk of a child covering their face.

Put the baby's feet at the bottom of the cot so the baby cannot slip down under the covers. Tuck the baby in securely so bed linen is not loose. No duvets, pillows or bumpers will be placed in infant beds.

Participate in mandated staff development about safe sleeping practices.

All SU CHOV LAB staff will participate in and actively seek guidance, best practices, and professional development training on **SIDS & Kids resource kit** and provide information to families on safe sleeping practices.

Implementation: The Director, Director Designee, and all other SU CHOV LAB Staff will ensure that this policy is maintained at all times.

Review: The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Southern University Child Development Laboratory
PARENT HANDBOOK



2019-2020 Handbook Agreement Form

Child: _____ Age: _____

Teacher: _____ Date: _____

I, _____ received my
Parent / Guardian's name

Southern University Child Development Laboratory Parent

Handbook. I agree and understand that it is my responsibility to
thoroughly and adhere to all policies and procedures stated therein.

Parent Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Director Signature: _____ Date: _____



2019-2020

Emergency Preparedness Plan

Southern University Child Development Laboratory



"Positively Impacting Early Childhood through Research, One Family at a Time"

Southern University Child Development Laboratory Emergency Preparedness Plan

This Emergency Preparedness Plan shall comply with Louisiana Department of Education Licensing Regulations Bulletin 137 as stated below in Regulation 1921:

Emergency Preparedness and Evacuation Planning

- A. **Emergency and Evacuation Plan.** The director shall consult with appropriate state and local authorities and shall establish and follow a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies that at a minimum shall:
1. address any potential disaster related to the area in which the center is located;
 2. include procedures for sheltering in place, lockdown and evacuation to a pre-determined site for potential threats to the safety, health and well-being of children in care;
 3. include specific procedures for handling infants through two year olds, including food and formula;
 4. include specific procedures for handling children with special needs, including the evacuation and transportation of children in wheelchairs;
 5. include a system to account for all children;
 6. include a system, and a back-up system, for contacting parents and authorized third party release caretakers;
 7. include a system to reunite children and parents following an emergency;
 8. include procedures for providing information about the emergency plan to parents at the time of enrollment and when changes occur;
 9. be reviewed annually for accuracy and updated as changes occur; and
 10. be reviewed with all staff at least once per year.
 11. practice drills shall be conducted at least twice per year to include all children and shall be documented.
- B. **Individualized Emergency Plan.** An individualized emergency plan shall be in place for each child with special needs and shall include medical contact information and additional supplies and equipment as needed.
- C. **Evacuation Pack.** The center shall have an evacuation pack, the location of which is known to all staff, that at a minimum shall contain:
1. a list of area emergency phone numbers;
 2. a list of emergency contact information and emergency medical authorization for all enrolled children;
 3. an emergency pick-up form;
 4. first aid supplies, hand sanitizer, wet wipes, and tissue;
 5. diapers for children who are not toilet trained and plastic bags for diapers;
 6. a battery-powered flashlight and radio and batteries or a crank flashlight and radio; and
 7. disposable cups and bottled water.
- D. **Records.** A center shall maintain a copy of records, documents, and computer files necessary for its continued operation following an emergency in either a portable file or at an off-site location.
- E. **Tornado Drills.** Tornado drills shall be conducted at least once per month in the months of **March, April, May, and June** at various times of the day necessary to include all children and shall be documented.

Emergency Preparedness Plan

Southern University Child Development Laboratory

Jesse N. Stone Building 190

Baton Rouge, Louisiana 70813

New Number Being Assigned

Louisiana Department of Education Child Care Licensing: 1-877-453-2721

Department of Child and Family Services: 1-888-LAHELPU (1-888-524-3578)

Southern University Safety Department – Charles Joseph Martin (225) 244-5798

For EMERGENCY assistance contact 911

Evacuation

1. The Director or Director Designee in charge will contact **911**.
2. Children's emergency contact numbers will be taken to the evacuation area and parents will be notified of the situation.
3. Post a message on the front door of the facility or on the answering machine telling parents where the children have been relocated.
4. Use the nearest clear exit to evacuate the building during all continuous alarms.
5. Ensure the Director or designee has a fully charged, working cell phone to contact parents and/emergency personnel.
6. Know two evacuation routes.
7. Calmly walk to the outside assembly area located at **SU CHDV LAB carpool area (front entrance)** unless the wind is blowing smoke or other hazards in that direction. If so, assemble inside at **Pinkie E. Thrift Hall (back entrance)**. Be cautious and yield the way for emergency vehicles entering the property.
8. At the assembly area, staff will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
9. Do not re-enter the building until you are given the **"ALL CLEAR"** command. Many times the situation must be verified as safe, so be patient. Remember, this is for your protection.
10. **LDOE** and or **DCFS** will be notified with-in 24 hours by the Director or Director Designee in charge.

Southern University Child Development Laboratory Emergency Preparedness Plan

11. Medical supplies including children's medication and emergency contact information will be taken when facility relocates.

Lockdown

1. Lock outside doors and windows.
2. Close and secure interior doors.
3. Close any curtains or blinds.
4. Turn off lights.
5. Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor.
6. Maintain calm atmosphere in room by reading or talking quietly to children.
7. If phone is available in classroom, Director or Director Designee in charge will call **911** to ensure emergency personnel have been notified.
8. Remain in lockdown until situation resolved and police give the all clear.
9. DECAL will be notified with-in **24 hours** by the Director or Director Designee in charge.

***Notify parents/guardians about any lockdown, whether practice or real.**

Shelter-In Procedures (Tornado/Severe Weather i.e. thunderstorm, ice storm, etc.)

1. An emergency radio with extra batteries is located: **Portable Emergency Preparedness Kit.**
2. If a severe weather watch is issued staff will gather children at the shelter-in place located at: **Inclement Weather Play area located in the middle of the Laboratory.**
3. Lead teachers will take a head count to ensure all children are accounted for. Names of any missing children or missing personnel must be given to the Director.
4. Children will sit with their backs to the wall and heads tucked between knees during a tornado warning.
5. Staff will keep children calm by reading books and singing songs.
6. Ensure the Director or designee has a fully charged, working cell phone. If possible, the Director will make contact with all parents to let them know of the situation.
7. No children are allowed to leave the Center while a severe weather watch is in effect without the legal parent or guardian.
8. When the threat has passed, staff may continue with the daily schedule.

Lightning

1. If outside- move indoors immediately.

Southern University Child Development Laboratory Emergency Preparedness Plan

2. Avoid use of telephone, electrical appliances, and plumbing as much as possible. (Please note: wires and metal pipes can conduct electricity)
3. Move away from windows. Cover windows with shades or blinds, if available.

Fire

1. If heavy smoke or flames are seen or if the fire alarm is sounded the Director, Director Designee, Administrative Assistant, or any other Staff will call **911** and or **SUBR Police Department** at **(225) 771- 2770**, and **Charles Joseph Martin** at **(225) 244-5798 (mobile)**.
2. Staff will line children up at the nearest exit door **(exit routes posted)**.
3. A head count will be conducted of all children immediately before exiting the building.
4. Teachers should search their rooms and close all doors before leaving. Additionally, the Director or designee will search all areas within the Center and ensure all occupants have been safely evacuated.
5. Children will be escorted outside in a single file line.
6. Children will be taken to the designated assembly area located across the parking lot adjacent to the Lab at: **Moore Hall Address: E. C. Harrison Blvd Building #000 Baton Rouge, LA 70813**.
7. Emergency personnel (**911**) will be contacted by the Director after all persons have been evacuated.
8. At the assembly area, teachers will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
9. Ensure the Director or designee has a fully charged, working cell phone to contact parents and/emergency personnel.
10. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation.
11. If the building cannot be reentered then all children will be taken to the designated evacuation area located across the parking lot adjacent to the Lab at: **Moore Hall Address: E. C. Harrison Blvd Building #000 Baton Rouge, LA 70813**.
12. If necessary, all parents and emergency contacts will be contacted via phone to arrange for pick up.
13. If the program will be closed for an extended time, then **LDOE /DCFS** will be notified with-in **24 hours** by the Director or designee in charge.
14. Documentation to support any of the above steps will be submitted within **24 hours** of the incident. The Original will be placed in the appropriate binder and copy will be emailed to **Charles Joseph Martin** and **LDOE Licensing Consultant**, if applicable.

Southern University Child Development Laboratory Emergency Preparedness Plan Carbon Monoxide Poisoning

Symptoms of carbon monoxide poisoning:

- Sudden flu-like illness
- Dizziness, headaches, sleepiness
- Nausea or vomiting
- Fluttering or throbbing heart beat
- Cherry-red lips, unusually pale complexion
- Unconsciousness

If you suspect carbon monoxide poisoning:

- Get the victim out and into fresh air immediately.
- Call **911** or emergency medical help at once.
- Get everyone else out.
- Open the windows.

To prevent carbon monoxide poisoning:

1. Be alert for the symptoms of carbon monoxide poisoning.
2. Install and maintain carbon monoxide detectors.
3. Never operate internal combustion engines indoors.
4. Never use a charcoal grill indoors.
5. Have all fuel-burning appliances, flues, vents, and chimneys checked regularly.

Communicable Disease

1. A child shall not be accepted nor allowed to remain at the Lab if the child has the equivalent of a **one hundred and one (101) degrees** or higher oral temperature and another contagious symptom, such as, but not limited to, a rash or diarrhea or a sore throat.
2. Parents will be notified of a contagious illness by: **Director, Director Designee, or Administrative Assistant.**
3. Other parents will be notified of a contagious illness by: **Director, Director Designee, or Administrative Assistant.**
4. The health department will be notified on any communicable diseases as outlined on the communicable disease chart.

Structural Damage

1. Staff will line children up at the nearest exit door.
2. A head count will be conducted of all children.
3. Teachers should search their rooms and close all doors before leaving. Additionally, the Director or designee will search all areas within the Lab and ensure all occupants have been safely evacuated.

Southern University Child Development Laboratory Emergency Preparedness Plan

4. Children will be escorted outside in a single file line.
15. Children will be taken to the designated assembly area located across the parking lot adjacent to the Lab at: **Moore Hall Address: E. C. Harrison Blvd Building #000 Baton Rouge, LA 70813.**
5. Emergency personnel (**911**) will be contacted by the Director after all persons have been evacuated.
6. At the assembly area, teachers will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
7. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation.
8. Building will only be reentered if emergency personnel gives the all clear.
9. If the building cannot be reentered then all children will be taken to the designated evacuation relocation site area located across the parking lot adjacent to the Lab at: **Moore Hall Address: E. C. Harrison Blvd Building #000 Baton Rouge, LA 70813.**
10. Medical supplies including children's medication and emergency contact information should be taken when facility relocates.
11. If necessary, all parents and emergency contacts will be contacted via phone to arrange for pick up.
12. **LDOE /DCFS** will be notified with-in **24 hours** by the Director or Director Designee in charge.

***Loss of Water**

1. Bottled water will be provided to wash hands, flush toilets and for drinking
2. A supply of bottled water is kept: **Portable Evacuation Kit.**
3. The Director or Director Designee in charge will contact the water company for assistance if applicable. The phone number is **Baton Rouge Water Company brwater.com (225) 925-2011.**
4. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation.
5. If the water will not be restored with-in **2 hours** then all parents and emergency contacts, if necessary will be contacted via phone to arrange for pick up.
6. The program will remain closed until water is restored.

***Loss of Electricity**

1. Flashlights are kept in each **Portable Evacuation Kit** for emergency use.
2. Curtains and blinds will be opened to provide light.

Southern University Child Development Laboratory Emergency Preparedness Plan

3. The Director or Director Designee in charge will contact the power company for assistance. Number: **Entergy 1-800-368-3749**
4. If the Center also loses the cooling system, then see emergency plan below.
5. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation.
6. The Director will make a determination on if the Center can operate safely. If necessary, all parents and emergency contacts will be contacted via phone to arrange for pick up.
7. If the program will be closed for an extended time, then **LDOE /DCFS** will be notified with-in **24 hours** by the Director or Director Designee in charge.

***Loss of Heat**

1. Children will be made comfortable by putting on coats and outer garments.
2. The Director or Director Designee in charge will contact a **Southern University Facility Services (225) 771-4741** and or an HVAC company for assistance.
3. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation
4. If the temperature of the building drops to **65 degrees Fahrenheit** or lower the program will then close. All parents and emergency contacts, if necessary will be contacted via phone to arrange pick up.

***Loss of Cooling System**

1. Children will be made comfortable by removing excess clothing and opening windows.
2. The Director or Director Designee in charge will contact a HVAC company for assistance.
3. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation.
4. If the temperature of the building rises to **85 degrees Fahrenheit** or higher the program will then close. All parents and emergency contacts, if necessary will be contacted via phone to arrange pick up.

*** If the program will be closed for an extended amount of time do to the loss of any above utilities Louisiana Department of Education Licensing Division will be notified.**

Heatwave

1. We will follow **WBRZ 24 hour** weather live stream <https://www.wbrz.com/wbrz-24hr-live-weather-386>
2. Ensure everyone drinks plenty of water.
3. If loss of air-conditioning occurs, follow emergency plan for loss of cooling system.

Southern University Child Development Laboratory Emergency Preparedness Plan

Please note:

Children may not adapt to extremes of temperature as effectively as adults because they produce more heat (relatively) than adults when exercising and have a lower sweating capacity.

Loss of a Child (i.e. loss on site or during a field trip)

1. Teacher should let the Director know immediately that a child is missing.
2. The teacher will conduct a head count to ensure all children are accounted for.
3. Teacher will write down a description of what the child was wearing.
4. The playground, Center vehicles and bathrooms will be immediately checked.
5. The classroom cabinets and closets will be checked.
6. If child is not located call 911 or emergency personnel. Numbers posted next to: **ALL Telephones and posted in ALL classrooms.**
7. The Director or Director Designee in charge will contact the child's parents.
8. Director will notify other parents regarding the incident as necessary.
9. **LDOE /DCFS** will be notified with-in 24 hours by the Director or designee in charge.

Death of a Child

If a child appears unresponsive:

1. Call for assistance from Director or other staff person.
2. Remove all children away from the child.
3. Do not move the child.
10. Call 911 or emergency personnel. Numbers posted next to: **ALL Telephones and posted in ALL classrooms.**
4. Contact parents and tell them only that the child is being transported to the hospital located at **Hospital: LSU Health Baton Rouge North Clinic Urgent Care address: 5439 Airline Hwy Baton Rouge, LA 70805 (25) 358-4853.**
5. Director will notify other parents regarding the incident.
6. **LDOE /DCFS** will be notified with-in 24 hours by the Director or designee in charge.

Serious Injury

1. Remove all children away from the injured child.
2. Do not move the child.
3. Provide first aid as trained in an approved First Aid training course until emergency personnel arrive. The first aid kit is located: **ALL classrooms and Portable Evacuation Kits.**

Southern University Child Development Laboratory Emergency Preparedness Plan

4. Call for assistance as needed.
11. If necessary, Call 911 or emergency personnel. Numbers posted next to: **ALL Telephones and posted in ALL classrooms.**
5. Contact parents and tell them only that the child has been injured and is being transported to the hospital located at **Hospital: LSU Health Baton Rouge North Clinic Urgent Care address: 5439 Airline Hwy Baton Rouge, LA 70805 (25) 358-4853**
6. Take the child's emergency medical information form(s) with you to the hospital and remain with the child until a parent arrives.
7. Director will notify other parents regarding the incident as necessary.
8. **LDOE /DCFS** will be notified with-in 24 hours by the Director or designee in charge.

Bomb Threat

1. Check caller ID if available.
2. Signal to another staff member to call 911, if able. **(Asking if anyone has RED paper)**
3. **Before you hang up**, get as much information from caller as possible.

Ask caller:

- *Where is the bomb?*
- *When is it going to explode?*
- *What will cause the bomb to explode?*
- *What does the bomb look like?*
- *What kind of bomb is it?*
- *Why did you place the bomb?*

Note the following:

- *Exact time of call*
 - *Exact words of caller*
 - *Caller's voice characteristics (tone, male/female, young/old, etc.)*
 - *Background noise*
 - Do not touch any suspicious packages or objects
 - Avoid running or anything that would cause vibrations in building. Avoid use of cell phones and 2-way radio
4. Confer with police regarding evacuation. If evacuation is required, follow **EVACUATION** procedures.

Southern University Child Development Laboratory Emergency Preparedness Plan Chemical or Radiation Exposure

1. If emergency is widespread, monitor local radio for information and emergency instructions.
2. Prepare to **SHELTER-IN-PLACE** or **EVACUATE**, as per instructions.
3. If inside, stay inside (unless directed otherwise).
4. If exposed to chemical or radiation outside:
 - Remove outer clothing, place in a plastic bag, and seal (Be sure to tell emergency responders about bag so it can be removed).
 - Take shelter indoors.
 - If running water/shower is available, wash in cool to warm water with plenty of soap and water. Flush eyes with plenty of water.

Dangerous Person

1. If a person at or near your program site is making children or staff uncomfortable, monitor the situation carefully, communicate with other staff, and be ready to put your plan into action.
2. Immediately let staff know of dangerous or potentially dangerous person.
3. Initiate **LOCKDOWN**. (See lockdown procedures)
4. Call 911 from a safe place.

If the person is in building:

- Try to isolate the person from children and staff.
- Do not try to physically restrain or block the person.
- Remain calm and polite; avoid direct confrontation.

If children are outside:

- And dangerous person is outside: Quickly gather children and return to classrooms and initiate lockdown procedures. If it is not safe to return to the classrooms, evacuate to designated evacuation site.
- And dangerous person is in the building: Quickly gather children and evacuate to designated evacuation site.

Southern University Child Development Laboratory Emergency Preparedness Plan

If children are inside:

- Keep children in classrooms and initiate **LOCKDOWN**

Reunification at facility/with family members

When returning children to the facility:

1. Calmly walk in a single file line. Be cautious and yield the way for emergency/parent vehicles entering the property.
2. Once inside the facility, staff will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
3. Pick up routines of children by parent(s) should remain as close to normal as possible.
4. **LDOE /DCFS** will be notified with-in 24 hours by the Director or Director Designee in charge.

When returning children to families at evacuation site:

1. Children should be grouped together by classrooms. Be cautious and yield the way for emergency/parent vehicles entering the property.
2. The center will communicate its location to parents by: **REMIND APP.**
3. Staff will periodically take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
4. When children are picked up, release signatures from parents should be recorded in a notebook/clip board.
5. **LDOE /DCFS** will be notified with-in 24 hours by the Director or Director Designee in charge.

Special Accommodations

- Medical supplies including children's medication and emergency contact information should be taken when facility relocates.
- The Director or designated staff person shall have a fully charged, working cell phone with them at all times.

Southern University Child Development Laboratory Emergency Preparedness Plan

- Keep a weather radio with extra batteries in a central location.
- Maintain an emergency or “ready-to-go” file which includes copies of sign-in/sign-out forms, medication administration forms, and incident/injury forms. The Director or designated staff should be responsible to take the emergency file. Additionally, there must be a designated back-up staff person should they be off site or unable to fill this responsibility.
- Take and maintain a current digital photo of each child enrolled in the program that can be used if it is necessary to post the child’s photo to aid in reunification.
- Become familiar with the National Emergency Family Registry and Locator System (NEFRLS) and the National Emergency Child Locator Center which have been developed to help reunite families who are separated during an emergency.



SOUTHERN UNIVERSITY AT SHREVEPORT, LOUISIANA

Substantive Change Prospectus

Submitted August 9, 2019 by:

Rodney Ellis, Ed.D.
Chancellor

Regina Robinson, Ph.D.
SACSCOC Liaison

3050 Dr. Martin Luther King, Jr. Drive | Shreveport, LA 71107
www.susla.edu



OFFICE OF THE VICE CHANCELLOR FOR
RESEARCH, SPONSORED PROGRAMS & INSTITUTIONAL EFFECTIVENESS

August 9, 2019

Dr. Belle Wheelan, President
Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, GA 30033

RE: Substantive Change Prospectus

Dr. Wheelan:

Southern University at Shreveport Louisiana (SUSLA) is seeking approval to offer an Associate of Applied Science Degree in Polysomnography. The proposed program will become part of the inventory of programs within the Division of Allied Health and Nursing.

It is our desire to implement the Polysomnography Program January 1, 2020. Thank you in advance for your kind review and acceptance of this document. If questions regarding this submission should arise, please feel free to contact Dr. Regina Robinson, SACSCOC Accreditation Liaison at 318-670-9337 or robinson@susla.edu.

Sincerely,

Dr. Regina S. Robinson
SACSCOC Accreditation Liaison

3050 MARTIN LUTHER KING, JR. DRIVE - SHREVEPORT, LOUISIANA 71107
PHONE: 318.670.9336 - FAX: 318.670.6489
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Cover Sheet for Submission of Substantive Changes Requiring Approval	COMPLETE ONE FORM PER PROSPECTUS OR APPLICATION SUBMITTED. For questions about this form, contact the Substantive Change Office at 804.579.4501, ext. 4520, or email Dr. Kevin Sigler at ksigler@sa-coc.org	Complete a (check) no submission, and send to: Dr. Bella Wheeler, President Southern Association of Colleges and Schools Commission on Colleges 1805 Southern Lane Decatur, GA 30033
	OFFICIAL NAME OF INSTITUTION Southern Univ. at Shreveport	MAIN CAMPUS CITY + STATE (FOR NON-U.S. COUNTRIES) Shreveport, Louisiana
Type of change (check the appropriate boxes)	SUBMISSION DATE (MM/DD/YYYY) 08/09/2018	INTENDED STARTING DATE (MM/YYYY) 01/01/2020
<input checked="" type="checkbox"/> New program at the current degree level that is a significant departure from current programs	FULL NAME OF PROPOSED PROGRAM (E.G., CERTIFICATE IN CYBER SECURITY, BACHELOR OF SCIENCE IN CIVIL ENGINEERING) Associate of Applied Science in Polysomnography	
<input type="checkbox"/> New off-campus instructional site where 50% or more of a program's credits are offered	SITE NAME	CITY
	STREET ADDRESS	STATE
	ZIP	COUNTRY
	Will the site be a branch campus? (see Substantive Change Policy, p. 18, for definition) <input type="radio"/> Yes <input type="radio"/> No	
<input type="checkbox"/> Distance delivery: approval of the institution to offer 50% or more of programs electronically for the first time		
<input type="checkbox"/> Competency-based educational program in which 50% or more of the credit is offered by direct assessment (see "Direct Assessment Competency-based Educational Programs" policy)		
<input type="checkbox"/> Closing a program, instructional site, or institution	Type of closure: <input type="checkbox"/> Program closure <input type="checkbox"/> Site closure <input type="checkbox"/> Institution closure	
<input type="checkbox"/> Degree Level Change (see Substantive Change Policy, p. 15, for definitions; for changes from Level III to IV and from Level V to VI, an Application is not required; contact Commission staff for guidance)	FROM LEVEL	TO LEVEL
	TO OFFER (E.G., BACHELOR OF SCIENCE IN COMPUTER SCIENCE)	
<input type="checkbox"/> Merger / consolidation, program acquisition, or site acquisition	DESCRIPTION AND LEAD INSTITUTION	NAMES AND ACCREDITORS OF ALL INSTITUTIONS
<input type="checkbox"/> Change of governance, ownership, control, or legal status	DESCRIPTION	NAMES AND ACCREDITORS OF ALL INSTITUTIONS
<input type="checkbox"/> Other (PLEASE DESCRIBE)		
<input type="checkbox"/> Discontinuation date imposed:	<input type="checkbox"/> Sanctioned/legally removed under 211.1	<input type="checkbox"/> Institutional ID:
<input type="checkbox"/> or CS 3.10.1 date removed:		

SACS-COC - Rev April 2016 V2

Submission Information

1. Name, phone number and e-mail address of person to be contacted.

Regina S. Robinson, Ph.D.
SACSCOC Accreditation Liaison
Southern University at Shreveport
3050 Martin Luther King, Jr. Drive
Shreveport, LA 71107
(318) 670-9336
E-mail: rrobinson@susla.edu

2. Degrees that the institution is authorized to grant.

Associates, Certificates, and Technical Diploma

Associate of Science: Computer Science, Human Services, Business Management, Accounting

Associate of Science Nursing: Nursing

Associate of General Studies: General Studies

Associate of Arts Louisiana Transfer: Louisiana Transfer

Associate of Science Louisiana Transfer: Louisiana Transfer

Associate of Applied Sciences: Criminal Justice Administration, Dental Hygiene, Health Information Technology, Respiratory Therapy, Radiologic Technology, Surgical Technology, Polysomnographic Technology, Medical Laboratory Technician

Certificate of Technical Studies: Computer Networking Technology, Child Development, Healthcare Access Associate, Emergency Medical Technician-Basic, Phlebotomy, Dialysis Technician, Sterile Processing Technician, Accounting Technology Clerk, Administrative Technology Specialist

Certificate of Applied Science: Computer Information Systems, Web Development, Medical Coding Specialist

Technical Diploma: Airframe/Powerplant Maintenance Technology, Emergency Medical Technician-Paramedic

3. Certificates and degrees related to the prospectus.

Associate degree programs: General Studies, Louisiana Transfer (AALT), Louisiana Transfer (ASLT)

4. Approved off-campus sites

Metro Center
610 Texas Street
Shreveport, Louisiana 71101

Aerospace Technology Center
1560 Airport Drive, Hanger #20
Shreveport, Louisiana 71107

Southern University and A & M College
801 Harding Boulevard
Baton Rouge, Louisiana 70813

Southern University at New Orleans
6400 Press Drive
New Orleans, Louisiana 70126

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- A. Curriculum Committee Approval
- B. Letter of Approval: Vice Chancellor of Academic and Student Affairs
- C. Letter of Approval: Chancellor
- D. Approval: The Southern University System Board of Supervisors
- E. Approval: Louisiana State Board of Regents
- F. Polysomnography Curriculum
- G. Curriculum Vitae: Dean of Allied Health & Nursing
- H. Job Descriptions: Director & Faculty

I. ABSTRACT

Southern University at Shreveport, Louisiana (SUSLA) is presently categorized as an SREB Two-Year 1 institution, a Carnegie Associates College, and a Commission on Colleges Level 1 institution. The University is open admissions providing associate, certificate, and diploma programs, as well as comprehensive developmental education services. During 2004-2009, SUSLA offered the Associate of Applied Science (AAS) degree in Polysomnography. In 2016, SUSLA proposed to re-offer the program via a letter of notification; however, exceeded the 5-year window to re-establish a previously offered program – thus, this prospectus. The Polysomnography Program will be the only program of its kind in the northern region of the state of Louisiana.

The Polysomnography Program will provide students with the knowledge and skills necessary for entry into the profession. Individuals will be prepared to perform sleep tests and work with physicians to provide information needed for the diagnosis of sleep disorders. The polysomnography technologist monitors brain waves, eye movements, muscle activity, multiple breathing variables and blood oxygen levels during sleep using specialized recording equipment. The technologist interprets the recording as it happens and responds appropriately to emergencies. Technologists provide support services related to the treatment of sleep related problems including helping patients use devices for the treatment of breathing problems during sleep and helping individuals develop good sleep habits.

The proposed date of implementation is spring, 2020 and the projected number of students is fifteen (15). The program will admit students each spring semester and the courses will be taught face-to-face and in a hybrid format.

Table I-A		
Year	Admission	Graduates/Annually
1 (2020)	15	12 (2022)
2 (2021)	15	12 (2023)
3 (2022)	15	12 (2024)
4 (2023)	15	12 (2025)
5 (2024)	15	12 (2026)

As **Table I-A** indicates above, the program would admit a maximum of fifteen (15) students each year for the first 5 years. With an expected retention rate of 80%, the program would produce a minimum of 60 graduates during the 5-year period (2020-2025). Graduates will be able to enter the workforce and be eligible to sit for the Registered Polysomnographic Technologist (RPSGT) examination. The RPSGT is an internationally recognized credential representing the highest certification in the field for healthcare professionals who clinically assess patients with sleep disorders.

II. ASSESSMENT OF NEED AND PROGRAM PLANNING/APPROVAL

Southern University at Shreveport (SUSLA) has a clearly defined, comprehensive and published mission statement that is specific to the institution and appropriate to higher education. Its mission is to afford opportunities for teaching, transfer, workforce, and life-long learning. Within this context, the institutional strengths are inherent in our primary focus

in impacting lives through education and training.

The Polysomnography Program is poised to support the mission of the University as a program that affords opportunities for workforce development by responding to workforce needs for professionally trained Polysomnography Technologists. The field of sleep studies, or polysomnography, is experiencing tremendous growth, as illustrated by the significant expansion of the scientific knowledge base, the large increase in the number of clinicians practicing sleep medicine, and its recognition as an independent medical sub-specialty. According to the National Sleep Foundation, over 82 million Americans suffer from sleeping disorders, including greater than 12 million Americans suffering from obstructive sleep apnea.

As noted in one of the goals of Southern University at Shreveport's Strategic Plan, the Polysomnography Program will seek to "*cultivate a culture of academic excellence accomplished through attracting and retaining students who are academically successfully and prepared for successful careers.*" The program is needed at Southern University at Shreveport to educate and provide training for a skilled workforce in meeting the employment needs of the neurology and sleep lab employers in Northern and Central Louisiana. The nearest polysomnography program is at Delgado Community Colleges located in New Orleans, LA, a 5-6-hour drive from Shreveport, LA.

The program's approval process was initiated at the departmental level with the writing of a *Letter of Intent* that was approved at the divisional level. The *Letter of Intent* was forwarded to the Curriculum Committee {see *Appendix A-Curriculum Committee Approval*} for approval and upon approval, was forwarded to the Vice Chancellor of Academic and Student Affairs {see *Appendix B-Vice Chancellor for Academic and Student Affairs-Letter of Approval Request*}. Upon approval by the Vice Chancellor, the recommendation was sent to the Chancellor for approval {see *Appendix C-Chancellor Letter of Approval Request*}. Once approved by the Chancellor, the approved document was sent to the Southern University System Board of Supervisors {see *Appendix D-Southern University System Board of Supervisors Approval*}. Upon approval by the Board, the document was then sent to the Louisiana State Board of Regents (BOR) for final approval. In February 2015, the Louisiana Board of Regents approved the Polysomnography Program {see *Appendix E-Board of Regents Approval*}. The Polysomnography Program offices and classrooms will be located at the Metro Center 610 Texas Street, Shreveport, LA 71101.

III. DESCRIPTION OF CHANGE

Currently, the Division of Allied Health Sciences at Southern University at Shreveport (SUSLA) offers 7 associate degrees; 1 technical diploma; and 6 certificate programs. Students that enter into the Polysomnography Program will follow existing general admission, curriculum and graduation requirements as outlined at SUSLA. The Polysomnography Program will serve to further strengthen the career offerings of SUSLA. Southern University at Shreveport is seen state-wide as a provider for quality market driven vocations in the area of healthcare professions.

SUSLA proposes a 62-credit hour curriculum consisting of combined didactic and clinical education {see *Appendix F-Polysomnography Curriculum*}. The curriculum is composed of courses such as neuroanatomy and physiology, neurophysiology of sleep, and respiratory care procedures, and includes 16 credit hours of clinical work which provides the student

with patient contact in a sleep laboratory. It is consistent with requirements for the Commission on Accreditation of Allied Health Education Programs (CAAHEP), the agency which accredits postsecondary educations in twenty-six (26) health science occupations.

Upon completion of a CAAHEP-accredited Polysomnography Program, graduates are eligible to sit for the Registered Polysomnographic Technologist (RPSGT) examination. Registration by the Board of Registered Polysomnographic Technologists (BRPT) satisfies education/training requirements for licensure by the Louisiana State Board of Medical Examiners (LSBME). Effective July 2017, an applicant must be a graduate of a CAAHEP-accredited program like to the one presented by SUSLA.

IV. FACULTY QUALIFICATIONS

Currently, the Dean of Allied Health Sciences and Nursing will provide temporary oversight to the Polysomnography Program while awaiting approval from SACSCOC. Polysomnography is a content area within Respiratory Therapy. As indicated in Table IV-A below, the Dean of Allied Health Sciences and Nursing is a Registered Respiratory Therapist and has taught Respiratory Therapy for over twenty-five (25) years. {see Appendix G - Curriculum Vitae}

Table IV-A			
Jo Ann Warren Brown	Dean, Division of Allied Health and Nursing	M.B.A., Health Care Management, University of Phoenix A.A., Respiratory Therapy, Southern University at Shreveport Licensed Respiratory Therapist and Certified Respiratory Therapy Technician	Served as faculty, department head for respiratory therapy, and chairperson for over 25 years at Southern University at Shreveport. Served over ten years in the healthcare field as the Director of Cardio-Pulmonary Services and a Staff Supervisor, among other positions.

Once the program is approved, The Dean will oversee the hiring process of a qualified full-time director and faculty for the program. The Dean will ensure that personnel meet the necessary qualifications to perform the functions in accordance with the Committee on Accreditation for Polysomnographic Technologists Education (CoAPSG) Standards and Guidelines. {see Appendix H - Job descriptions for Director and Faculty}

V. LIBRARY AND LEARNING RESOURCES

All programs are supported with a wide variety of library and learning resources to support the institution's mission related to learning, services, and outreach. The Library is a member of the Louisiana Library Network Consortium (LOUIS). LOUIS combines the resources of Louisiana's public and private academic libraries. The consortia provide a union catalog. The union catalog allows faculty to borrow materials that an institution may not have. A LALINC card is issued to faculty at all institutions that allows faculty to borrow from other institutions in person or via the Interlibrary Loan system. All library and learning resource information, as well as information on online databases are available to faculty, staff, and students through the institution's website.

VI. STUDENT SUPPORT SERVICES

Southern University at Shreveport Louisiana (SUSLA) provides student support programs, services, and activities consistent with its mission that promote student learning and enhance the development of its students. Services such as counseling and advising are designed to facilitate educational, vocational, social and personal growth. Programs and services range from those that support the most basic student needs to those that enrich students' lives and personal development.

The vast majority of student support services and activities are sponsored within the Student Affairs area of the University. The offices provide and oversee services such as residential life, student activities, testing, counseling and career services, outreach programs, and retention. Student affairs sponsors or assists in implementing activities for the general student population and Student Government Association (SGA). All support units are committed to student success and efficiency. The following services are provided:

General Process Support Services

Admissions: A completed application and all required admission forms and records are processed for admission and must be received in the Office of Admissions before the prescribed deadlines. The applicant will be notified regarding eligibility for admission.

Financial Aid: The Southern University at Shreveport Financial Aid Office is available to assist students in meeting their college expenses by administering programs of financial assistance. The SUSLA's financial aid team is available to assist with the collection of data for verification and to ensure aid is awarded and processed.

Academic Support Services

Academic Advising/Counseling: Members of the Student Success Department and Program Advisors are available to students enrolled in the prerequisite and professional courses. The ACT/SAT/ACCUPLACER test scores are used to determine course placement/schedules. Advisors aid in helping students learn how to make practical academic plans and decisions, how to discover the range of options available to the student, based on the student's goals, and how to think through consequences of the student's choices. The advisors also assist in the development of an academic/career plan consistent with the student's goals, interests, and abilities. Individual counseling is available as needed by the student.

Tutoring:

Tutorial services are available in areas of English, Mathematics, and Biological Sciences and for students enrolled in the Allied Health Sciences programs. Students are referred to the appropriate areas and students may also self-see assistance. Additionally, the Division of Allied Health Sciences and Nursing employs a Director of Tutorial Services specifically for its students.

VII. PHYSICAL RESOURCES

The proposed change for the Polysomnography program does not have a significant impact on existing programs and services. The Polysomnography Program's offices and classrooms will be located at the Metro Center 610 Texas Street, Shreveport, LA 71101, one of SUSLA's approved off-campus sites. Currently, there is adequate classroom, office spaces, and laboratory space that can be utilized for the Polysomnography Program.

VIII. FINANCIAL SUPPORT

The Polysomnography Program will be financially supported by the State of Louisiana's state-operating budget (state appropriations and student tuition), Title III, and Carl Perkins funds. The budget covers the cost of a Program Director, Adjunct Faculty, and operating supplies and services. Table VIII-A depicts the allocated budget for the program.

Object	First Year
Salaries	\$75,000.00
Benefits	\$33,750.00
Travel	\$4,000.00
Operating Services	\$4,500.00
Supplies	\$3,500.00
Professional Services	-
Other Charges	\$6,500.00
Total Budget	\$127,250.00

IX. EVALUATION AND ASSESSMENT

The institution engages in ongoing, integrated, and institution-wide research-based planning and evaluation processes that (1) incorporate a systematic review of institutional mission, goals, and outcomes; (2) result in continuous improvement in institutional quality; and (3) demonstrate the institution is effectively accomplishing its mission. The Department of Outcomes Assessment and Quality Management provides considerable support for faculty in the development and assessment of program and student learning outcomes.

Each assessment unit engages in the university's institutional effectiveness planning and reporting process, which includes the identification of expected outcomes, determines the extent to which it achieves its intended outcomes, and provides evidence of improvement in services to students. In conjunction with the SUSLA annual reporting and budget request cycle, the Polysomnography program will identify strategic initiatives, objectives/outcomes,

and assessment plans that are aligned with and related to SUSLA's mission. As a part of SUSLA's inventory, the Polysomnography program will be assessed annually as guided by the Institutional Effectiveness Model. The Institutional Effectiveness Model is consistent with the reporting structure which supports the development of the state fiscal year operating budget. The IE planning process commences in April of each fiscal year and provides an opportunity for budget units to present outcomes and goals which are linked to the mission and goals of SUSLA and guided by best practices learned from assessment results from the previous year's report. The previous year's report is completed in October of each fiscal year with documentation of performance achieved. IE planning and IE reporting forms are designed to ensure reporting consistency in critical mission attainment, provide an interface for convergent strategic initiatives, and establish a framework for performance measurement.

Responses are documented on the Evaluation of Instructional Program Planning, Assessment and Improvement form which is made available in the University's LiveText™ module in an Institutional Effectiveness Portfolio. LiveText™ is an electronic assessment management system that enables the institution to plan, assess progress, and evaluate and strengthen the quality of its programs and departments, and thereby, mission. Within the portfolio, the documentation is comprised of the 1) mission statement; 2) program description that includes a brief summary of the program, student learning outcomes, and advisory council members, when applicable; 3) curriculum map; 4) assessment reports by academic year, including a budget request; and 5) completed program reviews. Each unit's mission statement is aligned with SUSLA's mission statement, and the units are encouraged to align whenever possible their goals/objectives with the initiatives in SUSLA's Strategic Plan. Multiple measures are required to ensure that each goal/objective is achieved (or in cases where the goals/objectives are not achieved, to identify where specific improvements can be made). The data generated by these measures is analyzed by the units, and on the basis of the analysis, units establish improvement strategies to address needed changes.

APPENDICES

- A. Curriculum Committee Approval
- B. Letter of Approval: Vice Chancellor of Academic and Student Affairs
- C. Letter of Approval: Chancellor
- D. Approval: The Southern University System Board of Supervisors
- E. Approval: Louisiana State Board of Regents
- F. Polysomnography Curriculum
- G. Curriculum Vitae: Dean of Allied Health & Nursing
- H. Job Descriptions: Director & Faculty


Appendix A

Curriculum Committee Approval



Division of Allied Health Sciences

To: Dr. Rosetta Jones
Vice Chancellor for Academic and Student Affairs

From: Jo Ann Brown, Chair 
Curriculum Committee

Date: August 19, 2014

Re: Curriculum Committee Approvals

The following Letters of Intent have been approved by the Curriculum Committee:

STEM	
	Computer Networking Technology (CTS)
	Forensic Science (A.S.)
Behavioral Science	
	Early Childhood -Pre K-5 yrs. (AAS)
Humanities	
	Graphic Arts (CAS)
	Television Production (CAS)
Business Studies	
	Accounting Technology Clerk (CTS)
	Off. Systems Business Techn (CTS)
	Entrepreneurship Certificate Program (CTS)
Health Sciences (Allied Health)	
	Computed Technology (PAS)
	Polysomnography (AAS)

A quorum was established with the following members and voting approval of the Letters of Intent presented:

Jane O'Riley	Barry Hester
Rosalyn Holt	Lalita Rogers
Cynthia Hester	Wanda Waller

Appendix B

Letter of Approval: Vice Chancellor of Academic and Student Affairs



OFFICE OF ACADEMIC & STUDENT AFFAIRS
Dr. Rosetta Jones, Vice Chancellor

September 3, 2014

Dr. Ray L. Belton
Chancellor
3050 Martin Luther King Drive
Shreveport, LA 71107

Dear Dr. Belton:

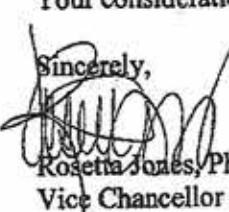
Please accept this letter as an official request to approve the following six new programs of study:

- Associate of Applied Science – Polysomnography
- Certificate of Technical Studies – Computer Networking Technology
- Certificate of Technical Studies – Office Systems Business Technology
- Certificate of Technical Studies – Entrepreneurship
- Certificate of Technical Studies – Accounting Technology Clerk
- Associate of Applied Science – Early Childhood (Pre K – 5 years)

The aforementioned programs are designed to address the workforce needs in the Northwest Louisiana area and to aid in achieving the mission of SUSLA, "Shreveport's Community College". The enclosed programs provide a purpose, description, and job outlook. These new programs will be an asset to SUSLA in the areas of increasing student enrollment and providing more program options to SUSLA's students.

Your consideration is greatly appreciated.

Sincerely,


Rosetta Jones, Ph.D.
Vice Chancellor for Academic and Student Affairs

Enclosure

Approved
 Denied


Dr. Ray L. Belton, Chancellor

Date

09/03/2014

Appendix C

Letter of Approval: Chancellor



SUSLA
Excellence • Integrity • Accountability • Service
Office of the Chancellor

September 8, 2014

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

Ref: Letter of Intent to develop new program;

- Associate of Applied Science - Polysomnography
- Certificate of Technical Studies- Computer Networking Technology
- Certificate of Technical Studies- Office Systems Business Technology
- Certificate of Technical Studies- Entrepreneurship
- Certificate of Technical Studies-Accounting Technology Clerk
- Associate of Applied Science-Early Childhood (Pre K-5 Years)

Dear Dr. Mason:

This correspondence is directed to your attention seeking your endorsement of six (6) new programs offering as recommended by the Curriculum Committee and Academic Council at Southern University at Shreveport Louisiana (SUSLA). Specifically, the university advances a Letter of Intent to establish the mentioned programs.

The development of the proposed programs were prompted by requests from area industries and appropriately aligns with SUSLA's mission to be responsive to the workforce needs of the community.

Therein, your kind consideration is desired, and that of the Southern University Board of Supervisors at the next scheduled meeting.

Respectfully submitted,


Ray L. Belton, Ph.D.
Chancellor

RLB/lw

3050 MARTIN LUTHER KING, JR. DRIVE - SHREVEPORT, LOUISIANA 71107
PHONE: (318) 670-9312 - FAX (318) 670-6374
TOLL FREE: 1-800-458-1472 #9312
WWW.SUSLA.EDU

Appendix D

Approval: Southern University System Board of Supervisors

RESOLVED by the Board of Supervisors for Southern University, upon the recommendation of the Academic Affairs Committee, that the Letter of Intent to establish the following academic programs at Southern University –Shreveport, be and they are hereby approved.

- Associate of Applied Science-Polysomnography
- Certificate of Technical Studies-Computer Networking Technology
- Certificate of Technical Studies-Office System Business Technology
- Certificate of Technical Studies-Entrepreneurship
- Certificate of Technical Studies-Accounting Technology Clerk
- Associate of Applied Science - Early Childhood(Pre K-5 Years)

RESOLVED by the Board of Supervisors for Southern University, upon the recommendation of the Academic Affairs Committee, that the request to approve the Endowed Professorships at Southern University - Baton Rouge, and they are hereby approved.

Dr. Mahmoud Braima

Cleo Fields Endowed Professorship in Mass Communication

Dr. Addie Dawson-Euba

Community Coffee/Frank Hayden Memorial Endowed Professorship in the Arts

Dr. Nathan Haymer

Isaac Greggs/Casino Rouge Endowed Professorship

Dr. Diana Kelly

Emma Glynn Trust Fund Endowed Professorship

Dr. James Taylor

Isabel Herson/Casino Rouge Endowed Professorship in Education

Dr. Atley Walker

Joseph Kermit Haynes/Casino Rouge Endowed Professorship

Dr. Eugene Calvasina

Southern University Business & Industry Cluster Endowed Professorship

Dr. Vineeta Hingorani

George Leon Netterville/Kellogg Endowed Professorship

Dr. Stephen Jaros

Dr. E.C. Harrison Endowed Professorship in Business

Dr. Victor Mbarika

Houston Alumnae Endowed Professorship in Business

Dr. Sung C. No

W.W. "Bill" Tucker Endowed Professorship in Business

Dr. Saviour Nwachukwu

Ben D. Johnson, Sr. Endowed Professorship in Business

Dr. Mysore Ramaswamy

Peter Moncrief Endowed Professorship in Business

Dr. Lauria Young

Rosalie Guidry Daste Endowed Professorship in Urban Education

AGENDA ITEM A 2 a
PROPOSED NEW ACADEMIC PROGRAM
SOUTHERN UNIVERSITY AT SHREVEPORT
ASSOCIATE of APPLIED SCIENCE in POLYSOMNOGRAPHIC
TECHNOLOGY

BACKGROUND INFORMATION

Southern University at Shreveport (SUSLA) requests Board of Regents' approval to offer an AAS in Polysomnographic Technology (PSGT). The program was approved by the Southern University Board of Supervisors in September 2014. The proposal was received by Regents' staff in October 2014 and, since that time, staff has worked with campus representatives to address questions regarding the proposed program.

STAFF SUMMARY

1. Description

The AAS in PSGT is designed to provide graduates with the skills required to perform quality sleep studies and to work in comprehensive sleep centers located in hospitals and independent diagnostic testing facilities. Sleep medicine is a recognized sub-specialty involving several medical disciplines. Polysomnography is essential to the evaluation of sleep and involves the collection and scoring of physiologic measurements and applications of therapeutic interventions. A polysomnographic technologist is trained on the use of information technology equipment and direct observation of clients in sleep laboratories to document diagnostic data for the purpose of treating sleep disorders. The scope of practice of polysomnographic technologists enables them to work in hospital sleep labs, private sleep centers, laboratories for sleep-related breathing disorders, Durable Medical Equipment (DME) and industry research settings, and home environments.

SUSLA proposes a 62-credit hour curriculum consisting of combined didactic and clinical education. The curriculum is composed of courses such as neuroanatomy and physiology, neurophysiology of sleep, and respiratory care procedures, and includes 16 credit hours of clinicals which provides the student with patient contact in a sleep lab. It is consistent with requirements for the Commission on Accreditation of Allied Health Education Programs (CAAHEP), the agency which accredits postsecondary education programs in 26 health science occupations.

Upon completion of a CAAHEP-accredited polysomnography program, graduates are eligible to sit for the Board of Registered Polysomnographic Technologist (BRPT) examination. Registration by the BRPT satisfies education/training requirements for licensure by the Louisiana State Board of Medical Examiners (LSBME). While there are currently multiple pathways for an individual to obtain a polysomnographic technologist license in the State of Louisiana, after 1 July 2017, an applicant will have to have graduated from a CAAHEP-accredited program like the one proposed by SUSLA.

2. Need

The field of sleep studies, or polysomnography, is experiencing tremendous growth, as illustrated by the significant expansion of the scientific knowledge base, the large increase in the number of clinicians practicing sleep medicine, and its recognition as an independent medical sub-specialty. There are multiple factors contributing to this growth, including improved recognition of the frequency and consequences of sleep disorders and an increase in the number of academic centers devoted to teaching and conducting research in sleep medicine. According to the National Sleep Foundation, over 82 million Americans suffer from sleeping disorders, including greater than 12 million Americans suffering from obstructive sleep apnea,

With the continuing annual growth in supply and demand of sleep labs, the need for credentialed, well-trained polysomnographic technologists is also increasing. Several sleep laboratories and healthcare

facilities (e.g., Knighton Medical Center Systems, The Sleep Center in Shreveport, etc.) located in the Bossier-Shreveport area have contacted SUSLA expressing their need for an educated workforce to meet their employment needs. Delgado Community College is the only Louisiana public institution of higher education offering an AAS in PSGT; there is no such educational opportunity of this kind in the Northern region of the State.

3. Students

Enrollment in the program will be limited to eight (8) students annually for the first five years of program implementation. With an expected retention rate of 80%, the program expects to produce a minimum of 25 graduates during the first five year period.

4. Faculty, Resources and Administration.

Professional courses within the curriculum would be taught by two new adjunct faculty members with experience in polysomnography who meet CAAHEP qualifications. A full-time program director will also be hired to oversee the proposed program and to provide instructional support.

The proposed program will make use of existing resources such as classrooms and laboratory areas, and there will be common usage of equipment and supplies currently in the existing Respiratory Therapy Program. Local sleep laboratories have expressed their willingness to be a member of the program's advisory board as well as to provide facilities for learning through clinical externships and experience in fully-equipped sleep laboratories.

The proposed PSGT program will be housed in the Division of Allied Health. No impact on campus administration is anticipated.

5. Accreditation

The proposed AAS in PSGT will seek specialized accreditation from CAAHEP.

6. Budget.

Modest costs (approximately \$75K per year) are associated with developing the PSGT program to include: faculty salaries, equipment, travel and supplies. In addition to tuition revenue, the cost of the proposed program will be offset by Title III and Carl Perkins funds.

STAFF ANALYSIS

The proposed program responds to workforce demand in an area that should experience continuous growth. Currently, individuals that reside in the area surrounding SUSLA do not have the opportunity to pursue an associate's degree in polysomnographic technology. With the changing requirements for licensure in the State of Louisiana, many pathways currently available for licensure will no longer be an option and, as a result, individuals will need to enroll in and complete a CAAHEP-accredited program. The proposed program complements SUSLA's existing Respiratory Therapy program which will allow for the sharing of resources. The proposed curriculum is consistent with recommendations of the accrediting agency. Basic facilities and faculty in related disciplines are present, but additional technical faculty will be needed.

STAFF RECOMMENDATION

The staff recommends that the Board of Regents grant conditional approval for the Associate of Applied Science in Polysomnographic Technology (CIP Code 51.0917), effective Fall 2015, at Southern University at Shreveport. By June 1, 2016 and annually, the campus will update the Board on program implementation, licensure rate, and progress toward accreditation.

Appendix F

Polysomnography Curriculum

Polysomnography Program

Associate of Applied Science

Purpose: This proposed program will be 12-months. This program will prepare individuals to work under the supervision of a physician to provide comprehensive evaluation and treatment of sleep disorders. Includes instruction in human anatomy and physiology, polysomnographic technology, polysomnography scoring, neuroanatomy and neurophysiology of sleep, sleep disorders, and medical terminology.

Program Description: Polysomnographic Technology (PSGT) is a Health Sciences specialty for the diagnosis of disorders of sleep and daytime alertness. The range of the sleep disorders is varied but includes common disorders such as narcolepsy, sleep apnea, insomnias, and many others. PSG technologists operate a variety of sophisticated electronic monitoring devices, which record brain activity (EEG), muscle and eye movement, respiration, blood oxygen and other physiological events.

Polysomnography Program Intended Outcomes

1. Graduates will demonstrate the ability to comprehend, apply and evaluate clinical information related to their role as Registered Polysomnographic Technologists.
2. Graduates will demonstrate technical proficiency in all skills necessary in their role as Registered Polysomnographic Technologists.
3. Graduates will demonstrate personal behavior consistent with professional and employer expectations in their role as Registered Polysomnographic Technologists.

CURRICULUM

NO.	Course	CR
Pre-requisite Courses		
ENGL110	Freshman English	3
BIOL 221	Anatomy & Physiology I Lec	3
BIOL 222	Anatomy & Physiology II Lec	3
ALLH 210	Medical Terminology	<u>3</u>
	Total	12
First Semester		
PSGT 120	Polysomnography I	4
PSGT 121	Sleep Disorders	3
PSGT 122	Neuroanatomy & Physiology	3
PSGT 123	Neurophysiology of Sleep	3
PSGT 124	Respiratory Care Procedures	<u>3</u>
	Total	16
Summer Semester		
PSGT 125	Polysomnography Clinical I	4
PSGT 127	Sleep Scoring Staging	<u>3</u>
	Total	7

Second Semester		
PSGT 128	Polysomnography Clinical II	6
PSGT 126	Polysomnography II	3
	Behavioral/Social Sciences Elective	3
	Math 133 or higher	<u>3</u>
	Total	15
Third Semester		
PSGT 200	Special Topics	1
PSGT 210	Infant & Pediatric Polysomnography	2
PSGT 226	Polysomnography Clinical III	6
	Humanities Elective	<u>3</u>
	Total	12
<u>TOTAL HOURS FOR PROGRAM</u>		<u>62</u>

Appendix G

Curriculum Vitae: Dean of Allied Health & Nursing

Jo Ann Brown, MBA
Southern University At Shreveport
Dean
Allied Health Sciences and Nursing
610 Texas Street, Suite 201
Shreveport, LA 71101
Cell (318) 469-2628
Office (318) 670-9651

EDUCATION

Master of Business Administration, Concentration Healthcare Administration, University of Phoenix, Phoenix, AZ 2007
Bachelor of General Studies, Louisiana State University Shreveport, 1995
Associate of Applied Science, Respiratory Therapy, Southern University Shreveport, 1986
Registered Respiratory Therapist, 1986

EXPERIENCE

Dean, Division of Allied Health Sciences and Nursing 2017-Present

- Responsible for the development of and implementing the division's vision and goals statement
- Responsible for leading the division efforts toward achieving university goals
- Develop and manage the division's budget
- Lead and coordinate the division's strategic planning and curriculum development
- Oversee the process of faculty and staff selection and retention
- Provide oversight of the professional development of divisional faculty and staff
- Evaluate Program Directors
- Review Departmental/School policies, procedures, and recommendations for appointment, salary, retention, tenure, and/or promotion of faculty, and ensuring that all policies are followed
- Provide recommendations to the VCAA regarding sabbaticals and other leaves for faculty and staff
- Manage non-faculty division staff members

Director of the Academy of Excellence, Southern University at Shreveport 2015-2017

- Responsible for effective planning, development, coordination, implementation and monitoring of training and development programs for all employees.
- Collaborate with each Institutional administrative unit to assess employee development needs.
- Research new technologies and methodologies in academia and staff-related duties.
- Acts as liaison to university administration, faculty and staff for grant activity.
- Secures grant funding for ongoing departmental operations, generating proposals and supporting documents in response to solicitations.
- Manage budgets and assesses return on investment.

Division Chair, Division of Allied Health Sciences, Southern University at Shreveport, 2005-2015

- Directly supervises all faculty within the division.
- Conducts annual performance evaluations of faculty within the division.

- Title III Activity Director for the Division of Allied Health
- Facilitates the development of programs, projects and initiatives that support the Strategic Plan of the Division of Allied Health Sciences.
- Ensures the relevance and vitality of programs within the divisions.
- Encourages professional development opportunities for faculty and staff.
- Class room instructor
- Oversee the day-to-day operations of the Division.
- Supervises the submission of course schedules to meet deadlines.
- Supervises the completion and submission of the required annual reports, self-studies, and site-visits for each of the designated programs.
- Faculty Advisor
- Provides leadership in developing, evaluating, and maintaining curricula and programs that respond to community needs, prepare students for success and that meet the state requirements of the Louisiana Board of Regents (BOR) and the Southern Association of Colleges and Schools (SACS).
- Facilitates divisional meetings to review/approve divisional plans, delivery of services, resolve faculty and student issues, and ensure faculty support.
- Ensure textbook adoptions are completed and submitted in a timely manner.
- Develops and assist in implementation of student recruitment efforts.
- Develops and coordinate program promotional materials.
- Participate in professional/informal learning activities to enhance personal and professional development.
- Maintain faculty records.
- Serve on various university committees.
- Perform other duties as assigned by the Vice-Chancellor and Chancellor.

**Department Chair of Respiratory Therapy, Southern University at Shreveport,
1995-2007**

- Supervised and administered all faculty, budgets, students, and daily operations of the department
- Kept abreast of latest technological advances and best practices by participating in professional development Seminars

**Clinical Instructor, Respiratory Therapy, Southern University at Shreveport,
1991-1995**

- To provide instruction and guidance to the students.
- Meeting all scheduled classes for the full class period.
- Following prescribe course syllabi and adopted textbooks.
- Preparing instructional materials and keeping them current to make the best possible use of each class period.
- Informing students of course objectives, performance objectives, class procedures, and grading policies at the beginning of the semester.
- Keeping accurate records of students' attendance, grades, and final semester grades per University and program policies.

**Director of Respiratory Therapy Department , P & S Hospital, Shreveport, LA
1989-1991**

- Oversaw daily departmental operations, including but not limited to: employee scheduling, payroll, Joint Commission reaffirmation, risk management, quality control, patient education and clinical preceptors.

**Supervisor and Staff Respiratory Therapist, Willis Knighton Medical Center, Shreveport, LA
1986-1991**

- Performed all respiratory care related duties
- Coordinated and directed clinical shifts

SERVICE TO THE UNIVERSITY

- Chancellor's Cabinet Member
- Curriculum Committee Chair
- Online Peer Review Committee Member
- Quality Management Committee Member
- Registration Committee Member
- Academic Council Committee Member
- Planning & Priorities Committee Member
- Commencement Committee Member
- Catalog Committee Member
- University Professional Development Committee Member
- Workforce Innovation of Northwest Louisiana (WINLA) Healthcare Alliance Committee Member
- Allied Health Executive Council Chair
- QEP Committee Member
- Scholarship Committee Member
- Strategic Planning Committee Member
- Workforce Develop (WINLA Project)
- Safety Committee Member
- Outcomes Assessment and Quality Enhancement Committee Member
- Budget Revision Adhoc Committee Member

PROFESSIONAL DEVELOPMENT

- Introduction to Grants and Cooperative Agreements for Federal Personnel Certificate – July 13, 2016
- Certified SCID (Systematic Curriculum & Instructional Design) Facilitator-March 2015
- Certified DACUM (Developing a Curriculum) Facilitator – October 2014
- Quality Matters Peer Review Certified – 20136
- NACADA-Assessment of Academic Advising Institute-February 2012
- Certified Online Course Development- May 2011
- Grant Writing Workshop – April 2010
- MOODLE Training/Certified – July 2012
- Voted Educator of the Week KSLA TV – December 2003
- Developing an Online Orientation – March 2010
- Student Learning Outcomes: Where Do We Go From Here? – Faculty/Staff Institute-August 2006

- Online Certified Blackboard-August 2005

FUNDED PROJECTS

- Board of Regents Grant
 - Work Innovations of Northwest Louisiana (WINLA) Healthcare Partnership Grant
-

Appendix H

Job Descriptions: Director & Faculty

**SOUTHERN UNIVERSITY AT SHREVEPORT LOUISIANA
POSITION DESCRIPTION**

TITLE: Program Director	
REPORTS TO:	DEAN
DEPARTMENT:	POLYSOMNOGRAPHY
DIVISION:	ALLIED HEALTH SCIENCES AND NURSING

POSITION OVERVIEW

The program director position will be responsible for the continuous review, planning, development, and general effectiveness of the Polysomnography Technologist Program. The program director has the primary responsibility for the organization and administration, provision of input and participation in all aspects of the program.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Principal Duties and Responsibilities (Essential Functions):

1. Establish mutual program goals in conjunction with program faculty which are consistent with the goals of the Division of Allied Health Sciences and Nursing and the University.
2. Responsible for collecting and analyzing survey data for maintaining program accreditation requirements.
3. Administer a systematic curriculum for students to acquire the knowledge and skills necessary for entry-level competency in Polysomnography.
4. Coordinate with faculty to develop instruction material to include syllabi course plans, objectives, laboratory activities, and evaluation tools.
5. Coordinate with faculty in the selection of laboratory and teaching materials.
6. Assess course effectiveness through student evaluation of courses.
7. Update and revise course plans and objectives.
8. Provide administrative assistance in budget preparation, selection of instructors, development of course offerings and other tasks, related program operation.
9. Serve as a resource for academic, administrative, business, student services, and community relations.
10. Develop the plan for ongoing program self-evaluation.
11. Develop criteria for admission of students to the program.
12. Advise students on academic and professional aspects of the program and performance.
13. Develop and assist in implementation of student recruitment efforts

14. Develop and coordinate program promotional materials.
15. Instruct courses in accordance with University workload guidelines.
16. Certification in online course teaching utilizing the Moodle Learning Management System.
17. Serve as liaison to the HIT Advisory Committee.
18. Participate in professional and informal learning activities to enhance personal and professional development.
19. Mentor new program faculty.
20. Other duties as needed or required.

QUALIFICATIONS & SKILLS

REQUIRED:

Two years of experience as a practicing polysomnographic technologist.
Must possess at least an associate degree.
Must be a Registered Polysomnographic Technologist (RPSGT).
Possess excellent computer skills.
Excellent communication skills both verbal and written.
Excellent organizational and time management skills.

PREFERRED:

Bachelor's degree
Working knowledge of MOODLE Learning Management Platform
Teaching experience

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Must be able to work under stress. Work independently and handle multiple tasks.
Must have excellent communication skills, both verbal and written.

Work positions include sitting 60%, standing 20%, walking 10%, lifting and carrying 10%.

DIRECT REPORTS

Program Faculty

REQUIRED STATEMENT FOR TITLE III GRANT

This position is grant funded and continued employment is contingent upon sponsor approval and consistent funding levels.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employee assigned to this job.

Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Date approved:	<i>Date upon which the job description was approved</i>

SOUTHERN UNIVERSITY AT SHREVEPORT LOUISIANA POSITION DESCRIPTION

TITLE: Faculty and/or Clinical Instructional Staff	
REPORTS TO:	PROGRAM DIRECTOR
DEPARTMENT:	POLYSOMNOGRAPHY
DIVISION:	ALLIED HEALTH SCIENCES AND NURSING

POSITION OVERVIEW

Provide instruction and guidance to students in the Polysomnography Technologist Associate Degree Program. Faculty must be qualified, clearly designated as liaison(s) to the program to provide instruction, supervision, and timely assessments of the student's progress in meeting program requirements.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Principal Duties and Responsibilities (Essential Functions):

1. Assist with collecting, analyzing, and aggregating survey data to maintain program accreditation requirements (e.g. Graduate Survey, Employer Survey, Exit Survey, Annual Program Accreditation Report, etc.).
2. Assist with collecting, analyzing, and aggregating performance outcomes related to course / program learning outcomes and Institutional Effectiveness Reports
3. Develop instructional materials to include syllabi, course plans and objectives, student learning outcomes, laboratory activities, and evaluation tools.
4. Coordinate with program chair in the selection of laboratory / teaching materials.
5. Update and revise course plans, content, objectives, and student learning outcomes as necessary.
6. Coordinate student clinical experiences with program chair and healthcare facilities.
7. Visit professional practice experience clinical sites at regular intervals and conduct routine clinical interactions throughout the applicable semester.
8. Assist in the applicant selection process for admission to the program.
9. Advise students on academic and professional aspects of the program and expected performance.
10. Participate in student recruitment and retention efforts.
11. Instruct courses in accordance with University workload guidelines.

12. Serve as a member of the Advisory Committee.
13. Actively participate in professional and informal learning activities (e.g. district, state, and/or national level) to enhance personal and professional development.
14. Certification in online course teaching utilizing the Moodle Learning Management System.
15. Maintain continuing education hours.
16. Maintain continuing education hours.

QUALIFICATIONS & SKILLS

REQUIRED:

Two years of experience as a practicing polysomnographic technologist.
Must be a Registered Polysomnographic Technologist (RPSGT).
Possess excellent computer skills.
Excellent communication skills both verbal and written.
Excellent organizational and time management skills.
Must be able to work evenings.

PREFERRED:

Associate Degree
Working knowledge of MOODLE Learning Management Platform
Teaching experience

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Must be able to work under stress. Work independently and handle multiple tasks.
Must have excellent communication skills, both verbal and written.

Work positions include sitting 60%, standing 20%, walking 10%, lifting and carrying 10%.

DIRECT REPORTS

N/A

REQUIRED STATEMENT FOR TITLE III GRANT

This position is grant funded and continued employment is contingent upon sponsor approval and consistent funding levels.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employee assigned to this job.

Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Date approved:	<i>Date upon which the job description was approved</i>



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Executive Vice President/Executive Vice Chancellor

J. S. Clark Administration Building, Third Floor
Baton Rouge, LA 70813
Phone: (225) 771-4095

July 24 2019

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

Re: Awarding of the Honorary Doctor of Humane Letters to Mr. James E. Charles

Dear Dr. Belton:

Mr. James E. Charles has been recommended as a candidate for the Honorary Doctor of Humane Letters by the faculty in the School of Education in the College of Humanities and Interdisciplinary Studies for the August 2, 2019, Commencement Exercises. Mr. Charles has broken color barriers in the field of education by being the first African American to serve as a curriculum development specialist and as principal of Allen J. Ellender Memorial High School. He also is the first and only African American to serve as superintendent of the Terrebonne Parish School System.

Mr. Charles started his career in education in 1968 after graduating from Southern University with a degree in elementary education. He went on to earn his master's degree in administration and supervision in 1974. Mr. Charles used his degree to ensure that children from all races and backgrounds could receive a quality education.

I am submitting this packet on Mr. James E. Charles for your review and submission to the Southern University Board of Supervisors for ratification at its August board meeting.

Sincerely,

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

James H. Ammons, Ph.D.
Executive Vice President/Executive Vice Chancellor



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

College of Humanities and Interdisciplinary Studies

**College of Humanities and
Interdisciplinary Studies**

Rodney G. Higgins Hall
P.O. Box 9571

Phone: (225) 771-5384
(225) 771-3631

Fax: (225) 771-3696

July 23, 2019

Dr. Bijoy Sahoo
Senior Associate Vice Chancellor for Academic Affairs
Southern University and A&M College
3rd Floor, J. S. Clark Administration Building
Baton Rouge, LA 70813

Dear Dr. Sahoo,

The faculty from the College of Humanities and Interdisciplinary Studies at Southern University and A&M College has approved the recommendation to grant an Honorary Doctorate Degree to, Mr. James E. Charles, a pioneer in the education circle and a great community server of families and children.

Mr. James E. Charles, a BA and MA graduate of Southern University in Baton Rouge, continued his education in the classroom and the community. He was the first African-American educator to work as the Curriculum Development Specialist for Native American Children. Mr. Charles was also the first African-American Principal of a high school as well as the First African American Superintendent of Terrebonne Parish School System. To this date, no other African-American has held this position. He was also part of the team who developed the O.N.E.C.H.A.I.N. program, that served 800 underprivileged children per summer for over 3 years.

Mr. James E. Charles has dedicated his professional and personal life to serve others, especially children and the African-American community.

It is an honor to nominate Mr. James E. Charles to receive an Honorary Doctorate Degree at the Summer commencement ceremony.

Sincerely,

A handwritten signature in blue ink that reads "Cynthia Bryant".

Dr. Cynthia Downing Bryant
Dean, College of Humanities and Interdisciplinary Studies
Southern University & A M College



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Senior Associate Vice Chancellor for Academic Affairs

J. S. Clark Administration Building, Third Floor
Baton Rouge, LA 70813
Phone: (225) 771-2360

July 23, 2019

Dr. James H. Ammons
Executive Vice President/Executive Vice Chancellor
3rd Floor, J. S. Clark Administration Building
Baton Rouge, Louisiana 70813

RE: Honorary Degree Recipient

Dear Dr. Ammons:

The Academic Council recommended the awarding of the honorary degree of Doctor of Humane Letters to **James Charles**, scholar, educator and humanitarian. Mr. Charles has made outstanding contributions to the field of education and society in general. Awarding of this most prestigious degree would honor both the School of Education as well as the Southern University campus.

I await your approval. Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bijoy K. Sahoo".

Bijoy K. Sahoo, PhD
Senior Associate Vice Chancellor

/rnt

James E. Charles

James E. Charles started his educational career in 1968 when he graduated from Southern University in Baton Rouge, LA with a Bachelor's Degree in Elementary Education. He then used his degree back in his home parish of Terrebonne, in 1969 as a classroom educator. After a few years of classroom work, Mr. Charles decided to further his own education. In 1974, he graduated with his Master's degree in Administration and Supervision from Southern University Baton Rouge. He then used this degree to continue to work with the children of Terrebonne Parish and break barriers for others. Mr. Charles became the first African-American to work as the Curriculum Development Specialist for Native American children. In 1989, he became the first African-American principal of a high school, Allen J. Ellender Memorial High School. Eventually, he felt it was time to help more than just the students of Ellender and became the first African-American Assistant Superintendent of Terrebonne Parish School system. To this date, no other African-American has held this position. Mr. Charles also reached the pinnacle of his educational career, when he became the first African-American Superintendent of Terrebonne Parish school system, another position where no other African-Americans have held to this date.

Even with all of the positions he held inside of the school system in Terrebonne Parish, he still wanted to do more. He worked for years with the Terrebonne Parish Recreation Department. Also, along with other family members, he developed O.N.E. C.H.A.I.N. program. This program serviced over 800 children per summer for over 3 years, providing a summer enrichment program for low to moderate income families. His love of children and community has led to an illustrious career and the children of Terrebonne Parish are the better for it.

ATHLETICS
COMMITTEE

ATHLETICS COMMITTEE
(Following the Academic Affairs Committee)
Alexandria City Hall Ballroom
1st Floor
Alexandria, Louisiana 71301
Friday, August 23, 2019

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s):
 - A. Request Approval of SUBR FY 2019-2020 Athletic Budget (SUBR)
 - B. Request Approval of SUSLA FY 2019-2020 Athletic Budget (SUSLA)
 - C. Request Approval of SUNO FY 2019-2020 Athletic Budget (SUNO)
6. Other Business
7. Adjournment

MEMBERS

Mr. John Barthelemy – Chair, Atty. Edwin Shorty – Vice-Chair,
Mr. Raymond Fondel, Rev. Donald Ray Henry, Atty. Patrick Magee, Dr. Rani Whitfield
Atty. Domoine D. Rutledge-- Ex Officio

FACILITIES
AND
PROPERTY
COMMITTEE

FACILITIES AND PROPERTY COMMITTEE

(Following the Athletics Committee)

Alexandria City Hall Ballroom

1st Floor

Alexandria, Louisiana 71301

Friday, August 23, 2019

9:00 AM

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Information Item(s):
 - A. Update on Grounds and Campus Beautification (SUBR)
 - B. Priority Projects Updates, by Campuses
6. Other Business
7. Adjournment

MEMBERS

Rev. Donald R. Henry – Chair, Dr. Rani Whitfield – Vice-Chair,
Dr. Leroy Davis, Mr. John Barthelemy, Mrs. Ann Smith, Mr. Richard Hilliard
Atty. Domoine D. Rutledge- Ex Officio

Vice Chancellor for Finance and Administration
Post Office Box 9212
Baton Rouge, LA 70813
Fax: 225 771-2018
Office: 225 771-5021

August 15, 2019

Dr. Ray L. Belton
System President/Chancellor
Southern University
J.S. Clark Administration
Baton Rouge, LA 70813

RE: SUBR CAMPUS UPDATE

Dear Dr. Belton,

The purpose of this correspondence is to provide your office with an update relative to campus landscaping and building maintenance.

The Office of Human Resources and the Purchasing department are still in the process of researching the feasibility of outsourcing the University's landscaping function. However, I am pleased to report that I have witnessed significant improvement in our landscaping due to expanded use of contracted services (at no additional cost) and the hiring of three full-time personnel in our landscaping unit. Mr. Pitts, Executive Director of Facility Services, and I tour the campus every workday to ensure the campus presentation meets your expectations.

The Office of Human Resources has initiated discussions with the Louisiana Department of State Civil Service regarding salary upgrades for custodial personnel. Hopefully, we will be able to schedule a meeting soon. We have been able to utilize some of our best custodians on an overtime basis to provide floor waxing and building clean-up in what our Facilities department has named **"Operation Clean Sweep."**

Additionally, the Facilities department performed a two-day preventive maintenance check on our high voltage power system to proactively address power outages that caused school closures in FY 2019. Lastly, repairs were made to exterior lighting located around housing facilities at the rear of the campus.

I would like to commend Mr. Pitts and his staff for an outstanding effort in responding to concerns of your office and the Southern University Board of Supervisors. I have attached photographs documenting items noted in this memo for your review.

If you have any questions or concerns, please free to call.

Sincerely,



Benjamin Pugh
VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

cc: Dr. James Ammons, Executive Vice President and Executive Vice Chancellor

Southern University and Agricultural & Mechanical College

INCORPORATED 1880 RELOCATED 1914 BATON ROUGE, LOUISIANA

Facility Services Snapshot:

Electrical Infrastructure Improvement

A campus wide shut down was done on July 27th and 28th to PM the Main HV Switch, Sectionalizer Cabinets and HV Switches. The load was removed at the Main Switchgear and the primary feeders were isolated. All high voltage breakers and cable were disconnected, cleaned, greased and reconnected. High-pot testing was done to identify and replace defective and dead-break boots.

Academic Buildings- Operation "Clean Sweep"

Stewart Hall	100%
Isaac Greggs Bldg	100%
TT Allain	95%
Higgins Hall	80%
Blanks Hall	Starting 8/16
JB Moore Hall	TBA



Stewart Hall



Isaac Greggs



TT Allain

Southern University and Agricultural & Mechanical College

INCORPORATED 1880 RELOCATED 1914 BATON ROUGE, LOUISIANA



Higgins Hall

Grounds

Visible improvements were realized through hiring additional staff and increasing the responsibilities of the current grounds contractor. A zone grid of the campus has been developed and a maintenance schedule has been established.



Southern University and Agricultural & Mechanical College

INCORPORATED 1880 RELOCATED 1914 BATON ROUGE, LOUISIANA

Lighting Repairs

Physical plant electricians corrected the lighting issues in residential housing by changing wires, lights and new ballasts. Burnt wires on several fixtures contributed to the loss of power on pole lights which effected the control eye sensor ability to command the lights to come on and/or go off.

Road/Pot-Hole Repairs

.....See attached Images

Lamont Construction Co. Inc.

"Paving Baton Rouge Since 1974"
Phone: (225) 272-1005 www.LamontConstruction.com

Not to scale
Dimensions are approximate

 Areas of Work



Lamont Construction Co. Inc.

"Paving Baton Rouge Since 1974"

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Not to scale

Dimensions are approximate

 Areas of Work





SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

J. S. CLARK ADMINISTRATION BUILDING

3RD FLOOR

166 G. LEON NETTerville DR.

BATON ROUGE, LOUISIANA 70813

OFFICE OF
FACILITIES PLANNING

(225)771-2786 OFFICE

(225) 771-2922 FAX

Eli_Guillory@sus.edu

August 5, 2019

Hon. Dr. Ray L. Belton

President of Southern University System

4th Floor, J. S. Clark Adm. Building

Baton Rouge, Louisiana 70813

RE: Southern University System Office of Facilities Planning Project Updates

Dear Dr. Belton,

We are transmitting the attached updated document report, which indicates the remarkable status of each campus building construction, renovations, building repairs/upgrades and facilities planning progress for your files. Additionally, many meetings have been held to consult with each SU System campus facility management group along with the Board of Regents, Facility Planning and Control, DOTD and the Governor's Office of Homeland Security/Emergency Preparedness for the overall capital improvement process to meet the goals of this great university.

Should you have any questions, please don't hesitate to call me. Your approval and sustained support of Southern University System Office of Facilities Planning is greatly appreciated.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Eli G. Guillory III", with a long horizontal flourish extending to the right and ending in a downward-pointing arrow.

Eli G. Guillory III

Director of Facilities Planning

Attachments enclosed: Progress report and construction pictures

"Five Campuses, One Vision...Global Excellence"

WWW.SUS.EDU

Southern University and A&M College System

SU System Campuses Projects

Eli G. Gullory III August 2019

agency	Project Name	Project Budget	Funding Source	Approval Date	Completion Date	Comments
1 SUAG	SUAG Arena - building exterior painting and wall system/roof canopy repairs	\$ 75,000.00	State	2018		Pending WBS no. from FP&C w/ approval
2 SUAG	Southwest Center for Rural Initiatives (Opelousas Ag Bldg) - Mechanical system AC units replacement	\$ 105,221.98	State	2018	6/25/2019	Completed - Construction In Progress 6 mech. units replaced - 100% complete
SUAG	A. O. Williams Hall Mechanical HVAC system upgrades - Westside of Phase one - part 1 mech. units, coil upgrades,	\$ 140,000.00	State	2018		Active - 98% complete Mel Eng. and CMC - completed, pending recommendation of acceptance from the Designer - additional pending work by SUAG for \$40k -Pending by FP&C seeking additional AFC funding \$1,500,000 and \$160,000 for eng. Design.
SUAG	SUAG - A. O. Williams Hall Renovations - Phase 1 westside, ext. wall flashing and de-brick masonry	\$ 2,764,000.00	Fed. Gov. NIFA	2015	2019	complete (pending to seek Capital Outly funding for \$4,500,000 for phase 2 - Eastside)
SUAG	SUAG - A. O. Williams Hall Renovations - Phase 2 Eastside, ext. wall flashing, de-brick masonry and Mechanical System upgrades	\$ 4,500,000.00	State	2018		Pending approval by Fp&c of Capital Outlay funding for \$4,500,000 for phase 2 - Eastside / westside p1_\$160,000 p2_\$1,500,000 p5_\$4,000,000
SUAG	Multipurpose Building	\$ 1,492,444.00	Fed. Gov.	2003	2018	complete (furniture funding is pending)
SUAG	Child Development Center - code upgrades	\$ 218,300.00	Fed. Gov.	Apr. 2018	2019	Complete
SUAG	Horticulture Storage Building Renovation	\$ 275,000.00	Fed. Gov.	2003	2017	Complete
SUAG	Pesticide Storage Building	\$ 250,000.00	Fed. Gov.	2003	2018	Complete
SUAG	Equipment Storage Shed Building	\$ 90,000.00	Fed. Gov.	2003	2018	Complete
SUAG	Meat Technology Roof Replacement	\$ 212,400.00	Fed. Gov.	Apr. 2018	2019	Complete
SUAG	A. O. Williams Hall - Mechanical AHU / Mech. Room equipment Repairs	\$ 140,000.00	State	10/20/2017	2019	completed
SUAG	New Mega Disaster Relief Shelter (for 2,500 beds)	\$ 24,375,000.00	State / Federal	Jan. 2019		Active - pending Fp&c approval of designer in July/Aug 2019 - p2_\$1,000,000 p5_\$8,375,000 interagency GOHSEP\$15,000,000
SUAG	SUAG - Road/Street and Canal Soil Erosion Improvements at SUAG Experimental Farm Station 14600 Scenic Highway / US Hwy 61 (EBRP/Baker LA)	\$ 3,300,000.00	State	7/1/2016		pending state approval
SUAG	Existing Meat Processing Facility Expansion Addition	\$ 1,225,000.00	State	7/1/2018		pending state approval
SUAG	Demolition of Barn building(s) of the 1980's and 1970's	\$ 103,500.00	State	6/1/2019		Active - pending planning and bidding by fp&c
SUBR	B. A. Little Dr. Road upgrade at SUPD & TT Affain Hall	\$ 151,775.00	Title 3	2018	2019	complete
SUBR	New Science Complex - program room/space planning phase	\$ 55,000.00	Title 3	2017	2019	completed

	SUBR	New Science "STEM" Complex Building	\$ 46,000,000.00	State	7/1/2017		Pending full planning and Construction funding by State / DoA / Fp&c to proceed with design planning (p2 \$500,000) for construction
	SUBR	J. B. Moore Hall Hi-Tech Smart Classroom Renovation	\$ 300,000.00	Title 3	Apr. 2016	2019	construction 100% complete
	SUBR	SU Museum of Art - HVAC Mechanical System Repairs	\$ 127,112.00	State	10/11/2018	7/30/2019	completed - Construction in progress - 100% complete
	SUBR	Air Handling Unit Repair - W. H. James Hall	\$ 350,000.00	State	10/20/2017		Active - Construction in progress 85%
	SUBR	Fan Coil Unit Repairs-JW Fisher hall	\$ 100,000.00	State	10/19/2017	7/30/2019	complete
	SUBR	Fan Coil Unit Repairs-J. Lee Hall & Health Research Center	\$ 100,000.00	State	10/19/2017	7/30/2019	complete
	SUBR	Mechanical Unit Repairs-WW Stewart Hall -Phase 1	\$ 100,000.00	State	10/19/2017	2019	Construction in progress - 100% complete
	SUBR	Dehumidifying System Repair-Tourgee A. Debose Music Hall	\$ 225,000.00	State	10/19/2017		Active - Construction in progress 90% complete
	SUBR	A.W. Mumford (Consent Decree ADA)	\$ 7,900,000.00	State		2018	Active - Construction in progress 92% complete (seek funding approval from fp&c to upgrade perimeter roadway, walks, and streets)
	SUBR	F.G. Clark Activity Center (Consent Decree ADA)	\$ 7,450,000.00	State		2018	Active - Construction in progress 98% complete (seek funding approval from fp&c to upgrade perimeter roadway and parking)
	SUBR	J.S. Clark Admin. Building - Roof Replacement	\$ 216,558.00	State	12/20/2017		completed
	SUBR	Frank Hayden Hall - Theatre Lobby Restrooms Phase 1 upgrades	\$ 150,000.00	Title 3	Apr. 2016		pending budget funding for planning & construction
	SUBR	Ruffin Paul Central Plant - Loop Pump and Valve Replacement (Rebuild (2) Loop pumps and replace with new VFDs. Replace valves on top of aluminum cooling tower and replace safety rails)	\$ 212,000.00	State		7/27/2018	Active - in the planning phase for bidding by fp&c
	SUBR	ADA Safety Compliance & Drainage Project at the Law Center	\$ 95,400.00	State		7/27/2018	Active - in the planning phase for bidding by fp&c
	SUBR	SU Laboratory School Gym Roof replacement/upgrades as required for interior protection of rain water migration.	\$ 300,000.00	State		2018	Pending WBS no. from FP&C approval
	SUBR	SU Laboratory School Gym Locker Room upgrades	\$ 70,000.00	SUBR		2019 Jul-19	complete
	SUBR	SU Laboratory School Elementary Buildings renovations	\$ 440,000.00	State		2019	Active - FP&C pending planning phase
	SUBR	Repairs of 100ft tower and parking lot lighting upgrades to LED's - West and East of F G Clark Activity Center (Disaster Relief Shelter)	\$ 175,000.00	State		2018	Active - FP&C pending planning phase
	SUBR	Upgrade lighting system for classrooms, exits and stairwells in various buildings	\$ 100,000.00	State		2018	Active - FP&C pending planning phase
	SUBR	Campus sidewalks repairs neutralizing trip hazards and ensuring wheelchair accessibility	\$ 55,542.00	State		2018	Active - construction in progress 95% complete

	SUBR	J. S. Clark Adm. Building - Upgrade chill water and hot water pumps and install new automated digital controls	\$ 160,000.00	State	2018		Active - FP&C pending planning phase
	SUBR	W. W. Stewart Hall Auditorium Mech. HVAC repairs/upgrades	\$ 255,414.00	State	2018		Active - planning in progress
	SUBR	DOTD - Ravine Erosion Control & Road Improvements	\$ 10,000,000.00	DOTD	5/25/2017		Active - construction / low bid \$5,000,000 by Merrick LLC - pre-const. meeting 3July2019
	SUBR	DOTD / FP&C Ravine Utility Line Erosion Control and Relocation	\$ 1,221,407.00	State	2016		Active - in progress - Designer AST Engineers pre-con 24June2019 - Gallo Mech. bid \$400,000
	SUBR	Music Building Annex - Music & Recording Studio	\$ 200,000.00	Title 3	2018		Active - planning CD's Construction Bid Documents @ 50% phase
	SUBR	W. W. Stewart Hall First Floor Renovations - North	\$ 334,000.00	Title 3	2018		Active - programing & planning phase for bidding
	SUBR	W. W. Stewart Hall Lobby Restrooms	\$ 160,000.00	Title 3	2018		Active - programing & planning phase for bidding
	SUBR	T. H. Harris Hall Window Replacement	\$ 50,000.00	State	2016	2017	Complete
	SUBR	SUBR Gas Valve Replacement	\$ 4,028.00	State	2016	2017	Complete
	SUBR	Underground Gas and Water Line Repairs	\$ 4,250.00	State	2016	2018	Complete
	SUBR	T. T. Allain Hall ADA compliance	\$ 4,700.00	State	2016	2017	Complete
	SUBR	Water Valve Replacement	\$ 287,631.35	State	2016	2017	Complete
	SUBR	Fan Coil Unit Repair James B Moore	\$ 67,987.79	State	2016	2017	Complete
	SUBR	James Lee Hall - Floor Tile Replacement	\$ 202,491.85	State	2016	2017	Complete
	SUBR	Cade Library - Fire Alarm Replacement	\$ 279,166.00	State	2016	2017	Complete
	SUBR	Cade Library - Elevator Repairs	\$ 15,000.00	State	2016	2017	Complete
	SUBR	T.T. Allain ADA Renovation (Consent Decree)	\$ 1,010,000.00	State	2016	2018	Completed
	SUBR	Tony Clayton Championship Plaza	\$ 465,000.00	SU Foundation	2017	2018	Completed
	SUBR	Frank Hayden Hall - Theatre seating and wheelchair lift upgrades	\$ 255,000.00	Title 3	Apr. 2016	2018	completed
	SUBR	Frank Hayden Hall - Theatre lighting upgrades	\$ 257,000.00	Title 3	Apr. 2016	2018	completed
	SUBR	E. C. Harrison Street & sidewalk Replacement / Upgrades	\$ 404,000.00	Title 3	Apr. 2016	2018	completed
	SUBR	School of Computer Science Renovation - phase 1 (H. L. Thuman Jr. Hall - East Complex)	\$ 248,000.00	Title 3	Apr. 2016	2018	completed
	SUBR	J. B. Cade Library 4th Floor Renovations	\$ 142,000.00	Title 3	Apr. 2016	2018	completed
	SUBR	Roofing Replacement - J.S. Clark Annex Bldg	\$ 155,733.57	State	11/17/2016	2018	Completed
	SUBR	Roofing Replacement - Benjamin Kraft Bldg	\$ 270,398.87	State	11/28/2016	2018	Completed
	SUBR	Roofing Replacement - Southern University Museum of Art (SUMA)	\$ 41,200.00	State	11/29/2016	2017	Completed
	SUBR	Door Entrance ADA Repairs - multiple bldgs	\$ 51,500.00	State	12/16/2016	2018	Completed
	SUBR	Electrical Lighting Repair/Upgrades - Rodney Higgins Hall & Campus	\$ 77,250.00	State	12/19/2016	2018	Completed
	SUBR	Sidewalk & Curb Ramp Repairs for ADA Compliance	\$ 20,800.00	State	12/19/2016	2018	Completed

	SUBR	Roof Replacement - William Wallace Stewart Hall	\$ 339,900.00	State	2/9/2017	2017	Completed	
	SUBR	Roof Replacement - Rodney G. Higgins Hall	\$ 229,478.12	State	2/9/2017	2018	Completed	
	SUBR	Central Plant HVAC Replacement	\$ 231,363.60	State	2/9/2017	2018	Completed	
	SUBR	Central Plant HVAC Replacement Phase 2	\$ 87,426.40	State	9/25/2017	2018	Completed	
	SUBR	HVAC Renovations - Multiple Buildings	\$ 128,750.00	State	2/13/2017	2018	Completed	
	SUBR	Benjamin Kraft Hall - Rooftop Mechanical Equipment Replacement	\$ 25,000.00	State	3/6/2018	2018	Completed	
	SUBR	Rodney Higgins Hall - Rooftop Exhaust Fan Replacement	\$ 90,000.00	State	3/12/2018	2018	Completed	
	SUBR	Student Health Center - Ravine Stabilization	\$ 133,900.00	State	7/24/2018	2018	Completed	
	SUBR	Building Control Systems Rplmt-Mini Lab/Compliance Center	\$ 150,000.00	State	10/19/2017	2018	Completed	
	SUBR	Cooling Tower Repairs-Ruffin Paul Sr. Central Plant - phase 1	\$ 225,000.00	State	10/19/2017	2017	Completed	
	SUBR	Drainage/Culvert Repair at Steptoe Road	\$ 499,960.00	State		2016	2017	Completed - FP&C and DOTD
	SUBR	SU Police Station Renovation	\$ 450,000.00	SUBR	Apr. 2016			Seeking funding approval for renovations by SUBR - pending approval
	SUBR	J. B. Moore Hall I. T. Renovation	\$ 450,000.00	SUBR		2018		Active - programing phase - pending
	SUBR	J. W. Fisher Reonvations - classroom Labs hoods, lab casework, Mech., Elect, Window sys, Interior finishes upgrades	\$ 5,500,000.00	State / Private	2018 April / approved	2019 June		Active - planning phase w/ p# 01-107-18-02 WBS-F.01003868 - Coleman Partners Architects (\$485,927) 8/2019 to 6/2020 planning. State \$3,500,000 p5 trailing funds / Interagency \$2,000,000
	SUBR	Softball Complex Upgrades	\$ 500,000.00	SUBR		5/1/2019		master planning / construction in progress at 30% and seeking additional funding (\$500,000) for upgrades - review w/ BoR and fp&c for capital outlay funding July 2019
	SUBR	Demolition of Buildings-Arch. West, Jesse Owens, Lottie Anthony, Washington Hall, Old Hill Infirmary, Old Jones Hall	\$ 1,969,000.00	State		5/1/2019		Active - in the planning phase for bidding by fp&c
	SULC	Roof replacement	\$ 480,000.00	State		2016	2017	Completed
	SUNO	Campus Wide Electrical & Lighting Repairs - Phase II	\$ 475,399.00	State		8/31/2018		Active - pending planning and bidding
	SUNO	Roofing Replacement - Cafeteria Bldg	\$ 226,365.00	State		11/29/2016	2018	Completed
	SUNO	Site Parking Lot Restoration Phase 1 & 2 - temporary fema trailers lake and park campus	\$ 2,154,846.00	FEMA		2015		Active - 75% complete - pending completion of New Ed. Building / Arts & Humanities building
	SUNO	Univ. Center Replace 3 Air Handling Units	\$ 265,775.00	State		2016		Complete
	SUNO	Roofing Replacement - University Center Building	\$ 494,400.00	State		2016		Complete
	SUNO	University Center-Parking Lot Resurfacing, Sidewalk & lighting repairs	\$ 61,800.00	State		2016		Complete
	SUNO	Natural Science Building	\$ 27,750,000.00	FEMA		2015		complete
	SUNO	Arts and Humanities Building	\$ 21,200,000.00	FEMA		2015		complete
	SUNO	Arts and Humanities Building - flooring upgrades	\$ 400,000.00	FEMA		2019		Active - planning phase for bidding

SUNO	Arts and Humanities Building - Museum Renovation 2nd floor	\$ 255,780.00	FEMA	2019		Active - planning phase for bidding - (additional displays funding of \$1,200,000 is pending)
SUNO	Mechanical HVAC Controls & Equipment upgrades	\$ 95,082.00	State	2018		Active - planning and bidding by fp&c
SUNO	Campus sidewalk and parking lot upgrades / repairs for various locations on the Park Campus and Lake Campus	\$ 145,000.00	State			Active - planning and bidding by fp&c
SUNO	Campus wide Mechanical HVAC System Upgrades for various buildings on the Park and Lake Campus	\$ 400,000.00	State			Active - pending planning and bidding
SUNO	University Center 2nd & 3rd floor door replacements and painting of offices/restrooms/corridors.	\$ 200,000.00	State			Pending fp&c approval
SUNO	Natural Science 1st & 2nd Floors Interior build-out spaces Phase 2	\$ 2,700,000.00	FEMA	2015		Active - planning phase
SUNO	Demolition of existing Buildings - New Science and Old Science Buildings	\$ 1,393,000.00	FEMA	2015		Active - planning phase for bidding by Fp&c
SUNO	New Education and Human Development Building	\$ 11,608,000.00	FEMA	2015		Active - under construction 99.5 % complete
SUNO	Roof Leaks & associated damage repair -Modular Buildings	\$ 29,772.10	State	2016	2017	Completed
SUNO	Washington Library HVAC	\$ 298,295.00	State	2016	2017	Completed
SUNO	Electrical Underground Wiring Repairs & Outdoor Lighting	\$ 48,734.00	State	2016	2018	Completed
SUNO	Mechanical Underground Piping Repairs	\$ 51,500.00	State	2016	2017	Completed
SUNO	Roofing Repair - New Science Bldg	\$ 38,153.00	State	6/13/2017	2017	Completed
SUNO	Emergency Chilled Water Valve Installation - L. Washington Memorial Library	\$ 10,300.00	State	6/13/2017	2017	Completed
SUNO	Electrical & Lighting Repairs/Replacements - Campuswide	\$ 51,500.00	State	7/24/2017	2018	Completed
SUNO	University Center Pool Repairs	\$ 65,290.17	State	10/17/2017	2018	Completed
SUNO	Central Plant Building	\$ 6,097,000.00	FEMA	2015	2017	completed
SUNO	School of Social Work Building	\$ 10,257,000.00	FEMA	2015	2017	completed
SUSLA	Mechanical/HVAC System Repairs	\$ 424,000.00	State	7/27/2018		Active - pending planning & bidding (on hold by FP&C due to a RFP for energy savings performance contracting by SUSLA)
SUSLA	ADA Restrooms upgrades	\$ 117,873.00	State			Active - pending planning by fp&c
SUSLA	Elevator repairs	\$ 71,160.00	State			Active - repairs in progress
SUSLA	Allen Building School of Nursing Renovation (Downtown Texas St.)	\$ 3,500,000.00	State	2018		Active - 99.5% complete
SUSLA	HVAC upgrades, Install New Roof, Enhance Drainage.	\$ 192,710.00	Title III			Active - In Progress
SUSLA	Install keyless Entry Locks on MLK, Incubator and Metro Campus'	\$ 50,000.00	Title III			Active - Pending
SUSLA	Campus Building Directions Signage	\$ 15,000.00	Title III			Active - Pending
SUSLA	Install Energy Efficient External LED Lighting	\$ 85,000.00	Title III			Active - Pending
SUSLA	Renovate Admissions Office	\$ 10,000.00	Title III			Active - Pending
SUSLA	Renovate Bathrooms	\$ 50,000.00	Title III			Active - Pending

SUSLA	SUSLA -Campus HVAC System Repairs	\$ 194,698.00	State	1/30/2017		Active - pending completion
SUSLA	Site campus drainage upgrade throughout the main campus.	\$ 150,000.00	State			Active - Pending planning
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)	\$ 282,232.00	State			Active - pending planning & bidding (on hold by FP&C due to a RFP for energy savings performance contracting by SUSLA)
SUSLA	Replace Hot and Cold Water underground piping on campus (Administration S07503, NCR S07504, Science S07505, Fine Arts S07509, Jesse Stone S07511, PD & Facilities S07506, Library S07508, Physical Plant S07510, Shipping & Warehouse S12089, Health & Education S13204, Student Union S07507, Student Activity S15913, Womens and Minorities Small Business S15937, Jackson & Dental Hygiene Buildings)	\$ 20,000.00	State			Pending approval by fp&c
SUSLA	Downtown Metro Building roof repairs and existing rooftop mechanical items removal	\$ 30,000.00	State			Active - planning and bidding by SUSLA
SUSLA	SUSLA -Campus Safety Compliance Projects - walks/doors/lighting repairs	\$ 97,850.00	State	1/30/2017	2018	Active - Repairs in progress
SUSLA	SUSLA -HPER-Gymnasium Roofing Repairs	\$ 142,469.13	State	1/31/2017	2017	Completed
SUSLA	SUSLA - Campus-wide LED Lighting	\$ 25,750.00	State	4/13/2017	2018	Completed
SUSLA	SUSLA - Campus-wide ADA Compliance Projects	\$ 55,488.00	State	4/17/2017	2018	Completed
SUSLA	Alphonse Jackson New Classroom Building	\$ 6,300,000.00	State	2015	2018	Completed
SUSLA	New Dental Hygiene Learning Center	\$ 900,000.00	one time state funding	2015	2017	Completed
Total amount		\$ 231,559,008.91				

SU System Campuses FY 19_20 Deferred Maintenance Items

July 2019 funding year

Budget \$

	12 M State General Fund (BOF Cash) - Available July 1 General Obligation Bond Funding (P2 GOB Funding) - Available on or around October meeting of State Bond Commission. October is normally the month when the Bond Commission hands out the CLOCs for P2 appropriations. \$ Total		Board of Regents Funding approval		
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Priority	Building ID	Projects	Cost	Status	BoR approval	Funding approval date:	Project completion date:
		SU Baton Rouge Deferred Maintenance Items					
		SU Lab School deferred maintenance items					
		SU Lab Fire Alarm Systems upgrades (system is working)	\$ 200,000.00				
		SU Laboratory School Gym roof replacement and (inc. walkways)	\$ 300,000.00	BoR recommending approval	\$ 300,000.00		
		Subtotal	\$ 500,000.00				
		Electrical					
		repair existing 100ft tower lights various locations	\$175,000.00				
		High Voltage Maintenance Campuswide distribution	\$150,000.00				
		Buildings campuswide panel distribution upgrades	\$500,000.00				
		Ruffin Paul Central Plant MCC	\$300,000.00				
		Dunn Hall MCC	\$300,000.00				
		Upgrade lighting system for classrooms, exits and stairwells in various buildings	\$100,000.00				
		Subtotal	\$1,225,000.00				
		Ruffin Paul Central Plant					
		Valves above chillwater pumps (5)	\$ 160,000.00				
		Change out closed loop piping	\$ 200,000.00				
		1 VFD changeout in motor control room	\$ 90,000.00				
		(2) Valves above Aluminum cooling tower	\$ 50,000.00				
		(3) Repair/Replace chill water pumps	\$ 200,000.00				
		Subtotal	\$ 700,000.00				
		Mechanical HVAC					
		Stewart Hall- Replace chill water floor mount units on 1st, 2nd and 3rd floor	\$500,000.00				
		Blanks Hall- Replace all pneumatic lines with digital controls	\$200,000.00				
		TT Aikin- Replace all pneumatic lines with digital controls	\$250,000.00				
		Higgins Hall- Replace all pneumatic lines with digital controls	\$250,000.00				
		JK Haynes Nursing Bldg- Replace all pneumatic lines with digital controls	\$250,000.00				
		Frank Hayden- Replace 2 AHU's	\$100,000.00				
		Smith Brown Memorial Union 2 AHU's	\$100,000.00				
		Health Research / Lee Hall Classrooms mechanical system upgrade	\$100,000.00				
		Subtotal	\$1,780,000.00				
		Plumbing					
		Pump station #2 Replacement	\$ 600,000.00				
		Roof drain project and dirt work at Pinchback	\$ 200,000.00				
		Campus-wide storm drain clean	\$ 300,000.00				
		Subtotal	\$ 1,000,000.00				
		Energy Conservation					
		JG Clark Administration- Curtain wall replacement	\$ 1,000,000.00				
		TH Harris- Replacement of all glazing	\$ 400,000.00				
		Archives Bldg	\$ 200,000.00				
		Subtotal	\$ 1,600,000.00				
		Roofing					
		Roof replacement/upgrades as required for interior protection of rain water migration.					
		Navy ROTC (Army ROTC review 20 year warranty) Roof Replacement	\$ 110,000.00	BoR recommending approval	\$ 110,000.00		
		J. B. Moore Hall Roof Replacement	\$ 300,000.00	BoR recommending approval	\$ 300,000.00		
		Isaac Gregg Bldg roof replacement	\$ 200,000.00				
		Central Storage	\$ 100,000.00				
		Performing Arts Annex	\$ 170,000.00				
		Motor Pool	\$ 80,000.00				
		Seymour Gym roof replacement	\$ 318,000.00				
		SU Laboratory School Gym roof replacement	\$ 300,000.00				
		Subtotal	\$ 1,858,000.00				
		Campus Drainage and Road Projects					
		Southern Laboratory School	\$ 220,000.00				
		Road repair campus-wide	\$ 880,000.00				
		A W Mumford Stadium - Drainage project at East side of stadium. Currently trenched but an underground piping system needs to be tied in to the main	\$ 200,000.00				
		Subtotal	\$ 1,300,000.00				
		ADA Compliance					
		Clifford T. Seymour Hall - Replace wheelchair lift and renovate restrooms for ADA compliance- Remodel Men and Women Locker room	\$ 600,000.00				
		William James - Renovate restrooms	\$ 450,000.00				
		JB Moore - Renovate restrooms on 2nd and 3rd floor	\$ 300,000.00				
		Subtotal	\$ 1,350,000.00				
		Residential Housing					
		Boley Hall Fire Alarm Systems upgrades	\$ 250,000.00				
		Dunn Hall Fire Alarm Systems upgrades	\$ 100,000.00				
		Subtotal	\$ 350,000.00				
		Athletics Department					
		F.G. Clark Activity Center - Change out the defective cabling (scoreboards and monitors) analog to digital, resurfacing/replacing gym floor due to damage of the leak in the roof. Replacing goals and wiring in north and south end. Refurbishing or replacing the weight room floor. Replacing damaged lockers in both the Men's, Women's and Softball Locker Room. Replace damaged seats in the arena from water leaks.		BUHR and A.C. to provide cost and review scope of work-pending			

		Mumford Endzone Fieldhouse - Fix the leaks from the A/C unit on the 1st, 2nd and 3rd floor. Replace flooring on 3rd floor due to water damages from A/C units. Replace damaged ceiling tiles from water leaks on the 1st, 2nd and 3rd floor. Fix or replace damaged windows on the endzone suites and sideline suites. Need to fix the weight room floor in the fieldhouse as well as the mini dome. Showers need to be crowned so water can drain properly. Fix the outdated wiring in Mumford Stadium from the press box to scoreboard and throughout the stadium. Replace or Refurbish lighting inside stadium on the field lights and concourse. Flagpoles need to be retining.		SUBR and A.O. to provide cost and review scope of work-pending		
		Baymour Gym Facility - Roof replacement required, leaking onto gym floor which is causing it to warp and needs to be taken down to the bare wood, fix broken pieces and refinished with a new coat of paint and seal, replacing damaged and old lockers in locker room. Replace damaged sound system due to leaking of roof.		SUBR and A.O. to provide cost and review scope of work-pending		
		Lee Hines Stadium - Replacing damaged wall and fencing areas and replacing all backstop netting.		SUBR and A.O. to provide cost and review scope of work-pending		
		Soccer Field -		SUBR and A.O. to provide cost and review scope of work-pending		
		Balentine Plaza Parking Lot - Replacing or rewiring the electrical receptacles in the lot.	\$ 200,000.00	SUBR and A.O. to provide cost and review scope of work-pending		
		Subtotal	\$ 200,000.00			
		SUBR Grand Total	\$12,080,090.00			

SU Law Center Deferred Maintenance Items						
Priority	Building I.D.	Projects	Cost	Status	BoR approval	Funding approval date
		Building Security				
1.1		Interior Renovation for Security Center	\$ 250,000.00			
1.2		Secure Exterior / Interior Entrances				
		a. Install Key-Card Access Readers and re-issue access I.D.	\$0,500.00			
		b. Replace Doors, Door Tygs, and Door Locks where need	\$,500.00			
		Exterior Lighting at Law Clinic Annex				
		Campus Safety Compliance Projects				
1.3		Campus Signage & Drain Repairs	\$8,900.00			
		Repair and Secure Stairwell at No. Central parts of Facility (Class	\$4,500.00			
1.4		Heating, Ventilation and Air Condition Projects				
		Law Center HVAC repairs	\$70,000.00	BoR recommending approval	\$ 70,000.00	
1.5		Law Clinic Annex HVAC replacement	\$5,000.00	BoR recommending approval	\$ 55,000.00	
1.6		Weather Stripping and Sealing at SULC Facility	\$12,000.00			
		SUBTOTAL	\$ 490,500.00			
		Sanitation Projects				
2.1		Restroom Renovations	\$65,000.00			
		Energy Conservation Projects				
2.2		Replace all Law Center Library lighting fixtures with LED Fixtures and Lamps				
2.2		Replace all other Law Center lighting fixtures with LED Fixtures				
		SUBTOTAL	\$ 65,000.00			
		Facility Repairs				
3.1		Interior Painting: Classrooms, Hallway Walls, and Offices	\$5,000.00			
3.2		Ceiling Repairs	\$0,000.00			
3.3		Replace Carpet and Vinyl Flooring	\$8,000.00			
3.4		Interior Wall Repairs	\$0,000.00			
		SUBTOTAL	\$93,000.00			
4.1		Renovate Exterior Building to a Multi-Purpose Storage Facility				
4.2		Parking Lot maintenance	\$15,000.00			
		SUBTOTAL	\$15,000.00			
		SULC Grand Total	\$ 720,500.00			

SU Agriculture Research and Extension Center Deferred Maintenance Items						
Priority	Building I.D.	Projects	Cost	Status	BoR approval	Funding approval date
		Maurice A. Edmond Arena - Repairs, Washing and Painting Interior and exterior	\$300,000.00			
		Poultry Building - removal of asbestos	\$600,000.00			
		A. O. Williams Hall Mechanical system upgrades - Pump repair/ replacement (located near A. O. Williams Hall)	\$100,000.00			
		Headhouse Repair and Renovation	\$500,000.00			
		Sustainable Agricultural and Rural Development Institute (SARDI) Building, Ocala, FL (what's required ????)	\$250,000.00			
		M. A. Edmond Arena and the Agricultural Experiment Station, Baker - Electrical Upgrades (see more detailed ????)	\$500,000.00			
		M. A. Edmond Arena and Multi-Purpose - Parking Lot Repair and Upgrade	\$500,000.00			
		Subtotal	\$3,750,000.00			
		BUAG Grand Total	\$2,780,000.00			

SU Shreveport Deferred Maintenance Items						
Priority	Building I.D.	Projects	Cost	Status	BoR approval	Funding approval date
1	Metro 000X	METRO ADA Bathrooms 1st, 2nd, 5th and 6th Floors Building	\$ 150,000.00			

3	Library 0000, NCH 000F, Fine Art, 000C	MLK ADA Bathrooms Buildings	\$ 140,000.00			
3	MLK	SUSLA - Campus Safety Compliance Projects Phase II Sidewalk Repairs	\$ 100,000.00			
4	MLK	Roadway Repairs various around MLK Campus	\$ 425,000.00			
5	NCA 00F	NCA Building Roof Replacement Building	\$ 160,000.00			
6	Library 0000	Library Building Roof Replacement Building	\$ 160,000.00	BoR recommending approval	\$ 160,000.00	
7	0000	Gymnasium / HPER Renovation	\$ 600,000.00			
8	0000	Gymnasium / HPER roof replacement	\$ 400,000.00	SUSLA Gym Roof Replacement for \$400,000 BoR recommending approval	\$ 400,000.00	
9	Metro / Allen	Basement	\$ 160,000.00			
10	Metro / Allen	Parking Lots/Metro Allen	\$ 160,000.00			
11	MLK	Additional Parking MLK	\$ 200,000.00			
		SUSLA Grand Total	\$ 2,615,000.00			

SU New Orleans Deferred Maintenance Items						
Priority	Building I.D.	Projects	Cost	Status	BoR approval	Funding approval date: Project completion date:
1		ADA Compliance Campus wide Projects:				
1.1	N/A	Repair and replace non-compliant sidewalks, ramps, restriping parking lots, replacement of signage	\$ 375,000.00			
1.2	500303	Health and Physical Education Building Elevator Installation	\$ 450,000.00			
1.3	500302, 500309, 500303, 500305	ADA compliant restrooms and other public accommodations in the Admin. Bldg, Cafeteria, University Center, Health & PE Bldg. L, Washington Library.	\$ 3,250,000.00			
1.4	N/A	Digital signage, automatic door openers, campus wide	\$ 265,000.00			
2		Mech, Heating, Ventilation and Air Condition Projects:				
2.1	500301	Administration Building Replace AHU's on the 2nd & 3rd Floors to include Energy Management Systems.	\$ 350,000.00			
2.2	N/A	Information Technology Center Replace gasoline fuel generator with natural gas generator	\$ 85,000.00			
3		Roofing Projects:				
3.1	500301	Administration Building - Roof Replacement	\$ 350,000.00	BoR recommending approval	\$ 350,000.00	
3.2	500305	Leonard Washington Memorial Library	\$ 325,000.00			
4		Arch. Building Renovation Projects:				
4.1	500301	Financial Aid Office Administration Building	\$ 65,000.00			
4.2	500301	Chancellor and Vice Chancellor's Executive Suites Administration Building, replace flooring to hyporeallergenic material.	\$ 20,000.00			
4.3	500309	Replace existing doors and signage on 2nd & 3rd floors of the University Center.	\$ 275,000.00			
4.4	500305	Replace damage doors and signage 2nd & 3rd floor of the L, Washington Library	\$ 325,000.00			
4.5	500301	Removal of existing wood paneling throughout 2nd & 3rd floor Administration Building	\$ 180,000.00			
5		Campus Safety and Security Projects:				
5.1	500301	Replace existing doors and signage on 2nd & 3rd floors of the Administration Bldg.	\$ 175,000.00			
5.2	N/A	Surveillance Camera's Park and Lake Campus and Residential Housing	\$ 250,000.00			
5.3	510382 ET AL	Security fencing and surveillance cameras with Campus Police guard house for Residential Housing driveway entrance	\$ 100,000.00			
5.4	500301	Replace existing non slip rubberized treads in stair towers the Administration Bldg. and Library	\$ 30,000.00			
5		Energy Conservation Projects:				
5.1	500301	ns	\$ 325,000.00			
5.2	500309	Replacement of lighting fixtures on the 2nd and 3rd floors of the University Center with LED fixtures & lamps	\$ 275,000.00			
5.3	500303	Replacement of lighting fixtures, installation of controls, and replacement of stage lighting in the Health and Physical Education Building	\$ 250,000.00			
5.4	N/A	Single electrical entry for the Lake Campus	\$ 600,000.00			
		SUNO Grand Total	\$ 6,300,000.00			
		Overall SU system Grand Total	\$ 26,366,800.00	State funding	\$ 2,000,000.00	

Monday, July 29, 2019

Ell G. Gulliver III
Director
Southern University System
Office of Facilities Planning
225-771-2750 office
225-973-0511 cell

FINANCE
COMMITTEE

FINANCE COMMITTEE
(Following the Facilities and Property Committee)
Alexandria City Hall Ballroom
1st Floor
Alexandria, Louisiana 71301
Friday, August 23, 2019
9:00 AM

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
 - A. SU Board and System Administration Operating Budgets – FY 2019-2020
 - B. SUBR Operating Budget - FY 2019- 2020
 - C. SUNO Operating Budget - FY 2019-2020
 - D. SUSLA Operating Budget - FY 2019-2020
 - E. SULC Operating Budget - FY2019-2020
 - F. SUAREC Operating Budget - FY 2019-2020
 - G. SU Board and System Inter-Institutional Cost Transfers Budget – FY 2019-2020
 - H. SU Board and System Unrestricted Fund Inter-Institutional Cost Transfers Budget – FY 2019-2020
 - I. SU Board and System Special Meals and Miscellaneous Travel Budget - FY 2019-2020
 - J. SU System 2019-2020 Operating Budget Form BOR-10 Salaries of Non-Classified Employees and Form BOR-11 Salaries of Classified Employees
6. Information Item(s)
 - A. Interim Financial Report
7. Other Business
8. Adjournment

MEMBERS

Dr. Leon R. Tarver–Chair, Mr. Richard Hilliard–Vice-Chair
Dr. Curman L. Gaines, Dr. Leroy Davis, Mrs. Arlanda Williams, Mr. Sam Gilliam,
Atty. Domoine D. Rutledge- Ex Officio

GOVERNANCE COMMITTEE

GOVERNANCE COMMITTEE

(Following the Finance Committee)

Alexandria City Hall Ballroom

1st Floor

Alexandria, Louisiana 71301

Friday, August 23, 2019

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
 - A. Request Approval of SUS Accountability Score Card Results – Year One (SUS)
 - B. Request Approval of the Updated System Hazing Prevention Policy (SUS)
 - C. Request Approval of Southern University Law Center’s Mission Statement (SULC)
 - D. Request Approval of SUS Conflict of Interest Statement for SU Board of Supervisors (SUS)
 - E. Request Approval of SUS Board Dismissal Policy (SUS)
6. Information Item(s)
 - A. Board Self-Evaluation Instrument Period 2018-2019 (SUS)
7. Other Business
8. Adjournment

MEMBERS

Mr. Sam Gilliam—Chair, Dr. Leon R. Tarver –Vice-Chair,
Rev. Donald Ray Henry, Atty. Patrick Magee, Dr. Curman L. Gaines, Rev. Samuel C. Tolbert, Jr.,
Atty. Domoine D. Rutledge-Ex-Officio

FULFILLING THE PROMISE

SU SYSTEM ACCOUNTABILITY SCORECARD - YEAR 1

SU SYSTEM OFFICE OF STRATEGIC PLANNING, POLICY, AND INSTITUTIONAL EFFECTIVENESS

Dr. Vladimir A. Appeaning, Vice President & Dr. Toni L. Manogin, Executive Director

			OUTCOMES	SOUTHERN UNIVERSITY SYSTEM			
CYCLE	GOALS#	OBJ#	KEY PERFORMANCE INDICATORS (KPIs)	Target	Actual	Difference	% Difference
F2018	1	1	Total Head Count Enrollment	12,251	12,324	73	0.60%▲
F2018	1	2	Dual Enrollment	927	927	0	0.00%—
F2018	1	3	Online Enrollment	181	228	47	25.97%▲
F2018	1	4	New FTFT Student Enrollment	2,138	2,177	39	1.82%▲
F2018	1	5	Undergraduate Enrollment	10,241	10,417	176	1.72%▲
F2018	1	6	Transfer-In Enrollment	763	789	26	3.41%▲
F2018	1	7	Graduate Enrollment	1,275	1,283	8	0.63%▲
F2018	1	8	Re-Admit Enrollment	678	741	63	9.29%▲
F2018	1	9	Cross-Enrollment	149	148	-1	-0.67%▼
F2018	1	10	Pell Eligible Students (% of Undergraduate Enrollment)	62.67%	62.67%	0.00%	0.00%—
F2018	1	11	Adult Learners - 25 years and older (% of Undergraduate Enrollment)	32.00%	33.77%	1.77%	5.52%▲
F2017-18	2	1	1-to-2 Year Fall-to-Fall Same Institution Retention Rate	49.00%	49.57%	0.57%	1.16%▲
AY 2017-18	2	2	6-year Graduation Rate Same Institution (150% of Normal Time) (Fall 2012 Cohort)	24.00%	24.95%	0.95%	3.94%▲
AY 2017-18	2	3	3-year Graduation Rate Same Institution (150% of Normal Time) (Fall 2015 Cohort)	1.00%	1.07%	0.07%	7.00%▲
AY 2017-18	2	4	Credentials Awarded (Completers)	1,971	1,981	10	0.51%▲
AY 2017-18	2	5	Baccalaureate Degree Awarded	1,031	1,032	1	0.10%▲
AY 2017-18	2	6	Master's Degree Awarded	463	464	1	0.22%▲
AY 2017-18	2	7	Doctor's Degree Awarded	16	14	-2	-12.50%▼
AY 2017-18	2	8	Professional Degree Awarded	144	152	8	5.56%▲
AY 2017-18	2	9	Diploma Awarded	10	10	0	0.00%—
AY 2017-18	2	10	Certificate Awarded	80	85	5	6.25%▲
AY 2017-18	2	11	Associate Degree Awarded	217	224	7	3.23%▲
CY 2018	2	12	NCLEX Passage Rate (Baccalaureate Degree)	89.00%	89.00%	0.00%	0.00%—
CY 2018	2	13	NCLEX Passage Rate (Associate Degree)	75.00%	87.50%	12.50%	16.67%▲
CY 2018	2	14	PRAXIS Examination Passage	100.00%	100.00%	0.00%	0.00%—
CY 2018	2	15	Louisiana Bar Association Passage	59.00%	71.68%	12.68%	21.49%▲
CY 2018	2	16	Law Graduates Job Placement	74.00%	77.40%	3.40%	4.59%▲
CY 2018	2	17	Ultimate Bar Passage	77.76%	85.29%	7.53%	9.68%▲

FULFILLING THE PROMISE

SU SYSTEM ACCOUNTABILITY SCORECARD - YEAR 1

SU SYSTEM OFFICE OF STRATEGIC PLANNING, POLICY, AND INSTITUTIONAL EFFECTIVENESS

Dr. Vladimir A. Appeaning, Vice President & Dr. Toni L. Manogin, Executive Director

			OUTCOMES	SOUTHERN UNIVERSITY SYSTEM			
CYCLE	GOALS#	OBJ#	KEY PERFORMANCE INDICATORS (KPIs)	Target	Actual	Difference	% Difference
2018	3	1	100% Compliance w/Accreditation Standards	100.00%	100.00%	0.00%	0.00%—
2018	3	2	100% Compliance w/Individual Program Accreditation Standards	100.00%	100.00%	0.00%	0.00%—
FY 2018	3	3	Financial Health Index - Current Ratio	2.45	2.52	0.07	2.78%▲
FY 2018	3	4	Financial Health Index - Working Capital	\$5,960,000	\$7,162,409	\$1,202,409	20.17%▲
FY 2018	3	5	Financial Health Index - Unrestricted Net Position	-\$2,890,000	-\$905,597	\$1,984,403	68.66%▲
AY 2017-18	4	1	Grant Proposal Submitted (N)	153	171	18	11.76%▲
AY 2017-18	4	2	Grant Proposal Submitted (S)	\$58,437,679	\$63,747,808	\$5,310,129	9.09%▲
AY 2017-18	4	3	Grant Proposal Awarded (N)	102	129	27	26.47%▲
AY 2017-18	4	4	Grant Proposal Awarded (S)	\$31,012,645	\$31,705,680	\$693,035	2.23%▲
CY 2018	5	1	Donors (N)	2,200	2,220	20	0.91%▲
CY 2018	5	2	Gifts (N)	3,900	3,905	5	0.13%▲
CY 2018	5	3	Gifts (S)	\$6,800,000	\$6,996,831	\$196,831	2.89%▲
F2018	7	1	International Student Enrollment	246	262	16	6.50%▲
F2018	7	2	Out-of-State Student Enrollment	1,192	1,408	216	18.12%▲
2018	7	3	(Paid) Annual Alumni Memberships (N)	1,600	2,332	732	45.75%▲
2018	7	4	(Paid) Life Alumni Memberships (N)	2,831	3,271	440	15.54%▲
2018	7	5	Press Releases (N)	25	30	5	20.00%▲
2018	7	6	Website - Bounce Rate (%)	49.50%	49.18%	0.32%	0.65%▲
2018	7	7	Social Media - Total Fans/Follower (N)	85,000	90,536	5,536	6.51%▲
2018	7	8	Social Media - Total Messages Sent (N)	2,000	4,386	2,386	119.30%▲
2018	7	9	Social Media - Total Messages Received (N)	9,000	25,517	16,517	183.52%▲
2018	7	10	Social Media - Total Impressions (N)	19,000,000	30,935,816	11,935,816	62.82%▲
2018	7	11	Social Media - Total Engagement (N)	110,000	659,542	549,542	499.58%▲
2018	7	12	Social Media - Total Link Clicks (N)	30,000	70,571	40,571	135.24%▲

YEAR 1 - SU SYSTEM ACCOUNTABILITY SCORECARD		
OUTCOMES SUMMARY		
Year 1 - Expectation Level	Number	Percent
Exceeded Outcomes Expectations	43	83%
Met Outcomes Expectations	7	13%
Failed to Meet Outcomes Expectations	2	4%
TOTAL	52	100%

IMAGINE 20K - ACCOUNTABILITY SCORECARD - YEAR 1

SU SYSTEM OFFICE OF STRATEGIC PLANNING, POLICY, AND INSTITUTIONAL EFFECTIVENESS

Dr. Vladimir A. Appeaning, Vice President & Dr. Toni L. Manogin, Executive Director

			OUTCOMES	SOUTHERN UNIVERSITY AND A&M COLLEGE			
CYCLE	GOALS#	OBJ#	KEY PERFORMANCE INDICATORS (KPIs)	Target	Actual	Difference	% Difference
F2018	1	1	Total Head Count Enrollment	6,672	6,693	21	0.31%▲
F2018	1	2	Dual Enrollment	180	189	9	5.00%▲
F2018	1	3	Online Enrollment	140	188	48	34.29%▲
F2018	1	4	New FTFT Student Enrollment	1,300	1,342	42	3.23%▲
F2018	1	5	Undergraduate Enrollment	5,750	5,838	88	1.53%▲
F2018	1	6	Transfer-In Enrollment	290	317	27	9.31%▲
F2018	1	7	Graduate Enrollment	850	855	5	0.59%▲
F2018	1	8	Re-Admit Enrollment	175	229	54	30.86%▲
F2018	1	9	Cross-Enrollment	130	146	16	12.31%▲
F2018	1	10	Pell Eligible Students (% of Undergraduate Enrollment)	70.00%	69.00%	-1.00%	-1.43%▼
F2018	1	11	Adult Learners - 25 years and older (% of Undergraduate Enrollment)	15.00%	13.00%	-2.00%	-13.33%▼
F2017-18	2	1	1-to-2 Year Fall-to-Fall Same Institution Retention Rate	64.00%	64.02%	0.02%	0.03%▲
AY 2017-18	2	3	6-year Graduation Rate Same Institution (150% of Normal Time) (Fall 2012 Cohort)	30.00%	30.78%	0.78%	2.60%▲
AY 2017-18	2	5	Credentials Awarded (Completers)	1,047	1,047	0	0.00%—
AY 2017-18	2	6	Baccalaureate Degree Awarded	735	736	1	0.14%▲
AY 2017-18	2	7	Master's Degree Awarded	296	297	1	0.34%▲
AY 2017-18	2	8	Doctor's Degree Awarded	16	14	-2	-12.50%▼
CY 2018	2	9	NCLEX Passage Rate (Baccalaureate Degree)	89.00%	89.00%	0.00%	0.00%—
CY 2018	2	10	PRAXIS Examination Passage	100.00%	100.00%	0.00%	0.00%—
2018	3	1	100% Compliance w/Accreditation Standards	100.00%	100.00%	0.00%	0.00%—
2018	3	2	100% Compliance w/Individual Program Accreditation Standards	100.00%	100.00%	0.00%	0.00%—
FY 2018	3	3	Financial Health Index - Current Ratio	1.40	1.47	0.07	5.00%▲
FY 2018	3	4	Financial Health Index - Working Capital	\$10,000,000	\$10,381,558	\$381,558	3.82%▲
FY 2018	3	5	Financial Health Index - Unrestricted Net Position	\$4,200,000	\$4,471,878	\$271,878	6.47%▲

IMAGINE 20K - ACCOUNTABILITY SCORECARD - YEAR 1

SU SYSTEM OFFICE OF STRATEGIC PLANNING, POLICY, AND INSTITUTIONAL EFFECTIVENESS

Dr. Vladimir A. Appeaning, Vice President & Dr. Toni L. Manogin, Executive Director

			OUTCOMES	SOUTHERN UNIVERSITY AND A&M COLLEGE			
CYCLE	GOALS#	OBJ#	KEY PERFORMANCE INDICATORS (KPIs)	Target	Actual	Difference	% Difference
AY 2017-18	4	1	Grant Proposal Submitted (#)	67	73	6	8.96%▲
AY 2017-18	4	2	Grant Proposal Submitted (\$)	\$25,000,000	\$29,021,274	\$4,021,274	16.09%▲
AY 2017-18	4	3	Grant Proposal Awarded (#)	55	69	14	25.45%▲
AY 2017-18	4	4	Grant Proposal Awarded (\$)	\$18,500,000	\$19,070,911	\$570,911	3.09%▲
CY 2018	5	1	Donors (#)	1,571	1,760	189	12.03%▲
CY 2018	5	2	Gifts (#)	2,641	2,896	255	9.66%▲
CY 2018	5	3	Gifts (\$)	\$3,001,000	\$4,644,738	\$1,643,738	54.77%▲
F2018	7	1	International Student Enrollment	140	152	12	8.57%▲
F2018	7	2	Out-of-State Student Enrollment	890	1,088	198	22.25%▲
2018	7	3	[Paid] Annual Alumni Memberships (#)	1,600	2,332	732	45.75%▲
2018	7	4	[Paid] Life Alumni Memberships (#)	2,831	3,271	440	15.54%▲
2018	7	5	Press Releases (#)	25	56	31	124.00%▲
2018	7	6	Website - Bounce Rate (%)	49.50%	53.43%	-3.93%	-7.94%▼
2018	7	7	Social Media - Total Fans/Follower (#)	85,000	90,536	5,536	6.51%▲

YEAR 1 - SUBR ACCOUNTABILITY SCORECARD		
OUTCOMES SUMMARY		
Year 1 - Expectation Level	Number	Percent
Exceeded Outcomes Expectations	29	76%
Met Outcomes Expectations	5	13%
Failed to Meet Outcomes Expectations	4	11%
TOTAL	38	100%

SUNO ACCOUNTABILITY SCORECARD - YEAR 1

SU SYSTEM OFFICE OF STRATEGIC PLANNING, POLICY, AND INSTITUTIONAL EFFECTIVENESS

Dr. Vladimir A. Appeaning, Vice President & Dr. Toni L. Manogin, Executive Director

			OUTCOMES	SOUTHERN UNIVERSITY AT NEW ORLEANS			
CYCLE	GOALS#	OBJ#	KEY PERFORMANCE INDICATORS (KPIs)	Target	Actual	Difference	% Difference
F2018	1	1	Total Head Count Enrollment	2,341	2,356	15	0.64%▲
F2018	1	2	Dual Enrollment	189	195	6	3.17%▲
F2018	1	3	Online Enrollment	28	29	1	3.57%▲
F2018	1	4	New FTFT Student Enrollment	190	183	-7	-3.68%▼
F2018	1	5	Undergraduate Enrollment	1,872	1928	56	2.99%▲
F2018	1	6	Transfer-In Enrollment	275	273	-2	-0.73%▼
F2018	1	7	Graduate Enrollment	425	428	3	0.71%▲
F2018	1	8	Re-Admit Enrollment	180	188	8	4.44%▲
F2018	1	9	Cross-Enrollment	10	1	-9	-90.00%▼
F2018	1	10	Pell Eligible Students (% of Undergraduate Enrollment)	61.00%	62.00%	1.00%	1.64%▲
F2018	1	11	Adult Learners - 25 years and older (% of Undergraduate Enrollment)	50.00%	53.00%	3.00%	6.00%▲
F2017-18	2	1	1-to-2 Year Fall-to-Fail Same Institution Retention Rate	48.00%	48.98%	0.98%	2.04%▲
AY 2017-18	2	2	6-year Graduation Rate Same Institution (150% of Normal Time) (Fall 2012 Cohort)	18.00%	19.11%	1.11%	6.17%▲
AY 2017-18	2	3	Credentials Awarded (Completers)	480	480	0	0.00%—
AY 2017-18	2	4	Baccalaureate Degree Awarded	296	296	0	0.00%—
AY 2017-18	2	5	Master's Degree Awarded	167	167	0	0.00%—
AY 2017-18	2	6	Associate Degree Awarded	17	17	0	0.00%—
AY 2017-18	2	7	PRAXIS Examination Passage	100.00%	100.00%	0.00%	0.00%—
2018	3	1	100% Compliance w/Accreditation Standards	100.00%	100.00%	0.00%	0.00%—
2018	3	2	100% Compliance w/Individual Program Accreditation Standards	100.00%	100.00%	0.00%	0.00%—
FY 2018	3	3	Financial Health Index - Current Ratio	0.25	0.38	0.13	52.00%▲
FY 2018	3	4	Financial Health Index - Working Capital	-\$9,000,000	-\$9,487,773	-\$487,773	-5.42%▼
FY 2018	3	5	Financial Health Index - Unrestricted Net Position	-\$9,000,000	-\$9,629,264	-\$629,264	-6.99%▼

SUNO ACCOUNTABILITY SCORECARD - YEAR 1

SU SYSTEM OFFICE OF STRATEGIC PLANNING, POLICY, AND INSTITUTIONAL EFFECTIVENESS

Dr. Vladimir A. Appeaning, Vice President & Dr. Toni L. Manogin, Executive Director

			OUTCOMES	SOUTHERN UNIVERSITY AT NEW ORLEANS			
CYCLE	GOALS#	OBJ#	KEY PERFORMANCE INDICATORS (KPIs)	Target	Actual	Difference	% Difference
AY 2017-18	4	1	Grant Proposal Submitted (#)	43	43	0	0.00%—
AY 2017-18	4	2	Grant Proposal Submitted (\$)	\$9,801,233	\$9,801,233	\$0	0.00%—
AY 2017-18	4	3	Grant Proposal Awarded (#)	28	28	0	0.00%—
AY 2017-18	4	4	Grant Proposal Awarded (\$)	\$8,150,205	\$8,150,205	\$0	0.00%—
F2018	7	1	International Student Enrollment	40	41	1	2.50%▲
F2018	7	2	Out-of-State Student Enrollment	70	70	0	0.00%—

YEAR 1 - SUNO ACCOUNTABILITY SCORECARD		
OUTCOMES SUMMARY		
Year 1 - Expectation Level	Number	Percent
Exceeded Outcomes Expectations	12	41%
Met Outcomes Expectations	12	41%
Failed to Meet Outcomes Expectations	5	17%
TOTAL	29	100%

SUSLA ACCOUNTABILITY SCORECARD - YEAR 1

SU SYSTEM OFFICE OF STRATEGIC PLANNING, POLICY, AND INSTITUTIONAL EFFECTIVENESS

Dr. Vladimir A. Appeaning, Vice President & Dr. Toni L. Manogin, Executive Director

			OUTCOMES	SOUTHERN UNIVERSITY AT SHREVEPORT			
CYCLE	GOALS#	OBJ#	KEY PERFORMANCE INDICATORS (KPIs)	Target	Actual	Difference	% Difference
F2018	1	1	Total Head Count Enrollment	2,619	2,651	32	1.22%▲
F2018	1	2	Dual Enrollment	558	543	-15	-2.69%▼
F2018	1	3	Online Enrollment	13	11	-2	-15.38%▼
F2018	1	4	New FTFT Student Enrollment	648	652	4	0.62%▲
F2018	1	5	Undergraduate Enrollment	2,619	2651	32	1.22%▲
F2018	1	6	Transfer-In Enrollment	198	199	1	0.51%▲
F2018	1	7	Re-Admit Enrollment	323	324	1	0.31%▲
F2018	1	8	Cross-Enrollment	9	1	-8	-88.89%▼
F2018	1	9	Pell Eligible Students (% of Undergraduate Enrollment)	57.00%	57.00%	0.00%	0.00%—
F2018	1	10	Adult Learners - 25 years and older (% of Undergraduate Enrollment)	31.00%	35.30%	4.30%	13.87%▲
F2017-18	2	1	1-to-2 Year Fall-to-Fall Same Institution Retention Rate	35.00%	35.71%	0.71%	2.03%▲
AY 2017-18	2	2	3-year Graduation Rate Same Institution (150% of Normal Time) (Fall 2015 Cohort)	1.00%	1.07%	0.07%	7.00%▲
AY 2017-18	2	3	Credentials Awarded (Completers)	300	302	2	0.67%▲
AY 2017-18	2	4	Diploma Awarded	10	10	0	0.00%—
AY 2017-18	2	5	Certificate Awarded	80	85	5	6.25%▲
AY 2017-18	2	6	Associate Degree Awarded	200	207	7	3.50%▲
CY 2018	2	7	NCLEX Passage Rate (Associate Degree)	75.00%	87.50%	12.50%	16.67%▲
2018	3	1	100% Compliance w/Accreditation Standards	100.00%	100.00%	0.00%	0.00%—
2018	3	2	100% Compliance w/Individual Program Accreditation Standards	100.00%	100.00%	0.00%	0.00%—
FY 2018	3	3	Financial Health Index - Current Ratio	1.10	1.22	0.12	10.91%▲
FY 2018	3	4	Financial Health Index - Working Capital	\$660,000	\$1,332,162	\$672,162	101.84%▲
FY 2018	3	5	Financial Health Index - Unrestricted Net Position	\$50,000	\$1,377,501	\$1,327,501	2655.00%▲

SUSLA ACCOUNTABILITY SCORECARD - YEAR 1

SU SYSTEM OFFICE OF STRATEGIC PLANNING, POLICY, AND INSTITUTIONAL EFFECTIVENESS

Dr. Vladimir A. Appeaning, Vice President & Dr. Toni L. Manogin, Executive Director

			OUTCOMES	SOUTHERN UNIVERSITY AT SHREVEPORT			
CYCLE	GOALS#	OBJ#	KEY PERFORMANCE INDICATORS (KPIs)	Target	Actual	Difference	% Difference
AY 2017-18	4	1	Grant Proposal Submitted (#)	17	17	0	0.00%—
AY 2017-18	4	2	Grant Proposal Submitted (\$)	\$16,636,446	\$16,636,446	\$0	0.00%—
AY 2017-18	4	3	Grant Proposal Awarded (#)	8	8	0	0.00%—
AY 2017-18	4	4	Grant Proposal Awarded (\$)	\$1,362,440	\$1,362,440	\$0	0.00%—
F2018	7	1	International Student Enrollment	65	68	3	4.62%▲
F2018	7	2	Out-of-State Student Enrollment	72	75	3	4.17%▲

YEAR 1 - SUSLA ACCOUNTABILITY SCORECARD		
OUTCOMES SUMMARY		
Year 1 - Expectation Level	Number	Percent
Exceeded Outcomes Expectations	17	61%
Met Outcomes Expectations	8	29%
Failed to Meet Outcomes Expectations	3	11%
TOTAL	28	100%

SULC ACCOUNTABILITY SCORECARD - YEAR 1

SU SYSTEM OFFICE OF STRATEGIC PLANNING, POLICY, AND INSTITUTIONAL EFFECTIVENESS

Dr. Vladimir A. Appeaning, Vice President & Dr. Toni L. Manogin, Executive Director

			OUTCOMES	SOUTHERN UNIVERSITY LAW CENTER			
CYCLE	GOALS#	OBJ#	KEY PERFORMANCE INDICATORS (KPIs)	Target	Actual	Difference	% Difference
F2018	1	1	Total Head Count Enrollment	619	624	5	0.81%▲
AY 2017-18	2	1	Credentials Awarded (Completers)	144	152	8	5.56%▲
AY 2017-18	2	2	Professional Degree Awarded	144	152	8	5.56%▲
CY 2018	2	3	Louisiana Bar Association Passage	59.00%	71.68%	12.68%	21.49%▲
CY 2018	2	4	Law Graduates Job Placement	74.00%	77.40%	3.40%	4.59%▲
CY 2018	2	5	Ultimate Bar Passage	77.76%	85.29%	7.53%	9.68%▲
2018	3	1	100% Compliance w/Accreditation Standards	100.00%	100.00%	0.00%	0.00%—
2018	3	2	100% Compliance w/Individual Program Accreditation Standas	100.00%	100.00%	0.00%	0.00%—
FY 2018	3	3	Financial Health Index - Current Ratio	4.80	4.80	0.00	0.00%—
FY 2018	3	4	Financial Health Index - Working Capital	\$3,250,000	\$3,575,601	\$325,601	10.02%▲
FY 2018	3	5	Financial Health Index - Unrestricted Net Position	\$1,590,000	\$2,150,604	\$560,604	35.26%▲
F2018	7	1	International Student Enrollment	1	1	0	0.00%—
F2018	7	2	Out-of-State Student Enrollment	160	175	15	9.38%▲

YEAR 1 - SULC ACCOUNTABILITY SCORECARD		
OUTCOMES SUMMARY		
Year 1 - Expectation Level	Number	Percent
Exceeded Outcomes Expectations	9	69%
Met Outcomes Expectations	4	31%
Failed to Meet Outcomes Expectations	0	0%
TOTAL	13	100%

SUAREC ACCOUNTABILITY SCORECARD - YEAR 1

SU SYSTEM OFFICE OF STRATEGIC PLANNING, POLICY, AND INSTITUTIONAL EFFECTIVENESS

Dr. Vladimir A. Appeaning, Vice President & Dr. Toni L. Manogin, Executive Director

			OUTCOMES	Southern University Agricultural Research and Extension Center			
CYCLE	GOALS#	OBJ#	KEY PERFORMANCE INDICATORS (KPIs)	Target	Actual	Difference	% Difference
2018	3	1	100% Compliance w/Accreditation Standards	100.00%	100.00%	0.00%	0.00%—
2018	3	2	100% Compliance w/Individual Program Accreditation Standards	100.00%	100.00%	0.00%	0.00%—
FY 2018	3	3	Financial Health Index - Current Ratio	4.70	4.72	0.02	0.43%▲
FY 2018	3	4	Financial Health Index - Working Capital	\$1,050,000	\$1,360,861	\$310,861	29.61%▲
FY 2018	3	5	Financial Health Index - Unrestricted Net Position	\$270,000	\$723,684	\$453,684	168.03%▲
AY 2017-18	4	1	Grant Proposal Submitted (#)	26	38	12	46.15%▲
AY 2017-18	4	2	Grant Proposal Submitted (\$)	\$7,000,000	\$8,288,855	\$1,288,855	18.41%▲
AY 2017-18	4	3	Grant Proposal Awarded (#)	11	24	13	118.18%▲
AY 2017-18	4	4	Grant Proposal Awarded (\$)	\$3,000,000	\$3,122,124	\$122,124	4.07%▲

YEAR 1 - SUAREC ACCOUNTABILITY SCORECARD OUTCOMES SUMMARY		
Year 1 - Expectation Level	Number	Percent
Exceeded Outcomes Expectations	7	78%
Met Outcomes Expectations	2	22%
Failed to Meet Outcomes Expectations	0	0%
TOTAL	9	100%



POLICY TITLE
Hazing Prevention Policy

POLICY NUMBER
13-001

Responsible Unit: <i>Office of the President-Chancellor for the Southern University System and each campus Office of Student Affairs</i>	Effective Date: <i>08/23/2019</i>
Responsible Official: <i>President-Chancellor</i>	Last Reviewed Date: <i>08/01/19</i>
Policy Classification: <i>Student Affairs</i>	Origination Date: <i>08/01/2018</i>

I. POLICY STATEMENT AND RATIONALE

The Southern University System Board of Supervisors (SUBOS) does not condone hazing in any form at any of their governed institutions. All SUBOS governed institutions shall prohibit hazing and take all reasonable measures to address hazing, including without limitation: adoption of effective policies; clear communication to campus organizations, students and other stakeholders of laws and policies; prompt and faithful enforcement thereof; education; and training. All SUBOS governed institutions shall be committed to providing a supportive educational environment free from hazing, one that promotes its students' mental and physical well-being, safety and respect for one's self and others. All SUBOS governed institutions shall implement policies and procedures in compliance with this policy and shall take prompt and appropriate action to investigate and effectively discipline those accused of such conduct in a manner consistent with all applicable laws.

II. POLICY SCOPE AND AUDIENCE

In accordance with 2018 Regular Session Acts 635, 637 and 640 and 2019 Regular Session Act 382 of the Louisiana Legislature ("Louisiana Hazing Laws"), the SUBOS hereby adopts this Uniform Policy on Hazing Prevention ("Policy") applicable to all of their governed institutions. This Policy aims to enhance the Legislature's efforts to establish statewide mandatory requirements and is designed to help all SUBOS governed institutions create and maintain safety for all students who participate in the institutions' activities, programs, groups, teams, organizations and Greek-lettered associations.

Each institution's policy must comply with applicable laws and regulations, and must be amended to reflect any subsequent changes to laws and regulations. SUBOS recognizes that our governed institutions all possess unique characteristics (e.g., presence of Greek life, athletic teams, band and other such organizations vs. the lack thereof; commuter vs. residential campuses; large vs. small campuses, presence of campus police and residential advisors vs. the lack thereof). Thus, it is within the purview of each institution's administration to review, evaluate and apply this Policy in a manner that ensures that it adequately aligns with each institution's campus characteristics and resources, provided that the interpretation and implementation are in furtherance of the requirements of this Policy and do not result in substantive changes to the Policy. Our governed institutions may also develop supplementary procedures to further support the implementation of this Policy. However, the mandatory provisions of this Policy establish the minimum requirements with which all institutional policies must comply.

Each governed institution shall establish policies and procedures in full compliance with this Policy and implement such policies no later than the beginning of AY 2018-19. Each policy shall be reviewed for compliance with this Policy and applicable laws and regulations and upon verification of such compliance, this management board shall forward the institutional policies to Board of Regents by September 01, 2019.

For purposes of this Policy, the definitions of key terms and other mandatory provisions shall remain consistent with those in Acts 640 and 635 and 637 of 2018 and Act 382 of 2019, codified at R.S. 14:40.8, R.S. 17:1801, R.S. 17:1801.1, R.S. 17:1805, and R.S. 14:502 respectively. In cases of any inconsistency, the statutory provisions shall supersede any such inconsistent provision in this Policy. The statutory provisions and this Policy shall supersede any inconsistent provision in an institution's policy.

III. POLICY COMPLIANCE

All institutions subject to this Policy shall adopt this policy an institutional policy in accordance with all applicable laws and this Policy.

All campus organizations shall, as a condition of operating at an institution, adopt the hazing prevention policy that the institution has adopted pursuant to Subsection A of this Section, which shall include possible institutional sanctions against the organization in the event of a reported or confirmed hazing incident, and a policy that prohibits hazing.

IV. POLICY DEFINITIONS

- a. **Governed institution, education institution, or institution** is any institution or campus governed by the Southern University Board of Supervisors that is supported wholly or in part by public funds.
- b. **Hazing** means any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:

- i. The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.
- ii. The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.
- iii. Consent is not a defense.
- iv. Hazing includes but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:
 - 1. Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.
 - 2. Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
 - 3. Activity involving consumption of food, liquid, or any other substance, including but not limited to an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
 - 4. Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.
 - 5. For purposes of this Policy, hazing shall not include a physical activity that is normal, customary, and necessary for a person's training and participation in an athletic, physical education, military training, or similar program sanctioned by the postsecondary education institution.
- c. **Organization** is a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, band, spirit group, athletic team, or similar group whose members are primarily students at, or former students of, a postsecondary education institution, including the national or parent organization of which any of the underlying entities provided for in this definition is a sanctioned or recognized member at the time of the hazing.

- d. **Pledging** is any action or activity related to becoming a member of an organization, including recruitment and rushing.
- e. **Appropriate authority** includes:
 - i. Any state or local law enforcement agency.
 - ii. A 911 Public Safety Answering Point as defined in Title 33 of the Louisiana Revised Statutes of 1950.
 - iii. Emergency medical personnel.
- f. **Reckless behavior** is an activity or behavior in which a reasonable person knew or reasonably should have known that the activity or behavior may result in injury to another, including but not limited to excessive consumption of alcohol, binge drinking, drag racing, consumption of any controlled dangerous substance, acts of hazing, or other similar activity.
- g. **Serious bodily injury** is bodily injury that involves unconsciousness, extreme physical pain, or protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty, death, or a substantial risk of death.

V. **POLICY IMPLEMENTATION PROCEDURES**

After the adoption of this policy, each governed institution shall immediately post this policy, as written, on their respective websites; disseminate a hard copy of this policy to all students at orientation or if orientation has occurred prior to the adoption of this policy, disseminate a hard copy to all students via email; and revise or expand all related policies at their institution's. Governed institutions shall update all applicable policies before August 31, 2019.

- a. Each institution's policy must comply with applicable laws and regulations, and must be amended to reflect any changes to such laws and regulations, including but not limited to the following:
 - i. Act 635 of the 2018 Regular Session of the Louisiana Legislature, which creates the crime of criminal hazing, provides definitions and exceptions, and establishes exceptions and penalties;
 - ii. Act 637 of the 2018 Regular Session of the Louisiana Legislature, which creates an obligation to offer reasonable assistance, including seeking medical assistance, to someone who has suffered serious bodily injury caused by reckless behavior, including hazing; and
 - iii. Act 640 of the 2018 Regular Session of the Louisiana Legislature, which prohibits hazing at Louisiana's postsecondary institutions, requires BOR to adopt a uniform policy on hazing prevention, requires postsecondary institutions to adopt and expand on BOR's uniform policy in a manner consistent with the laws and BOR policy.

- iv. Act 382 of the 2019 Regular Session of the Louisiana Legislature, which amended LA R.S. 14:40.8, 17:1801, 17:1801.1, and 17:1805.
- b. Failure to comply with any applicable laws and regulations, including those listed above, shall constitute a failure to comply with this Policy.
- c. SUBOS shall make all due diligence efforts to ensure its governed institutions' compliance with applicable laws and regulations, including those listed above.
- d. While the provisions of the laws listed above are mandatory components of the system policy, the best practices listed in Section VI below are SUBOS's guidance to the institutions on the implementation of hazing laws. Institutions may supplement the provisions of this Policy as necessary, but any such supplemental provision shall comply with the laws and this Policy.
- e. In addition to the definitions and other provisions in compliance with laws and regulations, including those listed above, all SUBOS governed institutions shall implement the following measures to prevent and address hazing, beginning in fall 2018, unless otherwise noted:

i. Prevention and Education Programs:

1. Each new student shall be provided educational information on the dangers of and prohibition on hazing during the new student orientation process in the form of a handbook. In addition to the requirement of providing educational information in the form of a handbook as provided in the previous paragraph, beginning in the fall semester of 2019, each new student shall be provided educational information on the dangers of and prohibition on hazing during the new student orientation process either in person or electronically.
2. Each organization shall provide annually at least one hour of hazing prevention education that includes education relative to such policies to all members, prospective members, and anyone who is employed by or volunteers with the organization. The education may be provided in person, electronically, or both. Each organization shall submit a report annually to the institution with which it is affiliated relative to the students, employees, and volunteers receiving such education evidenced by an attestation of such individuals receiving the education.
3. The hazing prevention education required under the provisions above shall include the information about criminal penalties for the crime of criminal hazing. Information shall also be provided to organizations on their obligations under the law, including the duty

to investigate and report; and on the possible loss of funding and other penalties applicable to organizations under the Hazing Laws.

4. If the student receiving the information required in this sub section is a minor that information shall also be provided to his parent or legal guardian.

ii. **Duty to Seek Assistance:** In accordance with Act 637 of 2018, codified at R.S. 14:502, each institution's policy shall require any person at the scene of an emergency who knows that another person has suffered bodily injury caused by an act of hazing shall, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the injured person. Each institution's policy and educational information shall include the criminal penalties for failure to seek assistance in violation of R.S. 14:502.

iii. **Reporting Requirement:**

1. **Duty to Report:** All campus organizations and institution officials are required to report any allegations that involves the commission of an act or acts of hazing to law enforcement as soon as practicable under the circumstances, and with all details known to the organizations or institutions with "no redactions", including names of all individuals alleged to have committed the act or acts of hazing.
2. Any institution that receives a report alleging the commission of an act or acts of hazing by one or more members of an organization that is organized and operating at the education institution shall report as soon as practicable under the circumstances, the alleged act or acts to the law enforcement agency having jurisdiction and the place where the allege act or acts of hazing occurred. The information reported to law enforcement as required law shall include all details received by the institution relative to the allege incident, with no information being redacted, including the name of all individuals alleged to have committed the act or acts of hazing. Failure to report could result in a maximum penalty of \$10,000 for violation of R.S. 14:40.8.
3. **Required Documentation:** The information reported to law enforcement shall include all information and details received by the institution relative to the alleged incident, with no information being redacted, including the name of all individuals alleged to have committed the act or acts of hazing identified in the report. The institution shall also document in writing all actions taken with regard to the report including but not limited to the date the report was received, reports made to law enforcement as provided in R.S.

14:40.8, and any other information relative to the institution's investigation, processing, and resolution of the incident.

4. All campuses and campus organizations shall utilize the standardized form developed by the Louisiana Board of Regents to report allegations of hazing. That form shall be immediately turned into to the campus Office of Student Affairs. The vice chancellor shall forward the form and allied documents to SU System Office of the General Counsel for submission to the Board of Regents.

iv. Enforcement of Laws, SUBOS Policy and Institutional Policy:

1. Each institution shall implement and enforce with full fidelity and consistency the Hazing Laws as listed above, this Policy and the institution's own policy. Failure to enforce or inconsistencies in enforcement shall constitute violation of the Hazing Laws and this Policy.
2. For the purposing of enforcing hazing laws or investigating hazing violations, campus police officer right to exercise the power of arrest when discharging their duties shall extend to alleged acts of hazing committed by members of an organization that is organized and operating at the university or college for which the police officer is commissioned regardless of the location where the alleged acts occurred.

VI. POLICY RELATED INFORMATION

In addition to the mandatory components of institutional policies and practices, each institution is encouraged to follow best practices, some of which are outlined below:

- a. **Ongoing Prevention and Awareness Campaigns:** Ongoing prevention and awareness campaigns may consist of programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to hazing prevention. An example of such an initiative or program is joining institutions across the country in the observance of National Hazing Prevention Week.
- b. **Data Collection and Analysis:** Institutions are encouraged to create task forces to gather, analyze and understand institutional data on hazing. Effective hazing prevention presupposes an understanding of the cause, identifying any trends that the data show and assessment of the risk factors as well as protective measures.
- c. **Effective Intervention:** In collaboration with relevant organizations and student bodies, each institution is encouraged to develop intervention strategies and measures appropriate to the context specific to that institution and to the various organizations affiliated with it. The role of bystander intervention and social norming is key to hazing prevention and is recommended as part of campus intervention strategies. In support of state laws to combat hazing, bystander

intervention training and social norming should be part of any education and training aimed at preparing faculty, staff and community members to understanding hazing issues and statistics on campus.

Response Plan: Institutions are encouraged to convene teams with the necessary expertise, including coaches, resident advisors, Greek-lettered organization officials, alumni and coaches. Each year before the beginning of the academic year, the teams should develop a response plan delineating the procedures for handling any hazing incident.

VII. POLICY IMPLEMENTATION PROCEDURES

The Office of the President-Chancellor in conjunction with the governed institutions administration will be charged with implementing this policy.

To report an allegation of hazing, individuals, campus officials, or campus organization shall utilize the following:

- i. Form A: Board of Regents Standardized Form for Institutions
- ii. Form B: Board of Regents Standardized Form for Organizations

VIII. POLICY HISTORY AND REVIEW CYCLE

This policy was created on August 24, 2018, and amended on August 23, 2019. This policy is subject to a five-year policy review cycle or as needed by legislative changes.

IX. POLICY APPROVAL

The effective date of this policy is determined by the approval date of the President-Chancellor of the Southern University and A&M College System and the Board of Supervisors of the Southern University and A&M College System.

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

Effective Date of Policy

The Honorable Domoine D. Rutledge, Esq.
Chair – Southern University System Board of Supervisors

Effective Date of Policy



HAZING REPORT FORM FOR INSTITUTIONS

NOTE:

1. This standardized form, developed by the Board of Regents pursuant to Act 382 of 2019, is to be used by postsecondary institutions to report to law enforcement, as soon as practicable, any information received by any official at the institution regarding incidents of hazing.
2. This report contains unredacted information, as required by Act 382 of 2019. Subsequent use and disclosure of this report remains subject to applicable laws and regulations, including the Family Educational Rights and Privacy Act and the Health Insurance Portability and Accountability Act.

INFORMATION ABOUT INSTITUTION			
Name of Institution			
Name of Affiliated Organization(s) Relevant to the Incident			
Full Name and Title of Contact Official at the Institution			
Address			
Phone Numbers	Home	Cell	Work
INFORMATION ABOUT PERSON(S) INVOLVED IN THE INCIDENT (USE ADDITIONAL FORMS FOR EACH PERSON INVOLVED)			
Full Name			
Attending Institution			
Affiliated Organization (Member or Pledge)			
Home Address			
Phone Numbers	Home	Cell	Work
INFORMATION ABOUT THE INCIDENT			
Date of Incident	Time	Police Notified <input type="checkbox"/> Yes <input type="checkbox"/> No	
Location of Incident <input type="checkbox"/> On campus <input type="checkbox"/> Off- campus			
Specific Location			
Description of Incident (what happened, how it happened, individuals involved, factors leading to the event, etc.) Be as specific, complete and accurate as possible and do not redact any information known to the institution official(s) (attached additional sheets if necessary)			
Were there any witnesses to the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, attach separate sheet with names, addresses, and phone numbers.			



HAZING REPORT FORM FOR ORGANIZATIONS

NOTE:

1. This standardized form, developed by the Board of Regents pursuant to Act 382 of 2019, is to be used by organizations affiliated with postsecondary institutions to report any information received by the organization regarding incidents of hazing.
2. Organizations must send this report to law enforcement and the affiliated institution as soon as practicable.
3. This report contains unredacted information, as required by Act 382 of 2019. Subsequent use and disclosure of this report remains subject to applicable laws and regulations, including the Family Educational Rights and Privacy Act and the Health Insurance Portability and Accountability Act.

INFORMATION ABOUT ORGANIZATION

Name of Organization

Affiliated Institution

Name of Affiliated Parent or National Organization

Full Name and Title of Contact Official at the Organization

Address

Phone Numbers

Home

Cell

Work

INFORMATION ABOUT PERSON(S) INVOLVED IN THE INCIDENT (USE ADDITIONAL FORMS FOR EACH PERSON INVOLVED)

Full Name

Affiliated Organization (Member or Pledge)

Home Address

Phone Numbers

Home

Cell

Work

INFORMATION ABOUT THE INCIDENT

Date of Incident

Time

Police Notified Yes No

Location of Incident On campus

Off-campus

Specific Location

Description of Incident (what happened, how it happened, individuals involved, factors leading to the event, etc.) Be as specific, complete and accurate as possible and do not redact any information known to the institution official(s) (attached additional sheets if necessary)

Were there any witnesses to the incident? Yes No

If yes, attach separate sheet with names, addresses, and phone numbers.

Was the individual injured? If so, identify the individual and describe the injury (e.g. laceration, sprain, etc.), location of injury (e.g. upper arm, shoulder), and any other information known about the resulting injury.



SOUTHERN UNIVERSITY LAW CENTER

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(504) 771-2552

FAX (504) 771-2474

August 12, 2019

Dr. Ray Belton
President/Chancellor
J. S. Clark Administration Building
Fourth Floor
Baton Rouge, LA 70813

RE: Board of Supervisors Annual Review and Approval of the Southern University Law Center's
Mission Statement


Dear Dr. Belton:

On August 24, 2018, the Southern University System Board of Supervisors approved the mission statement of the Southern University Law Center to comply with SACSCOC requirements and with the Southern University System Mission Review Policy.

The Mission Review Policy requires that the Board review the Mission Statement of the Southern University Law Center annually and no later than August 31st. I hereby request that the Board of Supervisors review the Law Center's Mission Statement and approve it at its August 2019 board meeting. The Mission Statement has not been changed, and is attached for review and approval by the Board of Supervisors.

If you have any questions regarding this request, please contact me.

Sincerely,


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

APPROVED: _____
Dr. Ray Belton, President/Chancellor

Law Center Mission



The mission and tradition of the Law Center 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. Additionally, our mission is to train a cadre of lawyers equipped with the skills necessary for the practice of law and for positions of leadership in society.



SOUTHERN UNIVERSITY SYSTEM
Conflict of Interest Statement

I, _____ a member of the Board
of Supervisors of Southern University System affirm that:

- (a) I am familiar with the Bylaws of the Board.
- (b) I do not engage in conduct that is prohibited or unlawful.
- (c) I do not have a personal interest in a transaction with the University.
- (d) I do not engage in prohibited conduct relating to contracts with the University.
- (e) I do not have any business interest or family relations that could be deemed a conflict of interest under any law or board policy.
- (f) I have no conflict of interest as it relates to the institution.

If any situation arises that makes the above statements incomplete or incorrect, I will notify the Board immediately.

Signature of Board Member

Name: _____

Date: _____

Board Self-Evaluation Instrument Evaluation Period: 2018-2019

Southern University System

Office of Strategic Planning, Policy,
and Institutional Effectiveness



Board Member

Instructions: Please indicate your level of agreement with each statement listed below by clicking on the appropriate box.

Section I

Board Management Function

	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
1. The ultimate responsibility for management of the System and its institutions rests with the Management Board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Through its policy-making process, the Board works collaboratively with the President-Chancellor and faculty to achieve the strategic priorities of the System and its institutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The Board periodically reviews its policies to ensure that both the Bylaws and Policy Manual are up-to-date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Board members uphold the final majority decision of the Board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The Board regularly reviews the role, scope and mission of its institutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Board Organization and Operation

	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
6. Board officer responsibilities are clearly defined in the Board's Bylaws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Board committees have clearly defined responsibilities designed to assist the Board in its deliberations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The outcome of Board member preparation is productive Board meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Board meeting agendas are relevant to the items presented to the Board for consideration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Board minutes effectively capture and summarize Board actions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Board Self-Evaluation Instrument Evaluation Period: 2018-2019

Section I [Continue]

Board Leadership and Accountability

	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
11. The Board adheres to its fiduciary duties as outlined in its Bylaws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Board members adhere to the Louisiana Code of Governmental Ethics by completing an annual Code of Ethics training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. The Board advocates on behalf of the System and its institutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. The Board has an active professional development and orientation program for current and new Board members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. The Board monitors the effectiveness of its institutions in fulfilling their stated missions by reviewing performance data aligned with institutional priorities and outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Board CEO Relations

	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
16. The Board sets clear expectations for the President-Chancellor/Chief Executive Officer (CEO) of the Southern University and A&M College System.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. The CEO's job description is current and accurate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. The Board effectively evaluates the CEO.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. The Board maintains open communication with the CEO.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. The Board provides the highest level of support to the CEO.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Board Self-Evaluation Instrument Evaluation Period: 2018-2019

Section II

Instructions: Indicate your overall rating of Board performance and provide responses to the open ended questions.

My overall rating of Board Performance is Outstanding Above Average Average
 Below Average Poor

What are the Board's greatest strengths? (List 3 examples)

What are the areas in which the Board could improve? (List 3 examples)

What are the major accomplishments of the Board in the past year? (List 3 examples)

As a Board member, I am most pleased about:

As a Board member, I am most concerned about:

I recommend that the Board adopt the following three (3) Goals for the coming year:



POLICY TITLE

Board Dismissal

POLICY NUMBER

6-006

<p>Responsible Unit: <i>Office of Strategic Planning, Policy, and Institutional Effectiveness</i></p> <p>Responsible Official: <i>Vice President for Strategic Planning, Policy, and Institutional Effectiveness</i></p> <p>Policy Classification: <i>Governance</i></p>	<p>Effective Date: <i>08/23/2019</i></p> <p>Last Reviewed Date:</p> <p>Origination Date: <i>08/23/2019</i></p>
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I. POLICY STATEMENT AND RATIONALE

The Board’s Bylaws address dismissal of Board members in Part I, Section C. The provision reads as follows:

Board Dismissal: Members of the Board are considered to be appointed state officials in unclassified service in accordance with the 1974 Louisiana State Constitution, (Article X. Public Officials and Employees, Part I., Section. 2B-5. Unclassified Service). Board members may be removed from office through impeachment for cause. Cause may include, but may not be limited to, commission or conviction during the term of office, of a felony or for malfeasance or gross misconduct while in office. Due process shall be provided with a trial by the Senate (Article X. Public Officials and Employees., Part III., Section. 24-A. Persons Liable., and Section 24-B. Procedure). Additionally, Board members are subject to the Louisiana Code of Governmental Ethics which governs their conduct and responsibilities, under Louisiana law, Title 42. Public Officers and Employees, Code of Governmental Ethics (Louisiana Revised Statutes 42:1411. Public officer; ground for removal; suspension; definitions). (4-23-99) (10-26-01) (6-21-02) (04-12-19).

All board members of the Southern University Board of Supervisors, the governing/management board for Southern University and A&M College, are appointed state officials in unclassified service. As such, Southern University Board of Supervisors adopt the provisions in Louisiana’s State Constitution and Louisiana State Laws pertaining to board member dismissal and due process.

II. POLICY SCOPE AND AUDIENCE

This policy applies to members of the Southern University Board of Supervisors.

III. POLICY COMPLIANCE

Adoption and implementation of this policy allows campuses of the Southern University System to demonstrate compliance with SACSCOC Standard 4.2e – Board Member Dismissal.

IV. POLICY DEFINITIONS

Southern Association of Schools and Colleges, Commission on Colleges (SACSCOC): SACSCOC is the regional body for the accreditation of degree-granting higher education institutions in the Southern states. The mission of SACSCOC is to assure the educational quality and improve the effectiveness of its member institutions. Accreditation by SACSCOC signifies that the institution (1) has a mission appropriate to higher education, (2) has resources, programs, and services sufficient to accomplish and sustain that mission, and (3) maintains clearly specified educational objectives that are consistent with its mission and appropriate to the degrees it offers and that indicate whether it is successful in achieving its stated objectives.

V. POLICY IMPLEMENTATION PROCEDURES

Board members, appointed state officials in unclassified service, are subject to Louisiana constitution and its statutes concerning dismissal with cause, due process, and the right to appeal. As such, Southern University Board of Supervisors adopt the provisions in Louisiana’s State Constitution and Louisiana State Laws pertaining to board member dismissal and due process.

VI. POLICY RELATED INFORMATION

Applicable provisions include Louisiana State Constitution and Louisiana State Laws, namely:

- 1974 Louisiana State Constitution, Article X. Public Officials and Employees, Part I., Section. 2B-5. Unclassified Service
- 1974 Louisiana State Constitution, Article X. Public Officials and Employees., Part III., Section. 24-A. Persons Liable
- 1974 Louisiana State Constitution, Article X. Public Officials and Employees., Part III., Section 24-B. Procedure
- Louisiana Revised Statutes 42:1411. Public officer; ground for removal; suspension; definitions
- Board Bylaws address in Part I, Section C. Dismissal of Board Members

VII. POLICY HISTORY AND REVIEW CYCLE

This is a new policy. The effective date of this policy is determined by the approval date of the Board Chairman. This policy is subject to a five-year policy review cycle.

VIII. POLICY URL

This section identifies the Southern University System website where the system policies are archived – www.sus.edu.

IX. POLICY APPROVAL

This section identifies the appropriate official who has final authority to approve this policy.

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 Board of Supervisors

Effective Date of Policy

PERSONNEL
AFFAIRS
COMMITTEE

PERSONNEL AFFAIRS COMMITTEE

(Following the Governance Committee)

Alexandria City Hall Ballroom

1st Floor

Alexandria, Louisiana 71301

Friday, August 23, 2019

AGENDA

1. Call to Order

2. Roll Call

3. Adoption of the Agenda

4. Public Comments

5. Action Items

A. Request Approval of Employment Contract for Dr. Orlando McMeans (SUAREC)

B. Request Approval of Personnel Action on Positions equal to or greater than \$60,000 / \$75,000
(faculty)

Name	Position/Campus	Salary	Funding Source
1. Haşib Ahmed	Assistant Professor of Finance Dept. of Acct, Fin, and Econ SUBR (New Appointment)	\$90,000.00	State
2. Marla Dickerson	Director of CLE & Managing Fellow of the Cannabis Compliance, Law & Policy Law Center SULC (New Appointment)	\$89,700.00	State
3. Mary Cobb-Marshall	MBA Online Coordinator College of Business SUBR (New Position)	\$60,000.00	State
4. Kimberly LaMotte	Academic Support Counselor & Instructor Law Center SULC (Additional Duties/Salary Adjustment)	\$87,000.00	State
5. Orlando McMeans	Chancellor - Southern University Agricultural Research & Extension Center & Dean - College of Agriculture, Family and Consumer Science SUAREC (New Appointment)	\$220,000.00	State/Federal
6. Habib P. Mohamadian	Tenured Professor in Engineering SUBR (Reassignment)	\$99,370.49	State

7. Courtney Richardson	Academic Support Counselor & Instructor SULC (Additional Duties/Salary Adjustment)	\$84,000.00	State
8. Gregory P. Speyrer	System Analyst Law Center SULC (Additional Duties/Salary Adjustment)	\$75,000.00	State
9. Tesfalidet Tukue	Assistant Professor of Accounting (2F9862) Dept of Acct, Fin, Econ SUBR (New Appointment)	\$120,000.00	State

C. Unpaid Leave Request for Professor Latisha Nixon Jones (SULC)

7. Annual Evaluation of Southern University System President/Chancellor Dr. Ray L. Belton
(*Executive Session may be Required*)

8. Other Business

9. Adjournment

MEMBERS

Atty. Patrick Magee—Chair, Mr. John Barthelemy.—Vice Chair,
Mr. Sam Gilliam, Dr. Curman L. Gaines, Dr. Leon R. Tarver II, Mrs. Arlanda Williams
Atty. Domoine D. Rutledge- Ex Officio

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2F9859
-----------------	--------

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

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

<input checked="" type="checkbox"/> Academic	<input type="checkbox"/> Non-Academic	<input type="checkbox"/> Civil Service
<input type="checkbox"/> Temporary	<input type="checkbox"/> Part-time (___ % of Full Time)	<input type="checkbox"/> Restricted
<input type="checkbox"/> Tenured	<input type="checkbox"/> Undergraduate Student	<input type="checkbox"/> Job Appointment
<input checked="" 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 Vineeta Hingorani Reason Left Retired
 Date Left August 1, 2018 Salary Paid \$83,008.00

Profile of Person Recommended

Length of Employment August 1, 2019 To May 15, 2020
 Effective Date August 12, 2019

Name Hasib Ahmed SS# [REDACTED] Sex M Race* Asian
 (Last 4 digits only)

Position Title: Assistant Professor of Finance (2F9859) Department: Dept. of Acct., Fine. & Econ

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

F	I
---	---

 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 8 Southern University Experience 0

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Ph.D. - Financial Economics</u>	<u>University of New Orleans</u>	<u>July 2019</u>
	<u>MS - Financial Economics</u>	<u>University of New Orleans</u>	<u>2016</u>
	<u>BBA - Finance</u>	<u>University of Dhaka (Bangladesh)</u>	<u>2011</u>

Current Employer University of New Orleans

Personnel Action

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

Recommended Salary \$90,000.00 Salary Budgeted \$90,000.00

Source of Funds State Funds for Economics

Identify Budget: 211001-22206-21000 Location Economics
 Form Code: _____ Page _____ Item # _____

Change of: _____ From _____ To _____

Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
<u>211001-22206-21000</u>	

*See Reverse Side

Graduate School signature (if, applicable):

<u>[Signature]</u> 08/14/19	Supervisor	Date	<u>[Signature]</u> 8/14/19	Dean/Unit Head	Date
<u>[Signature]</u> 08/14/19	Vice Chancellor	Date	<u>[Signature]</u> 8/14/19	Chancellor	Date
<u>[Signature]</u> 8/14/2019	Director/Personnel	Date	<u>[Signature]</u>	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: Dr. Ahmed is being hired as an Assistant Professor of Finance to replace Dr. Hingorani who retired August 2018.

EMPLOYEE REGULAR WORK SCHEDULE: Between 8AM – 5 PM between Monday - Friday

EMPLOYEE DIRECT SUPERVISOR: Ghirmay Ghebreyesus 771-5640 / 771-5934

NUMBER OF EMPLOYEES SUPERVISED, (if any) 0

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

CODE **SOUTHERN UNIVERSITY SYSTEM**
BUDGET OFFICE
AUG 14 2019
[Signature]
FUNDS AVAILABLE

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/UncI 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)

REC'D UP FIN&BUS AFFAI
'19 AUG 15 AM 11:34

Ahmed Hasib

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

2018 NOV 13 AM 4:54

2018 NOV 09 11:16

VACANCY AUTHORIZATION

2018 NOV 14 AM 1:57

REQUEST THAT THE POSITION Assistant, Associate, or Professor of Finance AS DESCRIBED BELOW BE AUTHORIZED AS A VACANCY FOR College of Business (Department or Unit)

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

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

*requires the approval of System President

RECEIVED NOV 09 2018

VACANCY DESCRIPTION AND JUSTIFICATION

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

Assistant, Associate or Professor of Finance. Individual will provide the department with teaching, Research, scholarly publications and service for the program. In addition, the individual will work with Business outreach projects to the business community. Courses taught include, Financial Management, Commercial Banking, Investments, International Finance, Capital Budgeting, Risk and Insurance, Portfolio Analysis, Real Estate and others.

Salary/Range: \$80,000 to \$120,000 Previous Incumbent (Dr. Vineeta Hingorani):

Approved Disapproved Department Head Date 10/29/18 Approved Disapproved Dean/Director/Supervisor of Budget Unit Date 10/29/18

COMPTRROLLER'S OFFICE ONLY Funds Available Yes No Signature Date Budget Number

HUMAN RESOURCES OFFICE ONLY Existing/Approved Position Yes No Job Code: F Cal Id: M Job Class: 28100 Verified By: Date:

Approved Disapproved Vice Chancellor Date 10/9/2018 Approved Disapproved Vice President/Provost Date Approved Disapproved President Date

An Equal Opportunity Employer

GF

Hasib Ahmed

Contact Information	Department of Economics and Finance University of New Orleans New Orleans, LA 70148 Office Email: hahmed3@uno.edu	Personal Email: hasibeml@gmail.com Cell Phone: 504-405-6581 Office Fax: 504-280-6397 Citizenship: Bangladeshi
Research and Teaching Interests	Asset Pricing, Idiosyncratic Volatility, International Finance, Currency Market, Financial Markets, Corporate Finance, Managerial Finance.	
Education	University of New Orleans, New Orleans, Louisiana USA Ph.D. in Financial Economics, expected July 2019 Master of Science in Financial Economics, 2016 University of Dhaka, Dhaka, Bangladesh Bachelor of Business Administration in Finance, 2011	
Honors and Awards	Graduate Assistantship, 2015-present Dissertation Fellowship Award, Semi-finalist, University of New Orleans Graduate School, 2017 Privateer First Year Graduate Out of State Scholarship, 2014.	
Academic Experience	Instructor ECON 2000: Engineering Economics (Spring 2019) Rating 3.88/5 ECON 2000: Engineering Economics (Fall 2018) Rating 5/5 FIN 4304: Finance Capstone (Summer 2018) Rating 5/5 FIN 4308: Derivatives Analysis (Spring 2018) Rating 4.79/5 ECON 2000: Engineering Economics (Fall 2017) Rating 3.99/5 ECON 2000: Engineering Economics (Summer 2017) Rating 4.59/5 FIN 3300: Principles of Financial Management (Spring 2017) Rating 4.50/5 ECON 1203: Principles of Microeconomics (Fall 2016) Rating 3.85/5 FIN 3302: Investments (Summer 2016) Rating 5/5 Teaching assistant FIN 6300: Financial Administration (Fall & Summer 2017, Fall 2016) FIN 6313: Seminar in Financial Markets and Institutions (Fall 2018) Tutor MANG 6497: Special Topics in Management: Foundations of Operations Management (Spring 2019) MANG 6476: Operations Management (Spring 2019) ECON 6200: Managerial Economics (Fall 2018) FIN 6300: Financial Administration (Fall 2017)	
Research Experience	Published Articles <ul style="list-style-type: none">Ahmed, H., Hassan, M. K., & Rayfield, B. (2018). When and why firms issue sukuk?. <i>Managerial Finance</i>, 44(6), 774-786.	

Working Papers

- "Pricing of Idiosyncratic Risk in an Intermediary Asset Pricing Model," (with Neal Maroney)
- "Pricing of Idiosyncratic Risk in Futures Market," (with Neal Maroney)
- "Business Accelerators and Social Enterprises," (with Jennifer Brodmann and M. Kabir Hassan)
- "Behavior of Momentum in the Foreign Exchange Market: Evidence from Portfolio Approach," (with Atsuyuki Naka and Phuvadon Wuthisatian)
- "Financial Inclusion and Economic Development in OIC Member Countries," (with M. Kabir Hassan and Shadiya Hossain)
- "The Role of Financial Slack in Corporate Payout Policy," (with M. Kabir Hassan, Deepali Poudel and Vinh Tran)

Research Assistant	M Kabir Hassan University of New Orleans	2015-Present
Grant Projects	National and Regional Trends in Community Banking M Kabir Hassan, University of New Orleans William J Hippler III, University of La Verne Grant by New Orleans based Gulf Coast Bank and Trust Company Role of Islamic Banking in Promoting Financial Inclusion M Kabir Hassan, University of New Orleans Grant by International Monetary Fund	2015-2017 2017
Conferences	<ul style="list-style-type: none"> • Behavior of Momentum in the Foreign Exchange Market: Evidence from Portfolio Approach, Financial Management Association, New Orleans, Louisiana, 2019 • When and Why Firms Issue Sukuk? <ul style="list-style-type: none"> ○ Financial Management Association, Las Vegas, Nevada, 2016 ○ Academy of Economics and Finance, Pensacola, Florida, 2016 	
Service Experience	<i>Referee:</i> Journal of Economic Cooperation and Development, The Service Industries Journal, International Journal of Economics and Management, International Journal of Islamic and Middle Eastern Finance and Management <i>Discussant:</i> Eastern Finance Association, New Orleans, Louisiana, 2015	
Non-academic Work Experience	Officer Grade 1, National Credit and Commerce Bank Limited, Bangladesh. Management Trainee Officer, National Credit and Commerce Bank Limited, Bangladesh. Intern, Credit Analysis (SME) Division, Prime Bank Limited, Bangladesh.	January, 2014 – August, 2014 February, 2013 – December, 2013 August 2011 – November 2011
Skills	Computer: Stata, Julia, Python, SAS, Mathematica, TSP Languages: Bangla (native), English (fluent)	

References

Neal Maroney, Ph.D.

Associate Professor of Economics and Finance & Graduate Coordinator
Department of Economics and Finance
University of New Orleans
Email: nmaroney@uno.edu
Phone: 504-280-6908

M. Kabir Hassan, Ph.D.

Hibernia Professor of Economics and Finance
Department of Economics and Finance
University of New Orleans
Email: mhassan@uno.edu
Phone: 504-280-6163

Atsuyuki Naka, Ph.D.

Professor in Economics and Finance
Max Derbes III Endowed Professorship
Department of Economics and Finance
University of New Orleans
Email: anaka@uno.edu
Phone: 504-280-6896

Teaching Statement

Hasib Ahmed

I have taught the following undergraduate courses with full instructor responsibilities: Principles of Financial Management, Investments, Finance Capstone, Engineering Economics, and Principles of Microeconomics. I have also taught tutorial sessions for the Master's program in Financial Administration. I taught Derivatives Analysis for the Spring 2018 semester. My overall teacher rating is 4.45 out of 5.

I keep my classes very interactive and communicative, rather than lecture intensive. My students enjoy participating in class discussions and relating the material to real-world examples. I make a point to include material connected to current events in finance as well as industry case studies. I believe that people cannot truly learn something unless they want to learn it. Therefore, I always try to stimulate my students' interest in a topic by relating to them the purpose, motives, and benefits of studying that particular topic before we delve into it. My class discussions always include examples of how to apply the knowledge gained in the classroom to our personal lives and careers.

There is no denying that students are interested in doing well on exams, so I also spend ample time on test preparation. I have been giving open book and discussion pop quizzes for the last three semesters and have found them to be very effective tools for learning. Students help each other, and when they cannot, they ask for my guidance. The process makes them more confident so they become more comfortable sharing their opinions and thoughts in class. I also check the progress of my students on a regular basis. When someone is lagging behind in class, I offer them my help. In most cases, they take up my offer and study one-on-one with me.

The topics I cover are usually linked to a text. This allows any interested students to read the book in advance. Also, the text works as a quick source of reference. I usually supplement the text by going through a few cases with my students in the later part of the semester to improve their intuition. Overall, this structure caters to students of different learning styles.

I encourage students in pursuing scholarly activities. I share my research ideas and methodology when related to class topic. I send a clear message that if any student wants to work with me, or needs assistance, I would be very happy to cooperate. Currently, I am working on a paper titled "The Role of Financial Slack in Corporate Payout Policy" with two of my students. I look forward to work with or guide many more students.

Part of why I love teaching is that it refines my knowledge in the subject area. It also gives me more incentive to keep my knowledge up to date, because I want to discuss interesting recent events. Also, discussing finance in an interesting and fun way kindles a student's interest to pursue a career in finance. I have really enjoyed teaching each of my classes. I would love to teach Financial Markets and Institutions in the future. I believe my experience working in the industry will help me relate the theories and practices to my students effectively.

Sincerely,

Hasib Ahmed

Ph.D. Candidate/ Teaching Associate
Department of Economics and Finance
University of New Orleans
Email: hahmed3@uno.edu, hasibeml@gmail.com

Research Statement

Hasib Ahmed

As shown on my curriculum vitae, I have been working on several papers with my colleagues, covering topics as diverse as asset pricing, international finance, market microstructure, financial markets, corporate finance, and entrepreneurial finance. My paper "When and Why Firms Issue Sukuk?" was published in *Managerial Finance* in 2018.

My dissertation, entitled "Pricing of Idiosyncratic Risk in an Intermediary Asset Pricing Model," consists of two essays that investigate the pricing of idiosyncratic risk and how it relates to expected returns using an intermediary asset pricing model. The first essay analyzes whether the pricing power of idiosyncratic risk comes from frictions present in assets pricing models. The paper reevaluates the relationship of idiosyncratic risk and return using a model that does not make strong assumptions about participation or diversification by households. The study will answer whether the mixed findings in literature are due to frictions arising from pricing model assumptions or rational inattention. The second essay tests whether idiosyncratic risk is priced in commodity futures market. This research will be the first to study the pricing of idiosyncratic risk in commodity futures market.

I also have several working papers. One paper, entitled "Behavior of Momentum in the Foreign Exchange Market: Evidence from Portfolio Approach," examines the source and behavior of momentum return in the FX market. The findings indicate that excess return from FX market momentum behaves differently than excess return from the stock market; that is, the excess volatility from loser portfolio can explain the excess return from winner minus loser (WML) portfolio. Another paper, entitled "The Role of Financial Slack in Corporate Payout Policy," analyzes how free cash flow held by firms in excess of their expected investment requirement and expected cost of financial distress (financial slack) motivates corporations to take a payout policy. The findings indicate that excess financial slack does motivate firms to take a payout policy and that the volatility of excess slack can predict any particular payout policy.

"Business Accelerators and Social Enterprises" studies the effect of business accelerators on social enterprises by analyzing Propeller, a New Orleans-based Business Incubator and Accelerator that focuses on social enterprises. The study provides recommendations on how business accelerators can help spur social enterprise growth. My paper "Financial Inclusion and Economic Development in OIC Member Countries" uses a fixed effect model, a dynamic panel data model, and a propensity score matching model to investigate how the relative strength of Islamic banking contributes to growth and inclusion in OIC countries. The results indicate that a relatively strong Islamic banking industry in an OIC country contributes to higher growth and financial inclusion.

I have also worked on grant projects concerning financial institutions and development finance. One study, entitled "National and Regional Trends in Community Banking," examines the comparative strength of the community banking industry in the U.S. The findings indicate that the industry has been shrinking and losing its relative edge over the years. Another study, "The Role of Islamic Banking in Promoting Financial Inclusion" looks at the effect of Islamic banking on different financial inclusion measures using cross sectional and systemic dynamic panel data estimation techniques. The results indicate that the higher the proportion of assets, deposits, and liabilities a country has in Islamic banks, the higher the level of financial inclusion in that country.

In addition to these studies, I have in mind many research ideas to work on in the future. My goal is to produce high quality research papers that will contribute significantly to the fields of asset pricing and

international finance. However, I do not restrict myself to these fields only. I have worked in numerous other areas of finance and economics and look forward to collaborating with my colleagues on a wide range of research studies in the future.

Sincerely,

Hasib Ahmed

Ph.D. Candidate/ Teaching Associate
Department of Economics and Finance
University of New Orleans
Email: hahmed3@uno.edu, hasibeml@gamil.com

EMPLOYMENT AGREEMENT

The Board of Supervisors of Southern University and Agricultural and Mechanical College (Board) hereby extends the position of Chancellor-Dean of Southern University Agricultural Research and Extension Center (SUAREC) and Dean of the College of Agriculture at Southern University Baton Rouge (SUBR) to Dr. Orlando McMeans, who hereby accepts the following terms of employment.

TERM OF EMPLOYMENT

The employment established in this Agreement is for an initial term of three (3) years and three (3) months, commencing on September 1, 2019 and ending on December 31, 2022.

The Board affirms the Chancellor-Dean's initial appointment as a full professor with tenure at the SUBR School of Agriculture. The Chancellor-Dean will be tenured in the department that meets SAACS credentialing requirements.

DUTIES AND CONDITIONS OF EMPLOYMENT

The Chancellor-Dean shall report and be responsible to the Board through the System President as required in the Board's by-laws.

The Chancellor-Dean's employment shall be subject to all other rules, orders and regulations established and adopted by the Board, as amended from time to time except as such rules, orders and regulations conflict with the express terms of this Agreement.

The Chancellor-Dean shall comply with all other laws and regulations applicable to his specific office and public officials.

The Chancellor-Dean will be subject to an annual review by the System President to be conducted in a manner and by a procedure determined by the System President. The President along with the Chancellor-Dean will establish performance goals. The goals and objectives will be the basis for his performance review for the three (3) years of the Agreement and any extensions thereof.

COMPENSATION

The Chancellor-Dean shall be paid an annual salary of two hundred and twenty thousand dollars (\$220,000.00) for the term of this Agreement as compensation for his services while serving as Chancellor-Dean. This annual salary will be paid in the form of equal monthly installments no later than the last calendar day of each month in accordance with SUS's payroll procedures.

The Chancellor-Dean shall receive a housing allowance of thirty-five thousand dollars (\$35,000.00) annually and an automobile allowance of fifteen thousand dollars (\$15,000.00) annually, which shall be paid in the form of equal monthly installments no later than the last calendar day of each month in accordance with SUS's payroll procedures.

The Chancellor-Dean will be eligible to participate in the benefits plans for health, insurance, retirement and any other benefits that are available for full time administrative employees.

The Chancellor-Dean will be required to meet the following benchmarks annually. The President through the Board has the discretion and the decision to provide incentive compensation to the Chancellor-Dean based on the following benchmarks. The benchmarks are as follows:

- 1.. Improve the overall graduation rate at SUBR College of Agriculture from the base year of 2019-2020.
2. Increase the enrollment and retention rate for the SUBR College of Agriculture from the base year of 2019-2020.
3. Demonstrate significant evidence of the advancement of the Medicinal Plant Research and Development with special emphasis on the development of the marijuana program from "seed to sell" in accordance with the Louisiana Legislation, state and federal guidelines.
4. Demonstrate significant evidence of the establishment and advancement of a hemp program in accordance with the state and federal guidelines.
5. Develop effective funding-raising strategies, (i.e. corporate and foundation donations, federal and state grants and contracts) leading to the enhancement of the Land-grant campus physical plant and the procurement of essential resources for the training and enhancement of faculty and staff professional development.
6. Re-establish and upgrade multiple phases of the BAYOU youth development programs leading to significant recruitment and training of K-20 students within the Land-grant campus and throughout the University system.
7. Improve seamless operations between SUAREC and the College of Agriculture as demonstrated by stabilization of faculty/staff composition and morale-promoting activities.

TERMINATION

Termination Without Cause

The Chancellor-Dean may be terminated without cause at the recommendation of the System President with approval of the Board. If the Chancellor-Dean is terminated without cause, he shall have the right to select an option as stated herein. If the Chancellor-Dean is terminated without cause and elects to become a full-time professor, he shall be entitled to eighty percent (80%) of his salary that he would have received as Chancellor-Dean for the balance of the initial term of this Agreement.

The Chancellor-Dean, upon termination as Chancellor-Dean without cause, shall have the right to: (a) remain at SUBR and assume the position of full professor with tenure at SUBR or such other campus as may be mutually agreed upon by the parties or (b) he may elect to leave SUBR. For purposes of this paragraph, the Chancellor-Dean shall receive eighty percent (80%) of his salary for the balance of the term of this agreement and upon the end of the term of this agreement, the Chancellor-Dean's faculty compensation shall be calculated as the average of the three highest paid faculty salaries in the department where the Chancellor-Dean is tenured.

If the Chancellor-Dean elects to leave SUBR following a termination without cause, then he will not be entitled to any further compensation beyond amounts earned as of his last day of employment. Any amounts owed Chancellor-Dean under this section shall be paid in the form of a lump sum no later than fifteen (15) days after Chancellor-Dean's last day of employment.

The parties agree that the above payments represent liquidated damages and are all that is due should the Agreement be terminated without cause, except ordinary claims for benefits accrued and vested as of Chancellor-Dean's termination under any pension or welfare benefit plan sponsored and/or maintained by SUS for the benefit of full-time administrative employees.

Resignation

The Chancellor-Dean shall provide the System President with notice of resignation of at least ninety (90) days unless such notice is waived by the System President or occasioned by illness or disability. If the Chancellor-Dean voluntarily elects to leave his position as Chancellor-Dean during the term of employment herein he shall be entitled to assume his appointment as a full professor with tenure within the Southern University System upon the approval of the President. He shall be compensated at the average of the three highest paid faculty in the department he is tenured. The Chancellor-Dean is not entitled to summer faculty pay unless agreed by the President. His faculty position will begin at the start of the fall or spring semester immediately following the expiration of the ninety (90) day notice period or following the effective date of his resignation should it be sooner.

Expiration

After the end of the term of employment specified herein, the Chancellor-Dean shall revert to his position as an at-will Chancellor-Dean without any action required on the part of the President or Board. The Chancellor-Dean shall continue as Chancellor-Dean on an at-will basis upon expiration of this agreement subject to the same terms and conditions as other unclassified administrative staff. In the event the Chancellor-Dean is terminated or resigns after the expiration of this agreement, he shall be entitled to assume his appointment to the faculty at the same compensation as if he has resigned during the term of this agreement.

Termination for Cause

If the Chancellor-Dean is terminated for cause, he shall be terminated from all positions with SUAREC immediately, including his position as a tenured faculty member at SUBR. If terminated for cause, with the exception of amounts earned prior to the Chancellor-Dean's termination date and ordinary claims for benefits accrued and vested as of Chancellor-Dean's termination under any pension or welfare benefit plan sponsored and/or maintained by SUS for the benefit of full-time administrative employees, the Chancellor-Dean shall be entitled to no further payments whatsoever after his termination date. The reasons for termination shall be provided to the Chancellor-Dean in writing and he shall be afforded an opportunity of not less than ten (10) days to respond to such notice and a due process hearing before the Board or a designated Board Committee.

The Board may terminate the Chancellor-Dean for cause for the following reasons but not limited to:

Conviction of a crime of moral turpitude;

A finding of academic dishonesty as is defined in the Faculty Handbook;

Felony indictment for a crime of moral turpitude or other crime which would bring SUAREC and SUBR's and Southern University System's reputation in disrepute;

Neglect of duty; and/or,

Disability (defined as an inability to fulfill the duties of Chancellor-Dean, with the provision of reasonable accommodations, for a period of at least ninety (90) consecutive days.

SERVICE ON CORPORATE BOARDS

The Chancellor-Dean may serve as a member of the Board of Directors of other public or private corporations so long as such service is not a violation of any law and will not interfere with or detract from the performance of his duties and responsibilities as Chancellor-Dean or create any conflict of interest involving or affecting the SUBR. The Chancellor-Dean shall obtain approval from the System President prior to accepting an appointment to, or agreeing to continued service on, any such Board. The System President shall not unreasonably withhold its approval.

EDUCATIONAL BENEFITS

The Chancellor-Dean and the members of his immediate family shall be entitled to any privileges or benefits of attendance at SUBR or such other campus within the Southern University System as afforded other full-time employees of the SUBR or other campuses within the Southern University System.

NOTICES

Any notice required or desired to be given under this Agreement shall be deemed given if given in writing, sent by postage prepaid certified mail, or hand delivery to:

Chancellor-Dean Dr. Orlando McMeans and/or delivered to him at his office at SUAREC.

President, Dr. Ray L. Belton, Southern University System, 4th Floor, J.S. Clark Administration Building, Baton Rouge, La. 70813

With copies to the General Counsel, Deidre Robert, Southern University System, 4th Floor, J.S. Clark Administration Building, Baton Rouge, La. 70813

ENTIRE CONTRACT

This Agreement constitutes the entire understanding and agreement between the Board and the Chancellor-Dean with regard to all matters related to his employment. There are no other agreements, conditions or representations, oral written, express or implied, with regard thereto. This Agreement may be amended only in writing and signed by both parties thereto.

IN WITNESS WHEREOF, this Agreement is executed by Dr. Orlando McMeans, Chancellor- Dean, Southern University Agricultural Research and Extension Center and Dean of the College of Agriculture; Dr. Ray L. Belton, President, Southern University System; Domoine Rutledge, Chairman, Board of Supervisors of Southern University and Agricultural and Mechanical College, as of the ____ day of August, 2019.

CHANCELLOR-DEAN,
SOUTHERN UNIVERSITY
AGRICULTURAL RESEARCH
AND EXTENSION CENTER
AND DEAN OF THE
COLLEGE OF AGRICULTURE

Dr. Orlando McMeans

PRESIDENT,
SOUTHERN UNIVERSITY SYSTEM

Dr. Ray L. Belton

CHAIRMAN,
BOARD OF SUPERVISORS OF
SOUTHERN UNIVERSITY AND
A & M COLLEGE SYSTEM

Domoine Rutledge, Esq.



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

July 31, 2019

Dr. Ray L. Belton – President/Chancellor
Southern University System and Southern
University and A&M College
4th Floor, J.S. Clark Administration Building
Baton Rouge, Louisiana 70813

RE: Appointment of Professor Marla Dickerson as Director of Continuing Legal Education and Managing Fellow of the Cannabis Compliance, Law, and Policy Institute and waiver of search

Dear Dr. Belton:

Cynthia Reed served as the Director of Continuing Legal Education for over a decade. During the July 2019 Board of Supervisors meeting Ms. Reed was promoted to the position of Associate Vice Chancellor for Academic Support and Bar Preparation. I am recommending that the Southern University Board of Supervisors appoint Ms. Marla Dickerson as the Director of Continuing Legal Education (CLE) and also appoint her as the Managing Fellow of the Cannabis Compliance Law, and Policy Institute. The creation of the Institute was approved by the Southern University Board of Supervisors at its June 2019 Board meeting in New Orleans.

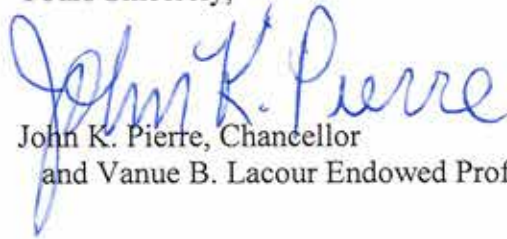
Ms. Dickerson is an ideal candidate to assume the role of CLE Director and Managing Fellow of the Cannabis Compliance, Law, and Policy Institute. She is currently serving as the Director of the Pre-Law Summer Program for the Law Center, and ADA Coordinator. She is pursuing a PH. D in Higher Education Administration, and earned a Juris Doctor degree in 2007, a master's degree in Agricultural Economics in 2003, and a bachelor's degree in Agricultural Economics in 2001. She is a Louisiana licensed attorney who has developed a medical marijuana curriculum, focused of cannabis compliance, law, and policy. She was recently appointed as the Diversity Vice Chair for the Cannabis Law and Policy General Committee by the newly elected American Bar Association President. Her interdisciplinary education, skills, and experience make her an ideal candidate for the combined positions. A copy of the letter to the Board requesting the creation of the Institute is attached for your review.

Dr. Ray Belton
July 31, 2019
Page -2-

Combining these positions promotes efficiency and has a synergistic impact. Based upon Ms. Dickerson's education and experience, I believe that a waiver of a search is warranted. The proposed salary for the 12-month position is \$89,700.00. Ms. Dickerson currently has a 12-month salary of \$87,000.00. Hence, the proposed salary is a slight pay increase for her. I respectfully ask that the Board consider this request at the August 2019 Board meeting.

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

Yours Sincerely,

A handwritten signature in blue ink that reads "John K. Pierre". The signature is written in a cursive style with a large initial "J".

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

Marla Dickerson

EDUCATION

Louisiana State University, Department of Education, Baton Rouge, LA

Ph.D. Student in Higher Education Administration, Expected August 2020

Southern University Law Center, Baton Rouge, LA

Juris Doctor, Cum Laude, May 2007

GPA 3.35 ♦ Rank 34/145

Texas A&M University, College Station, TX

M.S., Cum Laude, Agricultural Economics, December 2003

Thesis: Analysis of Farm-to-Retail Price Spread for Whole and Two Percent Milk in Seven Selected Cities

North Carolina A&T State Univ., Greensboro, NC

B.S., Summa Cum Laude, Agricultural Economics, December 2001

TEACHING EXPERIENCE

Southern University Law Center

Baton Rouge, LA

Director of Pre-Law Academic Counselor, Instructor of Law, and ADA Coordinator 12/12 – Present

- Instructor for Lawyering Process I and Lawyering Process II
- Instructor for Law and Medicine (Medical Marijuana)
- Developed and implemented 2016 - 2019 Summer Pre-Law Program
- Help students identify learning styles
- Instruct students on academic skills
- Develop and implement academic action plans
- Provide feedback regarding writing samples
- Conduct individual and group workshops and tutorial sessions
- Coordinate ADA Services
- Create ADA Policy
- Assess ADA Accommodations application
- Proctor students with testing accommodations
- Provide course planning guidance
- Pre-Law Instructor – Academic Skills
- Coordinate and implement personal wellness events

Southern University Law Center

Baton Rouge, LA

Teaching Assistant

07/05-04/06

- Assisted professors and conducted review sessions with students

TAMU Agricultural Econ. Dept.

College Station, TX

Teaching Assistant

01/02-05/03

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

WORK EXPERIENCE

The Law Offices Dickerson, Leblanc, and Woods

Addis, LA

Managing Partner

02/11 – 12/18

- Perform day-to-day management of all aspects of law practice
- Interview clients and perform in depth analysis of claims
- Research issues of family law, personal injury, contract disputes, and disputed ownership
- Prepare pleadings for family and civil cases
- Engage in negotiations in both family and civil cases with opposing counsel

- Attend status conferences and hearings on both family and civil cases

The Law Office of Victor J. Woods, Jr.

Baton Rouge, LA
10/07 – 02/11

Associate

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

Louisiana Department of Justice

Baton Rouge, LA
05/06-05/07

Law Clerk (Criminal Division)

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

Louisiana Dept. of Agriculture & Forestry

Baton Rouge, LA
12/03-07/04

Agricultural Specialist

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

BAR ADMISSIONS

Louisiana, 2007

PRESENTATIONS

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

PROFESSIONAL AFFILIATIONS, ACADEMIC SERVICE, AND COMMUNITY SERVICE

- Delta Sigma Theta Sorority, Incorporated
- Association of Academic Support Educators (AASE)
- AASE Diversity Committee Co-Chair (2016 – 2017) for Inaugural Diversity Conference
- AASE Diversity Committee Chair (2017 – Present)
- AASE Vice President of Diversity (2018 –Present)
- Southern University System Grievance Committee Member
- Southern University System Grievance Committee Chair (January 2019 – Present)
- Southern University System Sexual Awareness Response Team (SART) Member
- ABA/TIPS Diversity Vice Chair for Cannabis Law and Policy General Committee (2019-2020)
- ABA Council for Diversity in the Educational Pipeline Member (2019-2020)

AWARDS, FELLOWSHIPS, HONORS, GRANTS

- Council on Legal Education (CLEO), “2018 Pre-Law Summer Institute Grant” \$100,000 Summer 2018
- Council on Legal Education (CLEO), “2019 Pre-Law Summer Institute Grant” \$100,000 Summer 2019
- Southern University Law School Scholarship 2004 -2007
- 2005-2006 SULC SBA Elections Committee Member
- 2006-2007 SULC Moot Court Board (Treasurer)
- Heap Fellowship 2002 -2003
- Association of Former Students Fellowship 2002 -2003
- North Carolina A&T State University Dean’s List (7 semesters) 1998 -2001
- Gamma Sigma Delta Agricultural Honor Society 1998 -2001

- Golden Key National Honor Society 1998 - 2001
- Alpha Lambda Delta Honor Society 1998 - 2001
- USDA/1890s Scholarship 1998 – 2001

REFERENCES

Available Upon Request

JOB CLASS				
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 checked="" type="checkbox"/> Academic	<input type="checkbox"/> Non-Academic	<input type="checkbox"/> Civil Service
<input type="checkbox"/> Temporary	<input type="checkbox"/> Part-time (_____ % of Full Time)	<input type="checkbox"/> Restricted
<input type="checkbox"/> Tenured	<input type="checkbox"/> Undergraduate Student	<input type="checkbox"/> Job Appointment
<input type="checkbox"/> Tenured Track	<input type="checkbox"/> Graduate Assistant	<input type="checkbox"/> Probationary
<input 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 09/01/2019 To 09/30/2020
 Effective Date 09/01/2019

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

Position Title: Director of CLE and Managing Fellow of the Cannabis Compliance, Law and Policy Department: Law Center – Academic 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 5

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

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$89,700.00 Salary Budgeted \$89,700.00

Source of Funds Strengthenin^g HBGI

Identify Budget: Grant Location 311001-31710-61002-33000
 Form Code: 1 Page 1 Item # 1

Change of:
 Position Academic Counselor/ADA Coordinator From Director of CLE and Managing Fellow of the Cannabis Compliance, Law and Policy To
 Status _____
 Salary Adjustment \$87,000.00 \$89,700.00

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
320150-32030-61002-34100	\$87,000.00

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

<u>Phyllis K. Pierce</u> 8/5/19 Supervisor	<u>Gary L. Hall</u> 8/5/19 V/C for Finance and Admin.
<u>[Signature]</u> 8/5/19 Vice Chancellor	<u>[Signature]</u> 8/5/19 Chairman
<u>[Signature]</u> 8/5/19 Director/Personnel	<u>[Signature]</u> Vice President/Finance Business Affairs/Comptroller
_____ President	_____ Chairman/S.U. Board of Supervisors

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Maria Dickerson, duties are to direct all areas of the Continuing Legal Education (CLE) program and Manage the Cannabis Compliance Law, and Policy Institute. Schedules and creates CLE Program training and curriculum for continuing legal education credit. Develops Cannabis Compliance, Law and Policy offerings. Coordinates symposiums and conferences on Cannabis Compliance, Law and Policy as well as engage in fundraising for Cannabis Institute.

EMPLOYEE REGULAR WORK SCHEDULE: Daily
EMPLOYEE DIRECT SUPERVISOR: Chancellor, John Pierre
NUMBER OF EMPLOYEES SUPERVISED, (if any) 130
HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER
ENCUMBERED FUNDS AVAILABLE
DOC. I.D. # US
DATE 8/7/19
BY DM George
RA
H1
J1
F1
F0

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

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

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/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)

TITLE III

REC'D UP FIN&BUD AFF-1
19 AUG 6 PM 11:03

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Director of Continuing Legal Education (CLE) and Managing Fellow of the Cannabis Compliance Law, and Policy Institute 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 checked="" 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).

Direct all areas of the Continuing Legal Education (CLE) program and Manage the Cannabis Compliance Law, and Policy Institute. Schedules and creates CLE Program training and curriculum for continuing legal education credit. Develops Cannabis Compliance, Law and Policy offerings. Coordinates symposiums and conferences on Cannabis Compliance, Law and Policy as well as engage in fundraising for Cannabis Institute.

RECEIVED
 OFFICE OF THE
 PRESIDENT
 2019 AUG 12 PM 2:22
 SOUTHERN UNIVERSITY
 SYSTEM

Salary/Range: \$89,000 - \$100,000 Previous Incumbent (if replacement): N/A

Approved Disapproved John K. Pierre Department Head 8/5/19 Date

Approved Disapproved Gerry R. Hall Dean/Director/Supervisor of Budget Unit 8/5/19 Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>Imezorg</u>	<u>8/5/19</u>
Signature	Date
Budget Number <u>311001-31710-61002-33000</u>	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <u>MU</u>	Job Class: <u>32840</u>
<u>Mikhale Williams</u>	<u>8/12/19</u>
Verified By:	Date:

Approved Disapproved shov Vice Chancellor 8/5/19 Date

Approved Disapproved John K. Pierre Chancellor/Vice President 8/5/19 Date

Approved Disapproved _____ President _____ Date

An Equal Opportunity Employer



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

July 31, 2019

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

Re: Proposal Salary adjustments to Courtney Richardson and Kimberly LaMotte for
Additional Duties

Dear Dr. Belton:

In another letter to you dated July 31, 2019, I requested that Marla Dickerson, who directs the Law Center's Pre-Law Summer Program be appointed to the position of Continuing Legal Education (CLE) Director and Managing Fellow of the Cannabis Compliance, Law and Policy Institute. If Ms. Dickerson is appointed to be CLE Director and the Managing Fellow of the Institute, I propose to have Courtney Richardson and Kimberly LaMotte assume additional duties to restructure the delivery of the Law Center's Summer Pre-Law Program.

Currently, the Summer Pre Law Program operates as a "boot camp" or "bridge" program for entering first year law students who have paid a seat deposit indicating their commitment to attend law school at the Law Center. The program is offered in the daytime in a two week increment, twice during the summer, and in a three week increment once during the summer during the evening. The program is an essential part of preparing incoming law students for the rigor of law school. The Law Center uses HBGI Title III funding to support the Summer Prelaw Program, and it is offered at no cost to entering law students.

Because of the success of the program and its essential necessity, if the Law Center is going to continue to be a premier "access and opportunity" legal education institution, the Law Center is planning to expand and restructure the program beginning in the summer of 2020. The plan is to offer the day "boot camp" or bridge sessions in three, two week increments, and the evening "boot camps" or bridge sessions in two, three week increments. Based upon the results of the 2020 summer "boot camps" or bridge sessions, the Law Center will consider offering four, two week day "boot camp" sessions for summer 2021 and three, three week "boot camp" evening sessions for the summer of 2021.

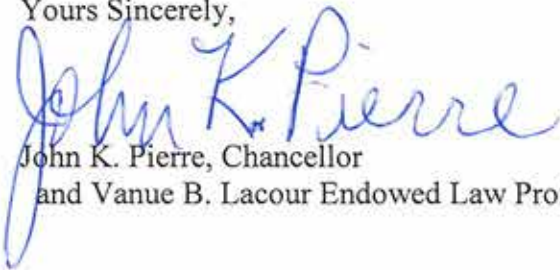
Dr. Ray Belton
July 31, 2019
Page -2-

In order to plan and implement the aforementioned changes, I am proposing that Courtney Richardson be tasked additional duties to lead the planning of the proposed changes to the evening "boot camp" programs and that Kimberly LaMotte be tasked with additional duties to lead the planning of the proposed changes to the day "boot camp" programs for additional compensation.

Currently, Ms. Richardson and Mrs. LaMotte serve as Instructors/Academic Affairs Counselors in the Law Center's Academic Support and Bar Preparation Unit. Ms. Richardson's current salary is \$74,900, and Mrs. LaMotte's current salary is \$77,600. I propose that the salary for Ms. Richardson be adjusted to \$84,000, and the salary for Mrs. LaMotte be adjusted to \$87,000 for taking on the aforementioned additional duties. Both of them have been exemplary staff members at the Law Center. If you have any questions, please feel free to contact me.

I respectfully request that the proposed salary adjustments be presented to the Southern University Board of Supervisors at its August 2019 Board meeting for approval.

Yours Sincerely,

A handwritten signature in blue ink that reads "John K. Pierre". The signature is written in a cursive style with a large initial "J".

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

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	8	7	6	9
-----------------	---	---	---	---	---	---

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 checked="" type="checkbox"/> Permanent Status

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

Profile of Person Recommended

Length of Employment July 1, 2019 To June 30, 2020
Effective Date August 12, 2019

Name Mary Cobb-Marshall SS# 0000000000 Sex F Race* B
(Last 4 digits only)

Position Title: MBA Online Coordinator Department: MBA / College of Business

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 37 Southern University Experience 9

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BS - Education (Business)</u>	<u>Southern University and A&M College</u>	<u>1993</u>
	<u>M.ED - Education</u>	<u>Southern University and A&M College</u>	<u>1997</u>
	<u>+30 Counseling Education</u>	<u>Southern University and A&M College</u>	<u>2006</u>

Current Employer Board of Regents - LOSFA - Coordinator

Personnel Action

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

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

Source of Funds Master Business Administration (MBA) - State Funds

Identify Budget: 211001-22203-61002-24100 Location MBA
Form Code: 211001-22203-21000 Page _____ Item # _____

Change of: _____ From _____ To _____

Position _____
Status _____
Salary Adjustment _____

Financial Aid signature (if applicable):

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

Comments: (Use back of form)

Source of Funds	Amount

*See Reverse Side

Graduate School signature (if applicable):

<u>[Signature]</u>	<u>08/14/19</u>	<u>[Signature]</u>	<u>8/14/19</u>
Supervisor	Date	Dean/Unit Head	Date
<u>[Signature]</u>	<u>8/15/19</u>	<u>[Signature]</u>	<u>8/15/19</u>
Vice Chancellor	Date	Chancellor	Date
<u>[Signature]</u>	<u>8/15/19</u>	<u>[Signature]</u>	<u>8/15/19</u>
Director/Personnel	Date	Vice President/Finance	Date
<u>[Signature]</u>	<u>8/15/19</u>	<u>[Signature]</u>	<u>8/15/19</u>
President	Date	Business Affairs/Comptroller	Date
<u>[Signature]</u>	<u>8/15/19</u>	<u>[Signature]</u>	<u>8/15/19</u>
		Chairman/S.U. Board of Supervisors	Date

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Law, 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: Mrs. Marshall is being hired as the MBA Online Coordinator.

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

EMPLOYEE DIRECT SUPERVISOR: Ashagre Yigletu 771-5640 / 771-6248

NUMBER OF EMPLOYEES SUPERVISED, (if any) 0

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

SOUTHERN UNIVERSITY SYSTEM
BUDGET OFFICE
211001-22203-01002-24100
AUG 15 2019
\$60,000.00
FUNDS AVAILABLE

SUS SUBR SULAC SUAREC SUNO SUSLA

CVD SUBR BUDGET OFFICE
'19 AUG 12 PM 2:14

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE SUBR COB Online Programs Coordinator AS DESCRIBED BELOW
BE AUTHORIZED AS A VACANCY FOR COB Graduate Programs Office
(Department or Unit)

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Replacement | <input type="checkbox"/> X New Position | <input type="checkbox"/> X Unclassified | Source of Funds |
| <input type="checkbox"/> Civil Service | <input type="checkbox"/> Temporary | <input type="checkbox"/> Faculty | <input type="checkbox"/> X 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).

In order to succeed in the highly competitive online MBA national market and to meet the requirements of regional and professional accrediting bodies, it is imperative to relaunch the online MBA with a seamless fusion of institutional strength and qualified staff. Thus, one of the urgent tasks is hiring a professional and experienced COB graduate programs coordinator for the On-campus MBA, Online MBA, JD/MBA and Graduate Certificate in Supply Chain Management. The primary responsibility of the COB graduate programs Coordinator is to facilitate harmoniously with the other University units provide assistance in areas such as recruitment, application submission, admissions, transfer, registration, advisement, graduation, program marketing/promotion and other support services to COB graduate students.

Salary/Range: 60,000 – 65,000 Previous Incumbent (if replacement): None

Approved Disapproved [Signature] 06/21/19
Department Head

Approved Disapproved [Signature] 6/21/19
Dean/Director/Supervisor of Budget Unit

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<u>[Signature]</u>	Date
Budget Number	<u>8/15/19</u>
<u>211001-2108126000</u>	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <u>MU</u>	Job Class: <u>24492</u>
<u>Mikhale Williams</u>	<u>8/12/19</u>
Verified By:	Date:

Approved Disapproved [Signature] 8/18/19
Vice Chancellor for Finance and Admin.

Approved Disapproved [Signature] 8/16/2019
Ex. V/Chancellor/ Ex. V/President

Approved Disapproved [Signature] 8/18/19
President

GF

Office of the Dean
College of Business
P. O. Box 9723



Voice: (225) 771-5640
FAX: (225) 771-5262
Website: www.subr.edu

July 30, 2019


Dr. Bijoy Sahoo, Senior Associate Vice Chancellor for
Academic Affairs
Third Floor Clark Administration Building
Southern University
Baton Rouge, LA 70813

Dear Dr. Sahoo:

We would like to hire Ms. Mary Marshall as the Online MBA Coordinator for the MBA program in the College of Business. Mary Marshall is highly qualified for the position and we have been authorized by the University to start this program by the beginning of the Fall 2019 semester. Thus, it is critical that we have someone in place as soon as possible. Therefore, we request a waiver of the normal search and advertising process to hire Mary Marshall as the Online MBA Coordinator and start her in the position within the next two weeks. Ms. Mary Marshall worked previously as the Assistant to the Associate Dean and MBA Director, thus she will be able to help fast start the Online MBA program based on her experience in previously working with the program.

Sincerely,

Donald R. Andrews, Dean

Approved  8/6/2019
Bijoy Sahoo Senior Associate Vice Chancellor for Academic Affairs Date

Approved James H. Ammons/RCS 8/6/2019
James Ammons Executive Vice President/Executive Vice Chancellor Date

Approved Ray Belton 8/8/19
Ray Belton President – Chancellor Southern University Date

Attachment:



August 14, 2019

Dr. Bijoy Sahoo
Senior Associate Vice Chancellor
Southern University and A&M College
Baton Rouge, LA 70813

Dear Dr. Sahoo,

I would like to thank the SUBR administration for approving the hire of the MBA Online Coordinator, providing overload for the COB graduate students Career Services Councilor and other supports to launch the SU Online MBA in the Fall 2019 semester. So far among 17 students that submitted application seven are admitted and the applications of the remaining 10 candidates is being reviewed.

In order to start the MBA Online with seamless coordination and administrative efficiency, we have identified Ms. Mary Cobb-Marshall, former staff member in the College of Business MBA Program and who currently is an employee with the Louisiana Office of Student Assistance (LOFSA) – a program of the Board of Regents. She serves as Coordinator in the Field Outreach Services Division. Ms. Mary Cobb-Marshall has expressed her willingness to once again return to Southern, her alma mater, and assist in implementing the SU MBA Online as she did when the on-campus MBA program was launched in 2006. Mary holds a Master of Education degree - Curriculum and Instruction, a B.S. degree in Business and Computer Science and Certification in teaching – (Business Education, Computer Science Literacy, Counselor Education, Supervision of student teacher and Counseling. In addition, she possess highly developed interpersonal skills that helps her to connect with students and the COB stakeholders. It is hard to imagine a better candidate that can fit the job descriptions required for the MBA Online Coordinator position.

Therefore, in view of the profile of the above candidate and in the interest of time, I request a formal approval for a search waiver from open recruitment to hire Ms. Mary Cobb-Marshall at a 12month salary of \$60,000.00 as the MBA Online Coordinator starting September 1, 2019. Ms. Cobb-Marshall has expressed her willingness to return to Southern with a pay cut. This truly demonstrates her strong commitment to the institution.

Again, highly appreciate the University's continued support to launching the SU MBA Online program.

Sincerely,

A handwritten signature in blue ink that reads 'Donald R. Andrews'.

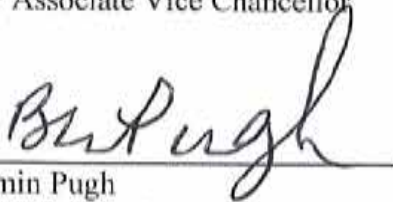
Donald R. Andrews, PhD
Dean

APPROVAL SIGNATURE

 8/15/19

Bijoy Sahoo, PhD
Senior Associate Vice Chancellor

Date



Benjamin Pugh
Vice Chancellor for Finance and Administration

8/15/19

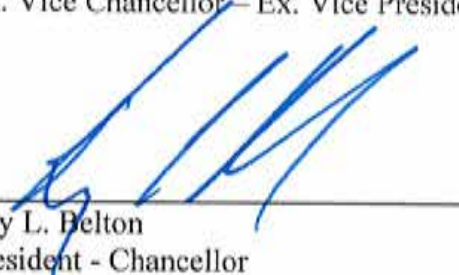
Date



James H. Ammons, PhD
Ex. Vice Chancellor – Ex. Vice President

8/15/19

Date



Ray L. Belton
President - Chancellor

8/15/19

Date

100% MBA Online

College of Business (COB) Online Graduate Programs Coordinator Job Description

Essential Duties and Responsibilities of the COB Graduate Programs Coordinator

1. Coordinates daily operations of the COB Online Graduate programs as related to student recruitment, admission, advisement, registration, transfer, financial aid, graduation, grievance and other matters related to COB Online graduate students.
2. Provides appropriate answers to inquiries from prospective applicants and existing COB Online graduate programs students on admission requirements, curriculum requirements, registration, advisement, financial aid, graduation and other matters of interest to graduate students.
3. Works closely and collaborates with the Offices of eLearning, Office of the Registrar, the Graduate School, Financial Aid, Office of Communications and Office of International students.
4. Complies with policies and procedures governing the University's graduate programs and ensures that the COB Online Graduate programs are operated at a maximum efficiency.
5. Recruits potential students for the COB Online Graduate programs (Online MBA and Graduate Certificate in Supply Chain Management) using designated marketing strategies.
6. Review and maintain all completed application files and recommend admission decisions.
7. Advise students on course selections and schedule planning, and will provide ongoing advisement and counseling as the student progresses through the program.
8. Displays excellent networking abilities.
9. In collaboration with the University relevant units, participate in developing marketing materials to promote the COB Online Graduate programs.
10. Actively participates in developing and implementation of marketing and promotional activities.
11. Provides course offering schedules and other information to prospective students and the relevant university units and COB departments.
12. Attend educational workshops, meetings, conferences and other events associated with the online and other graduate programs.
13. Prepares periodic reports regarding the COB Online Graduate programs recruitment, retention, graduation, degree of student satisfaction and overall trends and submit to the COB Associate Dean and Graduate Programs Director.
14. Report daily administration of the graduate programs within the College of Business.
15. Additional duties include but are not limited to: coordination with vendor and internal resources, program tracking and reporting, involvement in campus and college committees, and assistance with other graduate program.

Mary A. Cobb-Marshall
~~1000 Lakeshore Drive~~
~~Baton Rouge, LA 70801~~
~~(225) 761-0272~~
~~RCM11@m2.com~~

CAREER OBJECTIVE:

To obtain a position that will allow me to use my leadership skills, analytical, technical, planning, counseling, organizational, motivational and creative abilities to enhance an organization's mission.

WORK EXPERIENCE:

November 2016 - Present

Regional Coordinator, Board of Regents, LOSFA
602 North 5th St,
Baton Rouge, LA
225-219-7525

Supervise 13 Middle and High Schools in East Baton Rouge Parish School District as part of the Field Outreach Unit, Presentations on TOPS, Financial Literacy, Financial Aid and Match and Fit. Supervise student workers and On-Site School Coordinators, Oversee over a half million dollar budget (State and Federal Funds), Project lead on a number of projects throughout the State, Project lead on My College Advocate, Project lead on Catahoula Parish Project, Presented on State and National Levels at Symposiums and Conferences, Records and file Management.

August 2010 – November 2016

Counselor, Glen Oaks High School, 11th and 12th Grades
Woodlawn High School, 9th and 10th Grades
East Baton Rouge Parish School System
Baton Rouge, LA
225-753-1200

I have performed Counseling duties for all grades. These duties were: Implementing a guidance program for 250 students at Glen and High School and 750 students in total which is over half of the 1300 students that are served at Woodlawn High School. Help students with Louisiana Core-4 Curriculum which is College Prep and TOPS aligned. Schedule, plan, plan honor roll program, meet with parents concerning student successes and failures, PBIS behavioral specialist, serve on many committees at school, attended workshops on suicide prevention, LA Core-4 curriculum, Individual Graduation Plans, TOPS and other College Preparations, School Literacy Program, Transcript Maintenance, testing, and any other jobs necessary for the successful matriculation of students enrolled and the overall success of our school.

September 2007 – August 2010

Southern University and A&M College – College of Business
Master of Business Administration Program (MBA)
Assistant to the Associate Dean and MBA Director
Baton Rouge, LA 70813
225-771-5640, Ext. 36

Administrative duties and project based duties, event planning, (Programs, Workshops and Interviews), student advisement, travel to AACSB Conferences and Seminars, Presentations, Database Management of MBA Students, Process Travel and

Reimbursements, Arrange Conference Calls, Secretary to the Southern University MBA National Board of Advisors, Take and Transcribe Minutes, Accounts Receivables and Accounts Payable, Supervisors of Graduate Assistants and Student Workers.

January 2007-August 2007

Counselor, Istrouma High School

Baton Rouge, LA

225-922-5400

Counsel Students, Scheduling, Testing, and any other duties.

August 1998-December 2006

Teacher – Business & Computer Technology Subjects

Glen Oaks High School and Central High School

Baton Rouge, LA

225-922-5400

Taught the following courses: Keyboarding, Business Computer Applications, Computer Science, Introduction to Business, Free Enterprise, Accounting, and Business English Mentor-Parental Involvement-9th Grade Students; Served as a Supervisor for student teachers; Coordinator of Career Day for 4 years; Served as School-to-Work Coordinator for 5 years; Coordinator of Career Options Program for 5 years; Technology Facilitator – Faculty/Staff and Parental Involvement Classes; Coordinator of Homecoming activities; Business Department Chairperson for 6 years; Louisiana Mentor/Assessor for First Year Teachers; Member of Instructional Leadership Team; Member of SACS Committee; Assistant Softball Coach; and Manager of all athletic events and concessions

January 1994-May 1998

Teacher – Business & Technology Subjects

Pointe Coupee Parish School System

New Roads, LA 70760

225-383-8674

Keyboarding, Business Law, Accounting, Record Keeping, Business Math, Clerical Practice, Computer Literacy, and Yearbook Advisor
Cheerleader Sponsor, FBLA Sponsor, Homecoming Chairperson, School-to-Work Advisor, and Coordinator of Career Day

EDUCATION:

Southern University, Baton Rouge, LA

Plus 30 Hours – Counseling and other courses for Administration Certification

December--2006

Southern University, Baton Rouge, LA

Master of Education – Curriculum and Instruction

December--1997

Southern University, Baton Rouge, LA

Bachelor of Science – Business Education/Computer Literacy/Computer Science

December-- 1993

CERTIFICATIONS:

Louisiana Type A – Teaching Certificate - #057092

- Business Education
- Computer Science and Literacy
- Counselor Education K-12
- Supervisor of Student Teachers
- Counseling

Microsoft Office User Specialist (MOUS) – Word 2003

Louisiana Teacher Assistance and Assessment Program – Assessor/Mentor

Completed the Ethics Training for Government Employees - February 2015

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	9	9	2	8
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUNO _____ SUSLA _____

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

<u>X</u> Academic	_____ Non-Academic	_____ Civil Service
_____ Temporary	_____ Part-time (_____ % of Full Time)	_____ Restricted
_____ Tenured	_____ Undergraduate Student	_____ Job Appointment
_____ Tennred 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 09/01/2019 To 09/30/2020
 Effective Date 09/01/2019

Name Kimberly LaMotte Sex _____ Race* B
 (Last 4 digits only)

Position Title: Academic Support Counselor and Instructor Department: Law Center - Academic Support

Check One X 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 28 Southern University Experience 3

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	J.D.	Southern University Law Center	2012
	Doctorate of Pharmacy	Xavier University of Louisiana, New Orleans	1994
	B.S. in Pharmacy	Xavier University of Louisiana, New Orleans	1991

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$87,000.00 Salary Budgeted \$87,000.00

Source of Funds Strengthenin^g HBGI

Identify Budget: Grant & Student Success Location 320150-32030-61002-34100
 Form Code: BOR10 Page 1 Item # 1

Change of:
 Position From Academic Support Counselor and Instructor To Academic Support Counselor and Instructor
 Status _____
 Salary Adjustment \$77,600.00 \$87,000.00

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
320150-32030-61002-34100	\$77,600.00

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

<p><u>John K. Pierre</u> 8/5/19 Supervisor Date</p> <p><u>Shawn D. Vance</u> 8/1/15 Vice Chancellor Date</p> <p><u>[Signature]</u> 8/5/19 Director/Personnel Date</p> <p>_____ President Date</p>	<p><u>Carol Hall</u> 8/1/19 Dean/Unit Head Date</p> <p><u>John K. Pierre</u> 8/5/19 V/C for Finance & Admin. Date</p> <p><u>[Signature]</u> Chancellor Date</p> <p><u>[Signature]</u> Vice President/Finance Date</p> <p>_____ Business Affairs/Comptroller Date</p> <p>_____ Chairman/S.U. Board of Supervisors Date</p>
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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: Kimberly LaMotte, will assume additional duties to restructure the delivery of the Law Center's Summer Pre-Law Program.

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Shawn Vance

NUMBER OF EMPLOYEES SUPERVISED, (if any) 5

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

CODE EXPIRES
SOUTHERN UNIVERSITY LAW CENTER
ENCUMBERED / FUNDS AVAILABLE
DOC. I-94
H1 8/5/19
DATE J1
BY F1 D. McGeorge
F0

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

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

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

REC'D UP FIN&BUS OFFICE
11:00 AM 8/19/19

CONTINGENT UPON AVAILABILITY OF FUNDS

KIMBERLY HARDY-LaMOTTE, PHARM.D., ESQ.

EDUCATION

Juris Doctorate	2012	Southern University Law Center, Baton Rouge, LA
Doctorate of Pharmacy	1994	Xavier University of Louisiana, New Orleans, LA
B.S. in Pharmacy	1991	Xavier University of Louisiana, New Orleans, LA

PROFESSIONAL LICENSURE

Bar Roll #34852	Louisiana State Bar
Pharmacy License #14931	Louisiana Board of Pharmacy

PROFESSIONAL EXPERIENCE

Academic Counselor/Instructor of Law	July 2018 – present
Southern University Law Center	Baton Rouge, Louisiana

- Academic counselor in the Office of Academic Support providing various programs to ensure student success throughout their matriculation in law school.
- Coordinate the Teaching Assistant (Board of Student Advisors) program, serve as a writing fellow in the supplemental Louisiana Bar Prep program, and teach *Lawyering Process I* to first year law school students.

Assistant Adjunct Professor of Law	August 2017 – May 2018
Southern University Law Center	Baton Rouge, Louisiana

- Taught *Lawyering Process I* to first-year law school students as a course offering foundational skills (critical reading, outlining, case briefing, etc.) necessary for academic success in law school.
- Taught *Constitutional Law II* to upper level law school students.

Legislative Aide	April 2013 – October 2014 & July 2016 - present
Louisiana House of Representatives	Baton Rouge, Louisiana

- Manage district office and annual supplemental allowance of State Representative.
- Assist the State Representative in meetings with various advocacy groups.
- Respond to all constituents' issues and requests.
- Draft & publish routine district newsletters to constituents and stakeholders.
- Assist the State Representative in planning and coordinating annual district events.
- Interface with other House and Senate staff in coordinating bill hearings.

Pharmacy Policy & Research
Louisiana Department of Health and
Hospitals

October 2014 – July 2016
Baton Rouge, Louisiana

- Work within the Office of Behavioral Health, Health Plan Management in collaboration with Medicaid on the integration of behavioral health pharmacy services into the Bayou Health plans.
- Coordinate program development and operation, quality monitoring, and compliance of pharmacy services.
- Perform RFP and contract review.
- Collaborate on legislative projects including bill drafting and tracking.

Legal Extern
Louisiana Department of Justice

January 2012 – May 2012
Baton Rouge, Louisiana

- Assist attorneys defending medical malpractice claims against the state of Louisiana.
- Conduct legal research as requested by staff attorneys.
- Draft memoranda in preparation for legal proceedings.

Inpatient Pharmacy Manager
MD Anderson Cancer Center

June 2001 - August 1998
Houston, Texas

- Represent the hematology and bone marrow pharmacy satellites at Operational Pharmacy Services.
- Manage/supervise the pharmacy staff of the hematology and bone marrow transplant pharmacy satellites.
- Inpatient human resources representative for the Division of Pharmacy.
- Develop and initiate policies and procedures for the storage and distribution of investigation drugs and new formulary agents.

Inpatient Pharmacist
University of Alabama at Birmingham

August 1995 – June 1998
Birmingham, Alabama

- Processed all inpatient orders for the bone marrow transplant unit.
- Develop order sets for various diagnoses requiring admission to the bone marrow transplant unit.
- Develop and initiate policies and procedures for the storage and distribution of new formulary agents.
- Attend daily clinical rounds on all patients in the bone marrow transplant unit.
- Staff the orthopedic surgery and renal/liver transplant units.
- Manage/supervise pharmacy technicians, students, and interns.

Clinical Pharmacy Resident
Veterans Administration Hospital

July 1994 – June 1995
New Orleans, Louisiana

- Attended Pharmacy & Therapeutics Committee meetings to discuss cost effectiveness of various new agents requested on the formulary.
- Prepared outpatient prescriptions for mail order to veterans in the greater New Orleans area.

- Attended daily clinical rounds on various patients in the inpatient setting.
- Prepared case studies and various journal articles for presentation to the pharmacy staff.

Retail Pharmacist
K&B Pharmacy

September 1991 – June 1994
New Orleans, Louisiana

- Dispensed outpatient prescriptions and counseled patients on all new prescriptions.
- Managed/supervised pharmacy students, technicians, and clerks.
- Maintained adequate stock levels for over-the-counter medications.
- Collaborated with store management on various personnel issues.

PROFESSIONAL & COMMUNITY AFFILIATIONS/VOLUNTEER EXPERIENCE

- American Bar Association, Member
- Louisiana State Bar Association, Member
- Association of Academic Support Educators, Member
- Association of Academic Support Educators Online Presence Committee, Member
- Baton Rouge Delta Chapter of Delta Sigma Theta Sorority, Incorporated, Member
- Board of Trustees, Episcopal High School of Baton Rouge, Past Secretary
- Southern Area of The Links, Incorporated, National Trends and Services Facet Chair
- La Capitale Chapter of The Links, Incorporated, Technology Chair/Health & Human Services Committee Member
- Mayor-President Sharon Weston-Broome's Healthcare, Social Services, & Mental Health Subcommittee Transition Team Member
- Health Law Society, Southern University Law Center, Past Secretary
- Board of Directors of Young Leaders' Academy of Baton Rouge, Inc., Past Member
- Junior League of Baton Rouge, Inc., Sustaining Member
- Baton Rouge Chapter of Jack and Jill of America, Inc., Associate Member

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 checked="" 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 Bobby Phills Reason Left Resigned
 Date Left January 31, 2019 Salary Paid \$200,000.00

Profile of Person Recommended

Length of Employment July 1, 2019 To June 30, 2019
 Effective Date September 1, 2019

Name Orlando Fitzgerald McMeans SS# XXX-XX-XXXX Sex M Race* B
(Last 4 digits only)

Position Title: Chancellor-Dean Southern University Agricultural Research and Extension Center and Dean of College of Agriculture Department: Southern University Agricultural Research and Extension Center

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

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

Years Experience 19 Southern University Experience 0

Degree(s):	Type/Discipline (BA-Education):	Institution/Location	Year:
BS	Horticulture	Alabama Agriculture & Mechanical University	1992
MS	Horticulture	University of Illinois at Urbana-Champaign	1994
PhD	Horticulture	University of Illinois at Urbana-Champaign	1997
PhD	Plant Molecular Biology	Virginia Polytechnic Institute and State University	1998

Current Employer West Virginia State/Gus R. Douglas Land Grant Institute

Personnel Action

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

Recommended Salary \$220,000.00 Salary Budgeted \$220,000.00

Source of Funds State Budget

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

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

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
	\$220,000.00

Comments: (Use back of form)

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

Supervisor _____ Date _____	Dean/Unit Head _____ Date _____
Vice Chancellor _____ Date _____	Chancellor _____ Date _____
Director/Personnel _____ Date _____	Vice President/Finance _____ Date _____
President _____ Date _____	Business Affairs/Comptroller _____ Date _____
	Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino 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:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM Monday thru Friday

EMPLOYEE DIRECT SUPERVISOR: Ray L. Belton

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225.771.4680

NUMBER OF EMPLOYEES SUPERVISED, (if any) 25

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

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

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

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



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Executive Vice President/Executive Vice Chancellor

J. S. Clark Administration Building, Third Floor
Baton Rouge, LA 70813
Phone: (225) 771-4095

August 2, 2019

Ray L. Belton, Ph.D.
President-Chancellor
Southern University System
4th Floor, J.S. Clark Administration Bldg.
Baton Rouge, Louisiana 70813

Re: Request for Waiver of the Vacancy Announcement for a Professor of Mechanical Engineering Position in the College of Sciences and Engineering

Dr. Belton:

I respectfully submit this letter to request authorization to waive the vacancy announcement for the position of professor of mechanical engineering in the College of Sciences and Engineering to appoint Dr. Habib Mohamadian to the post. Since the Graduate Studies dean position became vacant, Dr. Mohamadian has served as interim. Consequently, we are recommending that he fill a faculty position in the College of Sciences and Engineering since Southern University is finalizing its search process for a new dean of Graduate Studies.

Dr. Mohamadian has been with Southern University since 1980 when he was hired as an assistant professor and project director for several grants under the then College of Engineering and Computer Science. He became an associate professor in 1986, moving up the ranks to professor, chairman of Mechanical Engineering, and dean of the College. Dr. Mohamadian earned his Ph.D. and master's degrees from Louisiana State University and his bachelor's degree from the University of Texas at Austin.

The need to advertise for the position of professor in the College of Sciences and Engineering is not necessary as Dr. Mohamadian is a tenured professor and desires to return to his former college. I am recommending a salary of \$99,370.49.

Sincerely,

James H. Ammons / BCS

James H. Ammons, Ph.D.
Executive Vice President/Executive Vice Chancellor

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO



POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Professor
 BE AUTHORIZED AS A VACANCY FOR Mechanical Engineering Department
 (Department or Unit)

AS DESCRIBED BELOW FOR ACADEMIC AFFAIRS

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

A position in mechanical engineering is requested at the rank of Professor with a salary range of \$85,000 to \$100,000. The effort of this position will be at 100%. The position will also start in the Fall 2019 semester or as soon as it can be filled. The applicants should have a strong background in the Experimental Solid Mechanics, Thermal Stresses Mechanics of Composite Materials: Material Properties, Failure Criteria, and Strength. Applicant should have an earned Ph.D. in Mechanical Engineering (ME) or a closely related field, be willing to engage in inspirational teaching in both the undergraduate and graduate levels, and have plans to develop active, externally funded research activity and new Ph.D. program in Engineering. The applicant must be presently authorized to work in the U.S. on a full-time basis. The ME Department needs this position to be filled in order to properly deliver (instruct) undergraduate and graduate courses in the specialty areas of mechanical engineering (and the Master of Engineering Program). In addition, this will help the ME department/program meet minimum ABET accreditation requirements of having adequate faculty with expertise in the area of Experimental Solid Mechanics, Thermal Stresses, Mechanics of Composite Materials: Material Properties, Failure Criteria, and Strength

Salary/Range: \$85,000 to \$100,000 Previous Incumbent (if replacement): Dr. Chuan-Lin Huang

Approved Disapproved Dwayne Terro/ME 8/2/2019
 Department Head Date
 Approved Disapproved [Signature] 8/2/19
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes <u>2F9806</u>	<input type="checkbox"/> No
<u>[Signature]</u> 8.5.19	Date
Budget Number <u>211001-22685-21100</u>	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <u>FM</u>	Job Class: <u>28/00</u>
<u>[Signature]</u>	<u>8/5/19</u>
Verified By:	Date:

Approved Disapproved [Signature] 8/2/2019
 Vice Chancellor Date
 Approved Disapproved James H. Ammons/RACS
 Chancellor/Vice President Date
 Approved Disapproved _____
 President Date
 An Equal Opportunity Employer

HABIB P. MOHAMADIAN

Southern University and A&M College
Office of Graduate and Professional Studies
T. H. Harris Hall, Suite 1055
Baton Rouge, LA 70813

Office Phone: (225) 771-4622
Cell No.:
E-mail: habib_mohamadian@subr.edu

EDUCATION

BS: University of Texas at Austin, 1976
MS.: Louisiana State University, Baton Rouge, LA, 1978
Ph.D.: Louisiana State University, Baton Rouge, LA, 1982

PROFESSIONAL EXPERIENCE

2/17 – Present Interim Dean of Graduate School
7/16 – 1/17 Dean, College of Sciences and Engineering
7/02 – 6/16 Dean, College of Engineering
5/98 – 6/02 Chairman of Mechanical Engineering Department
6/06 - Pres. Board Member, Advancing Minorities' Interest in Engineering (AMIE)
7/02 – Pres. Member, HBCU Council of Engineering Deans
4/03 - Pres. Member, Louisiana Council of Engineering Deans
8/92 - Pres. Professor, Mechanical Engineering, Southern University.
8/86 - 8/92 Associate Professor, Mechanical Engineering, Southern University.
8/98 - 09/01 Chair, SACS Principal Committee on Educational Support Services
4/96 - 12/02 Campus Director and Assessment Coordinator of Synthesis Coalition
4/83 - pres. Consultant for Becnel Engineering Company and other consulting firms.
8/79 - 8/86 Assistant Professor, Mechanical Engineering, Southern University.
8/80 - pres. Project Director and Principal Investigator on several grants.

AREAS OF RESEARCH

Experimental Solid Mechanics, Thermal Stresses; Mechanics of Composite Materials; Modeling, Control and Optimization with Diverse Applications on Electrical, Mechanical, Automotive and Biomedical Systems; Signal Processing and Image Processing; Assessment of engineering education outcomes

Refereed Book Chapter:

Z. Ye, H. Mohamadian, "Digital Image Processing for Spatial Object Recognition via Integration of Nonlinear Wavelet-Based Denoising and Clustering-Based Segmentation", Chapter 11, Advances in Spatial Data Handling and GIS, Lecture Notes in Geoinformation and Cartography Series, Springer-Verlag Publisher, pp. 145-155, DOI: 10.1007/978-3-642-25926-5_11, ISBN 978-3-642-25925-8, Berlin Heidelberg, June 7, 2012 (EI 20134216853239)

PUBLICATIONS

1. Hang Yin, Patrick Carriere, Huey Lawson, Habib Mohamadian, Zhengmao Ye, "Characterization of Salinity Impact on Synthetic Floc Strength Via Nonlinear Component Analysis" 6th International Conference on Information Management and Big Data, Lima, Peru, August 21-23, 2019
2. Z. Ye, H. Mohamadian, and Hung Yen, "Quantitative Impact of Multiple Level Segmentation Using Swarm Intelligence Based Approach", 2016 International Mechanical Engineering and Technologies Conference (MECHATECH 2016) May 17 - 18, 2016, Istanbul, Turkey
3. Z. Ye, H. Mohamadian, "Application of Modern Control Theory on Performance Analysis of Generalized Notch Filters", 2016 International Conference on Modern Circuits & Systems

- Technologies (IEEE MOCAS 2016), May 12 - 14, 2016, Aristotle University, Thessaloniki, Greece
4. Z. Ye, H. Mohamadian, "Nonlinear Least Squares Regression Analysis and Diagnosis for Optical and Laser Measurement Systems", International Journal of Electrical, Electronics and Data Communication (IJEEDC), pp. 1-6, Volume 3, Issue 7, July 2015, Institute of Research and Journals Press
 5. Z. Ye, H. Mohamadian "Intelligent Control Based Multilevel and Multiband Digital Image Thresholding Using Fuzzy Entropy and Particle Swarm Optimization", International Journal of Advance Computational Engineering and Networking (IJACEN), pp. 24-30, Volume 3, Issue 7, July 2015, Institute of Research and Journals Press
 6. Z. Ye and H. Mohamadian, "Adaptive Clustering Based Dynamic Routing of Wireless Sensor Networks via Generalized Ant Colony Optimization", Elsevier Journal of Information Engineering Research Institute (IERI) Procedia, Vol. 10, pp. 2-10, ISSN: 2212-6678, DOI 10.1016/j.ieri.2014.09.063, Elsevier, 2014
 7. Z. Ye and H. Mohamadian, "Simple Engine Exhaust Temperature Modeling and System Identification Based on Markov Chain Monte Carlo Approach", Journal of Applied Mechanics and Materials, pp. 224-228, Vol. 598, Trans Tech Publications, DOI 10.4028/www.scientific.net/AMM.598.224, Switzerland, 2014 (EI 15074751)
 8. Z. Ye and H. Mohamadian, "System Identification of Simplified Engine Exhaust Temperature Model Based on Markov Chain Monte Carlo Approach", Journal of Applied Mechanics and Materials, Vol. 598, pp. 224-228, DOI 10.4028/www.scientific.net/AMM.598.224, Trans Tech Publications, Switzerland, 2014
 9. Z. Ye and H. Mohamadian, "Comparative Study of Path Loss Models for Wireless Cellular Networks and Optimal Power Control with Respect to SINR Balancing", Journal of Information Systems Technology and Planning (JISTP), pp. 1-13, Volume 6, Issue 16, ISSN 1945-5240, 2013, International Consortium Press
 10. Z. Ye and H. Mohamadian, "Creativity Stimulation for Engineering Education Enhancement with Quality Assurance Through Integration of ABET Technology Accreditation and LiveText Assessment Accreditation", Journal of Applied Global Research (JAGR), ISSN1940-1833, pp.55-64, Volume 6, Issue 16, 2013, International Consortium Press
 11. Z. Ye, H. Mohamadian, "Remote Sensing Feature Detection and Geoinformation Retrieval Via Multiscale 2D Gabor Wavelet Transform", pp.601-611, Proceedings of 16th International Academic Conference, Amsterdam, May 12 - 15, 2015
 12. Z. Ye, H. Mohamadian, "Intelligent Control Based Multilevel and Multiband Digital Image Thresholding Using Fuzzy Entropy and Particle Swarm Optimization", Proceedings of the 2015 International Conference on Technological Advances in Electrical, Electronics and Computer Engineering (ICTAECE 2015), May 8-10, 2015, Barcelona, Spain
 13. Z. Ye, H. Mohamadian, "Nonlinear Least Squares Regression Analysis and Diagnosis for Optical and Laser Measurement Systems", Proceedings of the 2015 International Conference on Engineering and Natural Science (ICENS 2015), May 8-10, 2015, Barcelona, Spain
 14. Z. Ye, H. Mohamadian, H. Yin, "Pedagogical Advancement of Postgraduate Education by Incorporating Class Projects and Accreditation Management", Proceedings of 2015 ASEE Gulf Southwest Annual Conference, March 25-27, 2015, San Antonio, Texas
 15. Z. Ye, H. Mohamadian, H. Yin and Y. Ye, "Practical Contour Tracing Via Integration of Adaptive Contrast Stretching and Gabor Wavelet Transform", Proceedings of 2014 Second International Conference on Advances in Computing, Electronics and Communication (ACEC2014), pp. 93-97, ISBN: 978-1-63248-029-3 DOI 10.15224/ 978-1-63248-029-3-82, Oct. 25-26, 2014, Zurich, Switzerland
 16. Z. Ye and H. Mohamadian, "Adaptive Clustering Based Dynamic Routing of Wireless Sensor Networks via Generalized Ant Colony Optimization", Proceedings of 2014 International Conference on Future Information Engineering (FIE 2014), July 7-8, 2014, Beijing, China

17. Z. Ye and H. Mohamadian, "Multiple Ant Colony Optimization for Single Depot Multiple Trip Vehicle Routing Problems", Proceedings of 2014 Ershov Informatics Conference (PSI 2014), pp. 43-54, June 24 - 27, 2014, St. Petersburg, Russia
18. Z. Ye and H. Mohamadian, "System Identification of Simplified Engine Exhaust Temperature Model Based on Markov Chain Monte Carlo Approach", Proceedings of 2014 International Conference on (ICMSC2014) Mechanics, Simulation and Control, June 21-22, Moscow, Russia.
19. Z. Ye and H. Mohamadian, "Enhancing Decision Support for Pattern Classification via Fuzzy Entropy Based Fuzzy C-Means Clustering", Proceedings of the 2013 52nd IEEE Conference on Decision and Control, pp. 7432-7436, December 10-13, 2013, Florence, Italy (EI 20142517845860 & EI 14157522)
20. Z. Ye and H. Mohamadian, "Model Predictive Control on Wall Wetting Effect Using Markov Chain Monte Carlo", Proceedings of the 2013 IEEE Latin-American Conference on Communications (LATINCOM 2013), November 24-26, 2013, Santiago, Chile (EI 20141617591738 & EI 14148312)
21. Z. Ye and H. Mohamadian, "Multivariate Optimization for Spectral Analysis Via Markov Chain Monte Carlo Approach", Proceedings of the 2013 IEEE Latin-American Conference on Communications (LATINCOM 2013), November 24-26, 2013, Santiago, Chile
22. Z. Ye and H. Mohamadian, "Multilevel Wavelet Transform Based Sparsity Reduction for Compressive Sensing", Proceedings of the 2013 Workshop on Artificial Intelligence Techniques for Ambient Intelligence, pp. 1-8, July 16-17, Athens, Greece
23. Z. Ye and H. Mohamadian, "Analysis of Multistage Sampling Rate Conversion for Potential Optimal Factorization", Proceedings of the 2013 IEEE 10th International Conference on Sampling Theory and Applications, pp. 244-247, July 1-5, 2013, Bremen, Germany
24. Z. Ye and H. Mohamadian, "Exploiting Intelligent Decision Supports for Model-Driven Biomedical System Analysis", Proceedings of the 2013 Iberian Conference on Information Systems and Technologies, pp. 818 – 823, June 19-22, 2013, Lisbon, Portugal (EI 20134817022669 & EI 13848791) 16, ISSN 1940-1833, 2013
25. Zhengmao Ye, H. Mohamadian, "Comparative Study of Path Loss Models for Wireless Cellular Networks and Optimal Power Control with Respect to SINR Balancing", Journal of Information Systems Technology & Planning (JISTP), pp. 1-13, Volume 6, Issue 16, ISSN 1945-5240, 2013
26. Zhengmao Ye, H. Mohamadian and Y. Ye, "Information Loss Determination on Digital Image Compression and Reconstruction Using Qualitative and Quantitative Analysis", Journal of Multimedia, Academy Publisher, Vol. 6, No. 6, pp. 486-493, December, 2011 (EI 20115114629720)
27. Zhengmao Ye, H. Mohamadian, Yongmao Ye, "3D Space Display of Evolutionary Algorithms Based Non-Convex Optimization", 3DAS2010 International Conference on 3D Systems and Applications, Tokyo, Japan, May 19-21, 2010.
28. Zhengmao Ye, H. Mohamadian, "Integration of Wavelet Fusion and Adaptive Contrast Stretching for Object Recognition with Quantitative Information Assessment", International Journal on Graphics, Vision and Image Processing, ISSN 1687-398X, Vol (8), Issue (V), pp. 33-42, Jan 2009
29. Zhengmao Ye, H. Cao, S. Iyengar and H. Mohamadian, "Medical and Biometric Identification for Pattern Recognition and Data Fusion with Quantitative Measuring", Chapter 6, Systems Engineering Approach to Medical Automation, Artech House Publishers, 2008
30. Zhijun Li, Zhengmao Ye, H. Mohamadian, "An Electronic Control System for Exhaust Emissions and Fuel Economy of Quasi-Homogeneous Lean Burn Gasoline Engines", 2007 American Control Conference New York, NY USA, July 11-13, 2007
31. Z. Ye, H. Mohamadian, Y. Ye, "Quantitative Representation for Trimulus Contrast Enhancement and Grayscale Watershed Segmentation", Proceedings of the 2008 World Congress on Intelligent Control and Automation (WCICA 08), June 25-27, 2008, Chongqing, China
32. Z. Ye, H. Mohamadian, L. Li, Q. Meng, Z. Li, "Theoretical and Practical Mechanisms on Lowering Exhaust Emission Levels for Diverse Types of Spark Ignition Engines", Proceedings of 2008

- SAE International Powertrains, Fuels and Lubricants Congress, 2008-01-1545, June 23-25, 2008, Shanghai, China
33. Z. Ye, H. Mohamadian, Y. Ye, "Gray Level Image Processing using Contrast Enhancement and Watershed Segmentation with Quantitative Evaluation", Proceedings of 2008 IEEE International Conference on Content-Based Multimedia Indexing (CBMI 2008), June 18-20, 2008, London, UK
 34. Z. Ye, H. Mohamadian, Y. Ye, "Independent Component Analysis for Spatial Object Recognition with Applications of Information Theory Synthesis", Proceedings of the IEEE International Joint Conference on Neural Networks (IJCNN 2008) and the 2008 IEEE World Congress on Computational Intelligence (WCCI 2008), Hong Kong, June 1-6, 2008
 35. Z. Ye, H. Mohamadian, Y. Ye, "Sensing Data Discrete Wavelet Fusion for Pattern Recognition with Qualitative and Quantitative Measuring", Proceedings of the 2008 IEEE International Joint Conference on Neural Networks (IJCNN 2008) and the 2008 IEEE World Congress on Computational Intelligence (WCCI 2008), Hong Kong, June 1-6, 2008
 36. Z. Ye, H. Mohamadian, "Comparisons of Two Feedback Servo Systems for Control Engineering Education: A Case Study on Student Performance of Speed Control Systems", Proceedings of the 2008 ASEE Gulf Southwest Annual Conference, #6-2, March 26-28, 2008, Albuquerque, New Mexico
 37. Z. Ye, H. Mohamadian, H. Majleseini, "Adaptive Enhancement of Gray Level and True Color Images with Quantitative Measurement Using Entropy and Mutual Information", Proceedings of the 40th Southeastern Symposium on System Theory (SSST 2008), March 16-18, 2008, New Orleans, LA, USA (EI 9940416)
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 41. Z. Ye, Z. Li and H. Mohamadian, "Lean Burn Engine Control for Fuel Economy and Exhaust Aftertreatment", #571-300, Proceedings of the 2007 WSEAS International Conference on Energy Planning, Energy Saving, Environmental Education, Arcachon, France, October 14-16, 2007
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 43. Z. Ye, H. Mohamadian and Y. Ye, "Digital Trimulus Color Image Enhancing and Quantitative Information Measuring", #571-299, Proceedings of the 2007 WSEAS International Conference on Mathematical Methods and Computational Techniques in Electrical Engineering, Arcachon, France, October 13-15, 2007
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- Automation Science and Engineering (CASE 2007), pp. 835-840, Sept. 22-25, 2007, Scottsdale, Arizona, USA (EI 9796683)
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60. H. Mohamadian: "Curriculum Design and Academic Assessment: The Engineering Thought Process," Proceedings of the Engineering Pipeline National Conference, PP. 23-26, Houston Texas, Sept., 1997.
61. H. Mohamadian: "Strain-Stress Analysis of Various E-glass Composite Laminate Joints under Flexure Loading," Polymer Composites, Vol. 17, No. 2, 1996.
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63. R. Mirshams, Z. Li, H. Mohamadian: "High Temperature Tensile Properties and Fracture Characteristics in Two Phase Gamma TiAl and TiB₂ Particle Reinforced TiAl Alloys," Scripta Metallurgica et Materialia, Dec. 1995.
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RESEARCH, EDUCATIONAL, AND EQUIPMENT AWARDS AND GRANTS

The SUBR/Board of Regents Fellowship Program: The Pathway to the Professorate in Public Policy and STEM at Southern University and A&M College, 2019, Habib Mohamadian, Patrick Mensah, Demian Ejigiri, \$45,000

Louisiana Board of Regents, Workforce and Innovation for a Stronger Economy (WISE) Initiative: Enhancement of College of Engineering & Computer Science Workforce Training Facilities, H. Mohamadian, P. Carriere, and E. Khosravi, \$160,000.

Louisiana Board of Regents, "The LONI Institute: Advancing Biology, Materials, and Computational Sciences for Research, Education, and Economic Development", H. Mohamadian, M. Stubblefield, D. Jerro, and E. Khosravi, \$1,000,000.

National Academy of Sciences, "Advancing Scholarship in Engineering Education", H. Mohamadian, \$12,000.

Halliburton Corp., "Engineering Summer Institute", H. Mohamadian and J. Peters, \$50,000

Lockheed Martin Corp. "Enhancement of College of Engineering Activities", H. Mohamadian, \$120,000
 The Boeing Company. "Engineering MSER CAD Modeling Tools", H. Mohamadian, E. Blevins, and A. Jana, \$100,000

IT Initiative, "High Performance Computing and Networking", H. Mohamadian, \$385,000.

SUBR-Title III, "Assessment of Engineering Education Outcomes", H. Mohamadian, \$125,000

SUBR Graduate School, " Enhancement of Graduate Labs", H. Mohamadian \$169,400

NRERL/DOE, "Fatigue Test and Analysis of E-glass Composite Materials," Ira Graham, H. Mohamadian, C. Wang-\$325,000

PNL, "A Measurement of Residual Stresses in Zircaloy Tubing," R. Mirshams, H. Mohamadian-\$64,000

Olin Corporation, "Student Participation in Research Activities," H. Mohamadian-\$7,500

NSF, "Effects of Prestrain State on Uniaxial Tensile Properties of Sheet Steels," R. Mirshams, H. Mohamadian- \$100,000

Louisiana Board of Regents, "Engineering Research and Education Through Acquisition of Material Testing Equipment," S. Ibekwe, R. Mirshams, H. Mohamadian, and S. Pang-\$39,000

General Dynamics, "Constant Amplitude Fatigue Crack Growth Rate Testing of RX218-T851 Plates," H. Mohamadian-\$245,000

Synthesis Coalition/NSF, "Self-Paced Laboratory Learning Stations," H. Mohamadian- \$210,000

TACOM, "Determination of High Temperature Mechanical Properties and Coefficient of Thermal Expansion of Advanced Alloys," R. Mirshams, H. Mohamadian, S. Pang, C. Yang, and K. Crosby-\$185,895

NASA, "Fractographic Studies and Analyses in Database Documentation and Development." R. Diwan, H. Mohamadian- \$200,000

Synthesis Coalition/NSF, "Assessment of Engineering Education Outcomes," H. Mohamadian-\$125,000

The Boeing Company, " Senior Design Projects," H. Mohamadian, S. Ibekwe- \$195,000

Title III, " Assessment of Student Learning Outcomes," H. Mohamadian-\$120,000

Louisiana Board of Regents, "Development of SU/LSU Joint Research and Educational Program in High Performance Networking," S. Iyengar, Ernest Walker, I. Dabipi, S. Pang, H. Mohamadian-\$312,116.

Louisiana Board of Regents, "Enhancement of the LSU/SU Joint Engineering Research and Educational Program in Composite Materials," S. Pang, H. Mohamadian-\$500,000.

Various Industry, "Adopt-A-Lab Initiative", H. Mohamadian-\$275,000.

RECOGNITIONS AND AWARDS

Selected as Outstanding Teach of Year in the Department of Mechanical Engineering-1982, 83, 86, 87, and 89.

Awarded the Outstanding Board Member of Advancing Minorities' Interest in Engineering (AMIE) Organization.

PROFESSIONAL AFFILIATIONS/ACTIVITIES

2010-2011 American Society of Mechanical Engineers (ASME) Fellow

Member of: American Wind Energy Association (AWEA), American Engineering Education (ASEE), and Society for Mining, Metallurgy, and Exploration (SME)

Elected Member of Pi Tau Sigma Honorary Engineering society.

Member of Synthesis Coalition Board of Directors

Advisor, Boeing Education Relation Division

Review papers for ASEE/GSW

Chairman Sessions ASEE/GSW

Review Textbooks in mechanical engineering, McGraw-Hill

Co-Chairman, ASEE/GSW, 1994, 2006

Review papers for AWEA

Panelist for NSF

WORKSHOP PARTICIPATION

1. 2015 ABET Summer Commission Meeting and Workshop, Baltimore, MD, July 2015
2. "Engineering Deans Council Public Policy Colloquium (PPC)-*The National Academies*", Washington, DC, February, 2012
3. " ASEE Global Colloquium on Engineering Education", Istanbul, Turkey, October, 2011
4. " Annual ASEE Workshop on K-12 Engineering Education", Salt Lake City, Utah, June 2009
5. "ASEE Engineering Research Council Summit, Workshop & Forum" , Arlington, VA, March 2007
6. "ABET Reviewers Training", Dallas, Texas, June 2005
7. "E-Business Informational and Introduction to SAP", Baton Rouge, La, May 2004
8. "3-D System Stereo-Lithography" Baton Rouge, La, Jan 2003
9. "EC 2000 ABET Assessment" Terra Haute, Indiana, April 2003
10. " ABET Assessment" Houston Texas, June, 2002
11. "Failure Analysis of Composite Materials," ASME, Houston, TX, 2002
12. "Non-Destructive Examination - Applying ASME Code, " New York, NY, 2001
13. " Finite Element Analysis Using I-DEAS," SDRRC, Milford, Ohio, 2001
14. " Mechatronics," UC Berkeley, California, 2000
15. "Integrating Design into Engineering Curriculum," Southern Methodist University, Dallas, TX, 2000
16. "Advanced Materials Application" ASME, Chicago, 2000.

WORKSHOP CONDUCTED

1. Assessment of Engineering Education Outcomes-Southern University, September 2012
2. Curriculum Mapping of Engineering Programs, Southern University, May 2010
3. Capstone Engineering Design Assessment Workshop-Southern University, October 2007.
4. Laboratory Preparation and Assessment Workshop- Southern University, March 2007.

FUNDRAISING INITIATIVES

Adopt-A-Lab Initiative (AALI) - The AALAI solicits sponsorships from industry to help support one or more instructional enhancement efforts. The sponsored contributions may be in-cash or in-kind, preferably in multiple units of \$5,000 per year, per adopted activity. Any laboratory that is fully adopted may be named after sponsoring organization, as long as the sponsorship remains current. Currently 12 of 35 engineering laboratories are adopted by our industrial partners.

Dean's Challenge Initiative-Dean of College of Engineering has challenged the college's alumni and friends to join him in investing in knowledge, and he is willing to make it worth your while. From August 15, 2006 until July 30, 2010, the Dean will match gifts to the College of Engineering at SUBR from faculty, staff, students and alumni of the college. So far about \$50,000 has been contributed.

Scholarship Endowment Funds Initiative- the College of Engineering Endowment Fund was created in 2006 to aid underrepresented students who are seeking a career in engineering. The scholarship is dedicated to the alumni of the college who have been great supporters of student scholarships. So far, one endowed scholarship has been fully established and the first payment installment has been received for three more.

Adopt-A-Professor Initiative- the Louisiana Board of Regents supports professorship endowment programs within the State of Louisiana, on a 40%-60% share basis for a total of \$100,000. Endowment funds are perpetual and the monies received are to be invested and managed by the Southern University System Foundation. Income from specific endowment fund is used to supplement the salary of a professor of exceptional distinction in the College. In addition, an endowment provides a very special opportunity to recognize an individual or organization by naming the endowment in their honor. The college has secured three endowed professorships.

Capstone Design Projects Initiative- In order to involve our industry partners, support is requested to educate our prospective engineering and technology graduates in working hand-in-hand with industrial sponsors on a real-life project. The support requested is in the form of supplying the college with lists of industry-related projects/problems from which our students can choose from and consequently find a solution for. The budget to cover all expenses for up to three projects is \$15,000. The college sponsors up to \$10,000 of the cost and the sponsoring company will pay the remaining \$5,000. There are five sponsoring companies for this initiative.

COMMUNITY ACTIVITIES

Expert Witness on various cases

Advisory Board Member- Baton Rouge High School and Greenville Elementary School

Member- Clean Power and Energy Research Consortium

Advisory Council Member- Scotlandville Magnet High School

Judge, Louisiana Science & Engineering Fairs since 1995

Member, International Education Advisory Board, Southern University, Baton Rouge

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER 2F9806

CAMPUS: SUS SUBR X SULAC SUAREC SUNO SUSLA

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

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Academic | <input type="checkbox"/> Non-Academic | <input type="checkbox"/> Civil Service |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> Part-time (<u> </u> % of Full Time) | <input type="checkbox"/> Restricted |
| <input checked="" 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) <u> </u> | <input type="checkbox"/> Retiree Return To Work | <input type="checkbox"/> Permanent Status |

Previous Employee N/A Reason Left
Date Left Salary Paid

Profile of Person Recommended

Length of Employment 08/01/2019 To 06/30/2020

Effective Date 08/01/2019

Name Habib P. Mohamadian SS# Sex M Race* Other

(Last 4 digits only)

Position Title: Tenured Professor in Engineering Department: College of Sciences & Engineering

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 41 Southern University Experience 38

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Ph.D.-Mechanical Engr.</u>	<u>LA State University-Baton Rouge</u>	<u>1982</u>
	<u>M.S.- Mech Engr.</u>	<u>LA State University-Baton Rouge</u>	<u>1978</u>
	<u>B.S.- Mech Engr.</u>	<u>University of Texas</u>	<u>1976</u>

Current Employer SUBR

Personnel Action

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

Recommended Salary 99,70.49 Salary Budgeted 99,370.49

Source of Funds Mechanical Engineering

Identify Budget: 211001-22685-61000-21000 Location

Form Code: Page Item #

Change of:

	<u>From</u>	<u>To</u>
Position	<u>Dean of Graduate Studies</u>	<u>Tenured Faculty College of Science & Engr.</u>
Status	<u>12 mos</u>	<u>9 mos</u>
Salary Adjustment	<u>132,494</u>	<u>99,370</u>

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
<u>211001-22685-61000-21000</u>	

*See Reverse Side

Graduate School signature (if, applicable):

<u>Dwayne Perry Jr</u> Supervisor Date <u>8/5/19</u>	<u>[Signature]</u> Dean/Unit Head Date <u>8/5/19</u>
<u>JAMES H. ANTONIO/ BCC</u> Vice Chancellor Date <u>8/5/19</u>	<u>[Signature]</u> Vice President/Finance Business Affairs/Comptroller Date <u>8/5/19</u>
<u>[Signature]</u> Director Personnel Date <u> </u>	<u> </u> Chairman/S.U. Board of Supervisors Date <u> </u>
<u> </u> President Date <u> </u>	

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: Effective , 08/01/2019, Dr.Habib Mohamadian will return to tenured professor faculty position in College of Science and Engineering from Interim Dean of Office Graduate Studies

EMPLOYEE REGULAR WORK SCHEDULE: M F; 8-5

EMPLOYEE DIRECT SUPERVISOR: Dr. Patrick Carriere

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-5170

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

CODE **SOUTHERN UNIVERSITY SYSTEM**
BUDGET OFFICE
 RA **AUG 05 2019**
 F1 *[Signature]*
 F0 **FUNDS AVAILABLE**

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)

REC'D UP FIN&BUS AFFAIRS
19 AUG 6 10 55

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	6	9
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment 09/01/2019 To 09/30/2020
 Effective Date 09/01/2019

Name Courtney Richardson SS# _____ Sex F Race* B
 (Last 4 digits only)

Position Title: Academic Support Counselor and Instructor Department: Southern University Law Center

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 8 Southern University Experience 2

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BA-English</u>	<u>Louisiana State University</u>	<u>2009</u>
	<u>JD</u>	<u>Southern University Law School</u>	<u>2013</u>

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$84,000.00 Salary Budgeted \$84,000.00

Source of Funds Strengthening HBGI

Identify Budget: Grant & Student Success Location 320150-32030-61002-34100
 Form Code: B0R10 Page _____ Item # _____

Change of:

Position Academic Support Counselor & Instructor From Academic Support Counselor and Instructor To

Status _____

Salary Adjustment \$74,900.00 \$84,000.00

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	Am mt
320150-32030-61002-34100	\$74,900.00

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

<u>John K. Pierre</u> <u>8/5/19</u> Supervisor Date	<u>Ann K. Hall</u> <u>8/1/19</u> VIC for Finance & Admin. Date
<u>Shawn P. Vance</u> <u>8/1/19</u> Vice Chancellor Date	<u>John K. Pierre</u> <u>8/5/19</u> Chancellor Date
<u>[Signature]</u> <u>8/5/19</u> Director/Personnel Date	<u>[Signature]</u> <u> </u> 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.

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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: Courtney Richardson, will assume additional duties to restructure the delivery of the Law Center's Summer Pre-Law Program

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

EMPLOYEE DIRECT SUPERVISOR: Vice Chancellor, Shawn Vance

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-4900

NUMBER OF EMPLOYEES SUPERVISED, (if any): 5

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

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

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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. # _____
 DATE 8/5/19
 BY DMC
 US
 RA
 HI
 J1
 F1
 F0

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

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

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
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- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

REC'D UP FIN&BUS AFFR
 19 AUG 5 AM 11:03

BAR ADMISSION: State of Louisiana, October 2014

LICENSURE: Notary Public, ID# 140128, December 2014

EDUCATION

Southern University Law Center, Baton Rouge, LA

Juris Doctor, May 2013

- Senior Editor, *Journal of Race, Gender & Poverty*
- Student Member, American Bar Association
- Student Member, Baton Rouge Bar Association
- Certified Mediator
- Student Attorney, Mediation Clinic and Elder Law Clinic
- Board of Supervisors' Scholarship Recipient
- Community Service/Volunteer Work
- Junior Partner's Academy

Louisiana State University, Baton Rouge, LA

Bachelor of Arts & Sciences, English Literature, December 2009

- Tuition Opportunity Program for Students (TOPS) award recipient
- Academic Competitiveness Grant recipient
- Pending Member of The National Society of Leadership and Success
- Residential Hall Association
- Service Learning (Tutoring Program)
- Community Service/Volunteer Work
- Junior Mentor

EXPERIENCE

Southern University Law Center

Academic Counselor & Instructor of Law

Baton Rouge, LA

July 2019 – Present

Serves as a professional resource in all areas of academic counseling and advising to law students. Works directly with students through scheduled meetings and posted office hours to assist in all aspects of the law school experience. Works in individual and group sessions with students to teach and enhance analytical, exam writing, and other academic related skills.

Southern University Law Center

Writing Fellow – SULC Supplemental Bar Prep Program

Baton Rouge, LA

May 2018 – Present

Helps SULC graduates to prepare for the Louisiana bar exam by reviewing answers and providing feedback on practice exams. Works with participants through in-person individual meetings to offer suggestions on how to improve their answers.

Southern University Law Center

Academic Coordinator & Instructor of Law

Baton Rouge, LA

March 2018 – June 2019

Collects and processes data regarding academic assistance and bar preparation services being provided to students. Coordinates data collection concerning the activities of the Office of Academic Support and Bar Preparation services to evidence the work performed and assistance provided to students for assessment and accreditation purposes. Works with students to enhance analytical, exam writing, and other academic skills.

Courtney M Richardson

LA Workforce Commission, Board of Review & Appeals Tribunal Baton Rouge, LA
Administrative Law Judge January 2015- March 2018
Determines whether an individual is qualified for unemployment benefits as defined by Louisiana Employment Security Law. Reviews and summarizes lower level Unemployment Insurance appeal hearings by conducting an examination of compliance to fair hearing standards and compliance to Louisiana Employment Security Law. Examines legal and administrative documents, resolves procedural questions, and grants or denies reopening requests of appealed decisions. Reviews testimony in detail, finds the facts, applies facts to the law, interprets the law and draws conclusions. Drafts written decisions setting forth facts and reasons for the decision, the applicable law, and the decision reached. While with the Appeals Tribunal, I conducted fact finding hearings and examined testimony in detail.

Williams Law Practice Amite, LA
Law Clerk – Contract Work August 2014- October 2014
Contracted as a law clerk to perform legal research on family law, criminal law and civil law matters. Also to draft petitions including divorce and custody petitions, briefs, letters and other legal memorandum which were vital to many court cases. Assisted with discovery including drafting deposition questions, drafting and responding to interrogatories and requests for production of documents.

Ponchatoula High School Ponchatoula, LA
Permanent Substitute Teacher January 2014- May 2014
Hired as a permanent substitute teacher for a ninth grade English teacher. Responsible for teaching English to five classes of ninth grade students. Prepared lesson plans, daily coursework, created tests, and prepared students for standardized tests. Attended daily planning meetings with experienced teachers.

Grodner & Associates Law Firm Baton Rouge, LA
Law Clerk August 2013- January 2014
May 2011- September 2012
Perform legal research on civil matters including personal injury, new home warranty act, medical malpractice and worker's compensation. Draft petitions, complaints, briefs, letters and other legal memorandum which present arguments that could be used during trial as well as in other legal documents including settlement agreements and motions for summary judgments. Communicated with opposing counsel and clients. Perform all aspects of the client intake process, prepare clients for their appearance in trial and at depositions, develop client testimony for trial and their depositions, and act as a liaison between clients and attorneys. Assisted in discovery including drafting deposition questions, drafting and responding to interrogatories and requests for production of documents.

ASSOCIATIONS

- Wills for Hero's
- Member, Louis A. Martinet Legal Society, Inc., Greater Baton Rouge Chapter
- Member, American Bar Association
- Member, Louisiana State Bar Association



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

July 31, 2019

Dr. Ray L. Belton – President/Chancellor
Southern University System and Southern
University and A&M College
4th Floor, J.S. Clark Administration Building
Baton Rouge, Louisiana 70813

RE: Assignment of IT Analyst Greg Speyer of the Southern University Law Center to take on additional duties for additional compensation to address Analytic Data needs

Dear Dr. Belton:

It has become painfully obvious to me that the Law Center needs to realign Information Technology (IT) functions in order for the Law Center to keep up with data driven information needs and analytics information gathering. Because of the constant and ongoing institutional and external data gathering needs along with managing the collection, analysis, and general availability of such data for institutional planning, operations, and accreditation processes, IT plays an integral role in the identification, acquisition, and employment of needed software, development tools, hardware systems, and services for the development and maintenance of Law Center specific data warehouses, products, and other data methods.

IT has an essential policy and procedural advisement and development role regarding the Law Center's data gathering, and analytics functions. From an analytics perspective, evaluation of state and federal legislative and regulatory proposed actions, as well as accrediting bodies regulatory proposed actions, is critical because such proposed actions have significant implications for organizational performance and evaluation of Law Center programs.

The foregoing discussions exhibits a need for an IT personnel staff member to be engaged in the following:

- Providing guidance to the various departments of Law Center on data governance
- Working in conjunction with academic affairs, student affairs, and institutional research leaders in the management and development of the Law Center's gathering and analytics functions
- Collecting and analyzing data to assess short-term and long-term institutional needs
- Designing, developing, and maintaining data warehouses and data marts.

Dr. Ray Belton
July 31, 2019
Page -2-

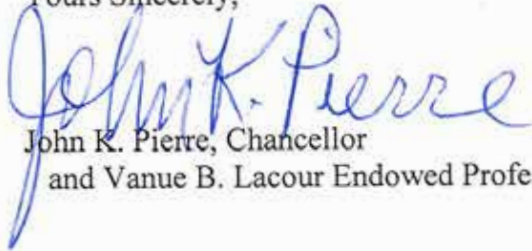
- Providing consultation to the Law Center's leadership team, faculty, and staff on information technology systems and business/academic processes related to analytics activities and initiatives.

Rather than creating a whole new analytics staff, project teams, and operational structure associated with analytics related projects which would be extremely costly, I proposed that the Law Center create additional duties within IT to address analytic data needs.

The Law Center has been blessed to have a talented IT personnel member by the name of Gregory Speyer who has helped the Law Center identify analytic methods, tools components, and services for the collection and dissemination of analytical data, on an ad hoc basis. I would propose that Mr. Speyer be tasked to take on the additional duties associated with analytics data management. Mr. Speyer currently serves as the Analyst in the IT Department at a salary of \$61,644.00. I propose that his salary be adjusted to \$75,000.00 to compensate him for taking on the additional duties outlined in this letter. I would appreciate it if you presented my request to the Southern University Board of Supervisors at its August 2019 Board meeting.

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

Yours Sincerely,

A handwritten signature in blue ink that reads "John K. Pierre". The signature is written in a cursive style with a large, prominent "J" and "P".

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

GREGORY P. SPEYRER

Employment 2012-Present

Southern University Law Center **Information Technology and Analytics**

Responsible for the Analysis and interpretation of Law Center data, related to enrollments, retention, transfer, completers, academic assessment, institutional accreditation progress and compliance, financial, budgeting, and related data to advance the Law Center's educational policy, administrative decisions, strategic planning and assessment activities.

Present findings and recommendations to the Law Center registrar/enrollment management, admissions, financial aid, finance, budgeting, academic affairs, chancellor's office, and other college-wide users/consumers.

Provide input on indicators and metrics to support continuous improvement of educational programs and services, to include accreditation core theme indicators.

Work with various Law Center departments in the use of consistent processes for preparing internal and external reports, dashboards, and data sets.

Initiates and provides input on institutional policies, procedures and practices related to the collection, analysis and management of data.

Work closely with Law Center faculty and administration in SACS accreditation activities especially as it relates to provisioning/analysis of data and support of IT systems designed to facilitate the development of accreditation applications and tracking.

Work closely with academic, student services, and administrative services to design survey instruments to capture performance outcomes and collect data to assess college-wide goals and objectives.

Provide consultation to faculty on information technology services and business process analysis related to law center services.

Provide project management services as needed for various Information Technology and Analytics initiatives.

Produce annual reports that document the department's progress provisioning and delivery of services.

Develop policies, strategic, and operational plans as needed.

Develop applications and use software tools (e.g. decision support systems, statistical tools, applications, database tools, etc.) to extract, transform, load, and analyze data to discern actionable insights.

2011-2012

Louisiana Health Science Center – Shreveport, Louisiana **Electronic Health Record (EHR) System Implementation**

An enterprise operation of approximately ten hospitals and multiple clinic locations serving citizens across the State of Louisiana.

Responsible for development and delivery of vendor guided systems and associated training programs associated with a federally funded, state-wide electronic health record project.

2005 – 2011

Louisiana Community and Technical College System, Baton Rouge, Louisiana **Enterprise Information Systems**

- An enterprise operation consisting of sixteen colleges with over fifty physical locations serving over 75,000 students and approximately 5,000 faculty and staff.
- Responsible for information systems design and strategic planning, technology evaluation and acquisition, application development and management, on-premise and outsourcing services, help desk, telecommunications, contract review and negotiations, information integrity and security, general and IT disaster recovery and business continuity operations.
- Responsible for an innovative mix of on-premise and externally hosted and supported solutions spanning many phases of LCTCS services, and operations.

- Member of Louisiana Optical Network Initiative management council.

Accomplishments:

- Successful bidding, selection, negotiation, and approval for procurement implementation and ongoing third-party support of a \$34,000,000 common Enterprise Resource Planning (ERP)/Student Information System (SIS) serving all community and technical colleges under LCTCS.
- First Louisiana higher education system to establish a common externally hosted and supported ERP/SIS.
- Working with the Online Executive Directors, selected, designed and negotiated external IT operating structures, services, negotiated pricing and agreements, and created operating budgets for the LCTCSOnline.
- First Louisiana higher ed system to select and deploy a third-party, externally hosted common record scanning/imaging system for technical colleges.
- Successful deployment of high-speed network using fiber and metro-Ethernet to LCTCS institutions. Expanded access to bandwidth, commodity internet service, internet2 service, and increased security and reliability of wide area network services.
- Established SharePoint services for use in content management, collaboration, workflow, dash boards, intranet, and project management
- Working with the LCTCS Foundation Executive Director established foundation donor tracking and accounting systems.
- Stabilized and increased reliability of PeopleSoft ERP system serving 13 of 16 institutions.
- Established external hosting services for PeopleSoft ERP system. Increased reliability and access during normal and emergency/disaster events.
- Developed general and IT disaster recovery plan for enterprise services and systems.
- Established third party help desk.
- Stabilized and established reliable support service for the technical college Student Enrollment System.
- Negotiation, planning, and implementation of LCTCS participation in the Latrac government transparency initiative with the Division of Administration.
- Working with the Legislative liaison, developed the tick sheet tracking system.
- Worked with state agencies in the development of an alternative data center/disaster recovery/data replication site for state agencies and higher ed institutions.
- Established security administration position and enterprise IT security standards and operations.
- Successful completion of legislative auditor general and focused IT audits with no material findings.
- Utilization of off-site data vaulting services for backup and recovery of critical data.

2003-2004

Phoenix Health Systems/East Jefferson General Hospital, New Orleans, Louisiana

Enterprise Information Systems

- An enterprise operation of approximately 70 staff and managers
- Annual IT budget of approximately \$12,000,000.
- Executive responsible for information design and strategic planning, technology evaluation and acquisition, application development and management, help desk, telecommunications, information management workflow processes, information integrity and security, and the medical and clinical uses of data, contract review and negotiations, information integrity and security, general and IT disaster recovery and business continuity operations.
- Medical school, allied health, and professional graduate administration affiliations.
- Over 450,000 unduplicated outpatient patient visits, 35,000 ED visits, and 60,000 inpatient admissions per year with an annual budget over \$252,000,000/year.
- Member of Executive Staff and Leadership Council, and Strategic Planning Committee.

Accomplishments:

- Revision of the health care organization's Information Systems/Information Management strategic plan.
- Reconstituted Information Management/Information Technology governance.
- Evaluation, selection, and negotiation of enterprise Hospital Information System (HIS) to replace legacy system; a \$35,000,000 acquisition for complete replacement.
- Implementation structure and project plans developed for HIS replacement.
- Establishment of outsourced IT operations
- Valuation, acquisition and merger of a private hospital and associated information systems, departmental systems, information systems organizations, policies, procedures, & budgets.
- Implementation of several PeopleSoft modules in support of developing paperless and self-serve environment.

1992-2003

Health Care Services Division (HCSD)/Medical Center of Louisiana (Charity) at New Orleans/Louisiana State University Medical Center

Enterprise Information Systems

- An enterprise operation of encompassing nine hospitals across Louisiana and associated IT systems and staff.
- Annual budget of approximately \$10,000,000.
- Charged with overall development and support of hospital information, clinical, and telecommunication systems for a statewide nine-hospital network.
- Serves urban and rural tertiary care, and ambulatory care facilities.
- Multiple medical school, allied health, and professional graduate administration affiliations.
- Supports large-scale statewide outpatient services.
- Over 1,900,000 unduplicated outpatient patient visits, 330,000 ED visits, and 135,000 inpatient admissions per year with an annual budget over \$800,000,000/year.
- Member of Enterprise Executive Staff and Leadership Council.

Accomplishments:

- Development of the health care system's first comprehensive Information Systems strategic plan.
- Working with HSC management, consolidated aspects of hospital networking, database, security administration, server administration, HIS programming support, security administration, web services, and IS contract administration for improved services and reduction in operating costs.
- Selection, negotiation, and deployment of an enterprise-wide common laboratory, medical credentialing, bill scrubber, quality assurance, medical records, and pharmacy information systems serving all HCSD facilities.
- Selection, negotiation, and installation of an enterprise Radiology Management and PACS. Installed at largest facility. Selected by vendor as national reference site. Supported interpretation of radiology studies across the State and in Australia.
- Negotiation of enterprise hospital information system contract serving the nine-hospital system.
- Merger of hospital information systems, departmental systems, information systems organizations, policies, procedures, & budgets between an HCSD facility and private hospital.
- Consolidation and sharing of IT hospital management and staff between several hospital sites improving quality of service and reducing human resource costs by 20% in affected facilities.
- Board member of the community access program associated with the New Orleans area.

Medical Center of Louisiana (Charity) at New Orleans

Hospital Information Systems

- I directed ninety-six staff and managers.
- Overall responsibility for development and support of hospital information and telecommunication systems in the medical center.
- A 750-bed tertiary care facility (60,000 admissions/year, 170,000 ED visits, 483,000 outpatient visits annually). Multiple medical school, allied health, and professional graduate administration affiliations.

Medical Center of Louisiana (Charity) at New Orleans

Applications and Systems

- Managed and directed forty staff and managers in the development and support of hospital information systems.
- Managed an information systems department responsible application systems (clinical, financial & administrative), networking, security administration, and telecommunications.
- Responsibilities included all department head administrative, personnel, budgeting, planning, project management, and system activities for the staff under my direction.

Louisiana State University Health Sciences Center

Team Instructor – Medical Informatics

Team teaching of medical informatics course to LSUHSC graduate students. Lectured on Computerized Patient Record systems.

1986 – 1996

Delgado Community College, New Orleans LA

Instructor, Computer Information Systems

Credit classes taught for applications programming, systems analysis, database management, and files and data structures.

**EDUCATION
AND
CERTIFICATIONS**

- *Master of Business Administration/Technology Management*
- *Masters – Archives and Records Administration*
- *Bachelor of Science, Cum Laude- Computer Information Systems*
- *Bachelor of Arts, History*
- *Fellow – Health Information Management Systems Society*
- *Previously Certified in the Governance of Enterprise Information Technology – Information Systems and Audit Control Association*
- *Project Management Master Certification Program – American Project Management*
- *Member – Infarguard – FBI and private/public partnership concerning information security and threats.*
- *L636 0 Multi-Hazard Emergency Planning For Higher Education – Dept. of Homeland Security*
- *ICS 100 – Introduction to Incident Command System – Dept. of Homeland Security*
- *ICS 200 – ICS for Single Resources and Initial Action Incident – Dept. of Homeland Security*
- *ICS 700 – National Incident Management System (NIMMS) – Dept. of Homeland Security*
- *ICS 800 – National Response Framework – Dept. of Homeland Security*

**Social &
Professional
Affiliations**

- Association of Computing Machinery (ACM)
- Healthcare Information Management Systems Society (HIMSS).
 - Member – *e-Prescribing* task force.
 - Member - *Annual Education Conference Committee* – Leadership and Management Track.
 - Member - *Education Committee*.
 - CPHIMS charter certification received, 2001
 - Item contributor and reviewer to the CPHIMS Practice
 - Item writer for the CPHIMS certification exam, 2003.
 - Reviewer, mentor/coach and moderator for annual conference.
- Member of the Council of Information Services Directors (CISD)
 - President 2008-2009 - First Vice President 2007-2008 - Second Vice President 2006-2007
- Member – Association for Institution Research
- Member – Higher Education Data Warehousing Forum

JOB CLASS 3	6	7	0	5
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	2	8
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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 09/01/2019 To 09/30/2020
 Effective Date 09/30/2019

Name Gregory P. Speyrer SS# _____ Sex M Race* W
 (Last 4 digits only)

Position Title: System Analyst Department: Law Center - IT

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

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

Years Experience 30 Southern University Experience 5
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
B. A. History University of New Orleans 1982
B.S. Computer Information Sys. Tulane University 1986
M.B.A. Technology Management University of Phoenix 2000

Current Employer Southern University Law Center

Personnel Action

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

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

Source of Funds Strengthening HBGI

Identify Budget: Grant Location 320146-36301-61002-36000
 Form Code: 1 Page 1 Item # 1

Change of: _____

Position System Analyst From System Analyst To

Status _____
 Salary Adjustment \$61,644.00 \$75,000.00

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
320146-36301-61002-36000	\$61,644.00

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

Shawn D. Vance 8/11/19
 Vice Chancellor Date
[Signature] 8/15/19
 Director Personnel Date

Gerry K. Hall 8/11/19
 V/C of Finance and Admin. Date
 Chancellor Date
[Signature] 7/25/19
 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: Rather than creating a whole new analytics staff, project teams, and operational structure associated with analytics related projects which would be extremely costly. Gregory Speyer will take on additional duties for additional compensation to address Analytic Date needs.

EMPLOYEE REGULAR WORK SCHEDULE: Daily
EMPLOYEE DIRECT SUPERVISOR: Mrs. Lata Johnson
NUMBER OF EMPLOYEES SUPERVISED, (if any) 3

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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. # _____
 DATE 8/5/19
 BY D/MS
 US _____
 RA _____
 H1 _____
 J1 _____
 F1 _____
 F0 _____

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

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

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/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)

REC'D UP FIN&BUS OFFICE
19 AUG 6 AM 11:03

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER 2 F 9 0 6 2

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 Mary Darby Reason Left Retired
 Date Left May 2018 Salary Paid \$69,379.00

Profile of Person Recommended

Length of Employment August 1, 2019 To May 15, 2020
 Effective Date August 12, 2019

Name Tesfalidet Tukue SS# [REDACTED] Sex M Race* Blek
 (Last 4 digits only)

Position Title: Assistant Professor of Accounting (2F9862) Department: Dept. of Acct., Fin. & Econ

Check One Existing Position *Visa Type (See Reverse Side): F I
 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 15 Southern University Experience 0
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
Ph.D. - Accounting Rutgers University 2017
United Nations Inst for Training UNITAR 2007
BA - Accounting (CPA) Univ. of Asmara 2004 (Sum, 2019)

Current Employer St. Joseph's University Philadelphia, PA

Personnel Action

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

Recommended Salary \$120,000.00 Salary Budgeted \$120,000.00

Source of Funds State Funds for Accounting

Identify Budget: 211001-22205-21000 Location Accounting
 Form Code: _____ Page _____ Item # _____

Change of: _____
 Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
<u>211001-22205-11003-21000</u>	

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

*See Reverse Side Graduate School signature (if applicable):
 Supervisor [Signature] 8/14/19 Date 8/14/19
 Dean/Unit Head [Signature] 8/14/19 Date 8/14/19
 (The Chancellor) [Signature] 8/14/19 Date 8/14/19
 Director/Personnel [Signature] Date _____
 Vice President/Finance [Signature] 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 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: Dr. Take is being hired as an Assistant Professor of Accounting to replace Dr. Darby who retired May 2018.

EMPLOYEE REGULAR WORK SCHEDULE: Between 8AM – 5 PM between Monday - Friday

EMPLOYEE DIRECT SUPERVISOR: Ghirmay Ghebreyesus 771-5640 / 771-5934

NUMBER OF EMPLOYEES SUPERVISED, (if any) 0

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE
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

SOUTHERN UNIVERSITY SYSTEM
BUDGET OFFICE
EXPIRES
AUG 14 2019
[Signature]
FUNDS AVAILABLE

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)

Tukue

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SOUTHERN UNIVERSITY

SUSI SUBR SULAC SUAREC SUNO SUSLA

2018 NOV 13 AM 4:54:30 POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION Assistant, Associate, or Professor of Accounting AS DESCRIBED BELOW
BE AUTHORIZED AS A VACANCY FOR College of Business
(Department or Unit)

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

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

RECEIVED
NOV 09 2018
Office of the Vice President
for Administration and Planning

*requires the approval of System President

VACANCY DESCRIPTION AND JUSTIFICATION

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

Assistant, Associate or Professor of Accountancy. Individual will provide the department with teaching, Research, scholarly publications and service for the program. In addition, the individual will work with outreach projects to the business community. Courses taught include, Financial Accounting, Managerial Accounting, Intermediate Accounting, International Accounting, Tax Accounting Financial Statement Analysis, Auditing Accounting Information Systems and others.

Salary/Range: \$90,000 to \$140,000 Previous Incumbent (if replacement): Dr. Mary Darby

Approved Disapproved G. S. Shebreyan 10/29/18
Department Head Date

Approved Disapproved Donald R. L. [Signature] 10/29/18
Dean/Director/Supervisor of Budget Unit Date

COMPTROLLER'S OFFICE ONLY
Funds Available
 Yes No
Signature: [Signature] Date: 11/28/18
Budget Number: 21001-21015-21000

HUMAN RESOURCES OFFICE ONLY
Existing/Approved Position
 Yes No
Job Code: F Cal Id: M Job Class: 28030
Verified By: [Signature] Date: 11/14/18

Approved Disapproved James H. Ammons 11/9/2018
Vice Chancellor Date

Approved Disapproved [Signature] 12/7/18
Vice President/Provost Date

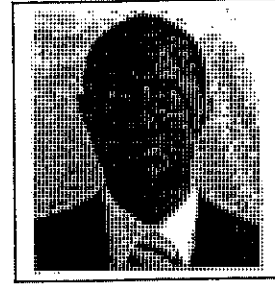
Approved Disapproved [Signature]
President Date

An Equal Opportunity Employer

GF

2. CURRICULUM VITAE

Tesfalidet T. Tukue
3734 Conshohocken Ave
Philadelphia, PA 19131
(973)420-8595
testukue@gmail.com



CITIZENSHIP – U.S.

EDUCATION

- Rutgers, The State University of NJ: Ph.D. May 2017
 - Major: Accounting
 - Minor: Finance
- United Nations Institute for Training & Research (UNITAR): Research Fellow: (2005 – 07)
- University of Asmara (UOA): B.A (*Magna Cum laude*) in Accounting (2004)

CERTIFICATION

- CPA – In View (Summer 2019)

SKILLS

- SAS, STATA, SAP, SQL, MATLAB, PEACHTREE

TEACHING EXPERIENCE

A. TEACHING POSITIONS

- Saint Joseph's University – Assistant Professor (2017 – Present)
- Saint Joseph's University – Instructor (2014 – 2017)
- Rutgers University - Instructor: (2012 -2014)
- Rutgers University: Graduate Teaching Assistant (2010 -2012)
- UOA: College of Business & Economics (Graduate Teaching Assistant) (2004 -2007)

B. COURSES TAUGHT

- Financial & Managerial Accounting for Managers (MBA) - (Average Rating – 4.71/5.00)
- Auditing & Assurance Services (Average Rating – 4.56/5.00)
- Financial Statement Analysis (Average Rating – 4.53/5.00) -
- Intermediate Accounting (Average Rating – 4.62/5.00)
- Financial Accounting (Average Rating – 4.67/5.00) -
- Managerial Accounting (Average Rating – 4.58/5.00)
- Managerial Accounting (HONORS) (Average Rating – 4.61/5.00)
- Excel Competency (Computer Augmented Accounting)- (Average Rating – 4.55/5.00)
- BECKER CPA Review Sessions– Financial Accounting & Reporting (FAR)
- BECKERS CPA Review Sessions– Auditing & Attestation Services (AUD)

RESEARCH

A. COMPLETED RESEARCH PAPERS

- Internal Controls and Operational Efficiency (Submitted for AAA in 2019)
- Business Risk and Audit Fees: Evidence from Innovation Firms: (Presented at AAA in 2018)
- Internal Controls & Innovations (Presented at AAA in 2017)

B. RESEARCH-IN-PROGRESS

- Innovations and Cost of Equity Capital (Presented at ABR in 2017)
- Innovation and Compensation Schemes: Evidence from Pension Benefits
- Relationship between Advertising & Product Quality Revisited: The Case of Product Warranty (Claims)
- Long-term Effect of Fraud on Innovation firms

C. ACADEMIC CONFERENCES & SYMPOSIUMS

- American Accounting Association Annual Meeting, 2018, *Washington, DC*
- 40th World Continuous Auditing & Reporting Symposium, 2017, *Newark, NJ*
- American Accounting Association Annual Meeting, 2017, *San Diego, CA*
- Academy of Business Research Fall Conference, 2017, *San Antonio, TX*
- Deloitte Foundation -True Blood Seminar for Professors, 2017, *Dallas, TX*
- 38th World Continuous Auditing & Reporting Symposium, 2016, *Newark, NJ*
- 35th World Continuous Auditing & Reporting Symposium, 2015, *Newark, NJ*
- American Accounting Association Annual Meeting, 2015, *Chicago, IL*
- 33rd World Continuous Auditing & Reporting Symposium, 2014, *Newark, NJ*
- American Accounting Association Annual Meeting, 2013, *Anaheim, CA*
- American Accounting Association Annual Meeting, 2012, *Washington, DC*
- 25th World Continuous Auditing & Reporting Symposium, 2013 - *Newark, NJ*
- American Accounting Association Mid-Atlantic Regional Meeting, 2012, *Philadelphia, PA*
- American Accounting Association Mid-Atlantic Regional Meeting, 2011, *Baltimore, MD*
- 23rd World Continuous Auditing & Reporting Symposium, 2011 - *Newark, NJ*
- 21st World Continuous Auditing & Reporting Symposium, 2010 *Newark, NJ*
- Accounting for Intangibles Symposium, 2010, *Newark, NJ*

ACADEMIC SERVICES (Department, College & University)

- Academic advisor for more than 50 students, Accounting Department, SJU
- Financial Accounting and Auditing Course Coordinator, Accounting Department, SJU
- Faculty Procedures and Policies Sub-committee member in the Faculty Senate, SJU
- Board of Student Academic Review, SJU
- Assurance of Learning (AOL) Committee, College of Business, SJU
- AACSB Accreditation Report committee, Accounting Department, SJU
- Continuous Improvement Report (CIR) Review Committee, Accounting Department, SJU
- Internship Committee, Accounting Department, SJU (2015-Present)
- Editorial Assistant for *Journal of Accounting, Auditing & Finance* (JAAF)
- Ad Hoc Reviewer for the *Journal of Accounting, Auditing and Finance*
- Ad Hoc Reviewer for the *International Journal of Disclosure and Governance*.

PROFESSIONAL EXPERIENCE

- Financial Consultant and Transaction Analyst, MTB Import and Export Co (2008 – 2009)
- Internal Auditor, University of Asmara (2004 – 2007)

AWARDS AND HONORS

Saint Joseph University

- Dean's Summer Research Grant

Rutgers Business School, NJ

- Departmental Nominee for the Dean's Teaching Excellence Award (2013/2014)
- Dissertation Fellowship award for the academic year 2014/2015
- Dean's Summer Scholarship Grant (Summer 2013)
- Dean's Summer Scholarship Grant (Summer 2012)
- Research and Teaching Assistantship (2010 - 2013)

University of Asmara

- Valedictorian of the and Gold Medal Winner of the College of Business and Economics (2004)
- Dean's honor list of College of Business and Economics (1999 - 2004)

MEMBERSHIP

- American Accounting Association (AAA)
- Academy of Business Research (ABR)
- Northeastern Association of Business, Economics and Technology (NABET)

3. REFERENCES

Dr. Dan Palmon

William J. von Minden Professor of Accounting
Chair, Department of Accounting and Information Systems
Rutgers Business School
1 Washington Park, Room 920
Newark, NJ 07102-3122
dpalmon@business.rutgers.edu
(973) 353-5472 (Office)
(201) 658-5833 (Cell)

Dr. Miklos Vasarhelyi

KPMG Distinguished Professor of Accounting Information Systems
Director, Rutgers Accounting Research Center & Continuous Auditing & Reporting Lab
Rutgers Business School
1 Washington Park, Room 946
Newark, NJ 07102-3122
miklosv@andromeda.rutgers.edu
(201) 454-4377 (Cell)

Dr. Bharat Sarath

Professor of Accounting
Department of Accounting and Information Systems
Rutgers Business School
New Brunswick, NJ
bsarath@andromeda.rutgers.edu
(848) 445-3447 (Office)

4. RESEARCH STATEMENT

RESEARCH INTEREST

Innovation has long been recognized as a major driver of economic growth (Porter, 1992). Empirical research and surveys of business activities also show that firms with higher levels of innovation tend to enjoy significant competitive advantages and increase in firm value. Recognizing the importance of innovation for firm and national growth, a large number of stakeholders including investors, firm managers, policy makers and regulators have become increasingly interested in innovation in recent years. Although a broad range of literature that provides insights into the underlying factors that impede or enhance innovations has proliferated, there is a relative dearth of studies that specifically examines the Financial reporting and Audit practices in innovation firms. Accounting information is very crucial for both the firm and its stockholders to make informed decisions. My research interests mainly focus on the Financial reporting and Auditing practices in innovation firms; and I believe my research will have practical and academic implications. My goal is to produce high impact research that will be published in top journals and influence a new generation of thought leaders.

CURRENT & FUTURE RESEARCH

Specifically, my current researches focus on the performance evaluation, financial reporting practices, and audit procedures in innovation firms. I have two completed working papers that I plan to submit for publication soon. The first paper examines audit risk in innovation firms; whereas the second one investigates the effect of internal controls on innovation productivity. Both essays will contribute to the literature as the first studies to investigate the questions under study. Further, my other current research projects include a study on innovations and compensation schemes, internal controls and operational efficiency, and long-term effect of fraud on innovation firms, and innovations and cost of equity capital. I have presented my work at a number of accounting conferences over the last few years. My research projects have also been recognized by the Dean's office at Rutgers and Saint Joseph's University, and I have been awarded summer research funds and fellowship grants for my research projects.

Over the years, I have built several unique datasets that I am planning to use in future works. The datasets include various information about innovation firms collected from the National Bureau of Economic Research (NBER), United States Patents and Trademark Office (USPTO), Boston Consultancy Group, Forbes and other institutions. Building the datasets was a challenge, but it taught me more about thinking through an idea than simply relying on the information in publicly available datasets.

There are plenty research questions I would like to investigate about capital structures, corporate governance and compensation schemes of innovation firms. In addition to archival research, I am willing to consider behavioral methods that could help me answer my specific research questions.

I am also currently serving as the Editorial Assistant for the *Journal Accounting, Auditing and Finance* (JAAF), giving me exposure to the cutting-edge research of others. I am committed to the ongoing exchange of ideas with the academic community throughout my career, so as to continue to grow and excel as a scholar, and thereby to benefit my institution, my field, and most importantly, my students. Overall, I believe my professional and academic experiences have prepared me for interdisciplinary research in accounting and innovation, and an exciting career at Southern University.

5. TEACHING STATEMENT

"The mediocre teacher tells. The good teacher explains. The superior teacher demonstrates. The great teacher inspires and drives the student to think." - William Arthur Ward

MOTIVATION

In my entire experience as a student, I have always felt fortunate to have had several enthusiastic professors, who not only have opened the gate to the fascinating world of knowledge, but also bestowed on me the ability to think independently. Inspired by their influences, I have developed a very high appreciation and respect for teaching; and consequently, decided to devote myself to it. The knowledge we accumulate as researchers and practitioners is valuable only if it is shared. Therefore, the main motivation for embracing teaching as part of my career is driven by the desire to contribute to the learning process as well as the conviction that teaching would be the best way to acknowledge and return the favor I had received from my previous professors. Moreover, given my interdisciplinary research in innovation and accounting, I can provide several perspectives of accounting that resonate with other courses offered at Southern University. I am excited to make each class at the department a unique learning experience by anchoring the fundamental concepts of accounting with practical examples drawn from well-known innovation and technology firms.

PHILOSOPHY

As a teacher, my primary goal is to facilitate the intellectual and professional development of my students in every possible way. Towards this goal, my teaching philosophy embraces the following key elements: (1) Clear learning objectives and expected learning outcomes, which outline the concrete list of tasks to be fulfilled throughout the course. (2) Inspiration, that is to stimulate the intellectual potential and curiosity of the students and foster critical thinking. (3) Commitment, by which a good teacher can get students engaged in the subject matter both in and out of the class room.

EXPERIENCE AND METHODOLOGIES

My experience as an educator is diverse. I have taught a variety of accounting courses both at the undergraduate and graduate level in a classroom setting as well as online at Rutgers and Saint Joseph's University. My experience also includes advising students on statewide case competitions and scholarship applications, mentoring honor students on their senior essays, and running CPA exam review sessions. In those periods, I have been able to develop and apply various teaching styles and methodologies effectively.

I endeavor to create an atmosphere in the classroom where I at least spark the students' thirst for knowledge and an appreciation for learning. On the first day of class, I communicate my teaching philosophy by emphasizing the importance of critical thinking and communication skills, along with the learning objectives so that students can understand my approach to the class environment and my expectations of them. Similarly, I would like to inspire my students to be independent thinkers and researchers. Whenever possible, I expose students to my research as a way of expanding their intellectual and professional horizons.

I believe that the best learning experience is hands-on; and every theoretical topic should be motivated by some practical example. To that effect, I frequently begin class sessions with a discussion of current events or global issues that draw the class to tangible observations. In my graduate classes, I adopted the use of a financial statement analysis project where the students choose publicly traded technology firms to follow on the first day of class. I have them complete a series of assignments each week and at the end of the semester, they will be asked to produce a written report and present their findings to the class. The projects add variety to the class while giving students a chance to polish their writing and presentation skills.

TECHNOLOGY

Advances in information technology have significantly transformed the role of accounting and accountants in business. Recognizing its importance, several Accreditation bodies and Professional associations have called for the integrations of information technology into accounting curriculums and professional practices. The AACSB insists business students' learning experiences to include the use of appropriate instructional technologies and technology tools [AACSB 2010]. Likewise, AICPA promotes the adoption of IT-empowered accounting systems and business practices among its top priority initiatives; and recommend that individuals entering the accounting profession must acquire the necessary skills to use technology tools effectively and efficiently [AICPA, 2006, 2010]. Similarly, in its report to the university faculty, the Bedford Committee of the American Accounting Association (AAA) suggested accounting academics to acquire necessary skills to carry out computer-assisted teaching and learning.

I firmly believe that the integration of current and emerging technologies into the existing accounting courses ensures practical learning and contextual understanding of technology in the business world. This approach will equip students with skills that are in demand and 'work-read' in the industry. In the past few years, I have developed and successfully integrated different technology modules into my courses using SAP and Microsoft tools.

ENGAGEMENT, IMPACT AND FEEDBACK

I enjoy teaching and I am very proud of the impact that I have made on my students so far. Overall, I believe that my teaching is well received by the students and that I have established my reputation as an open, motivating and considerate professor. The anonymous course evaluation ratings by students and peer observation reports support this contention and suggest that my philosophy and pedagogical style result in providing the students with a meaningful academic interaction. Across all of my courses, I have consistently beaten the department and college average in every teaching evaluation category and I have also been nominated for the Dean's Award in teaching excellence at the Rutgers Business School. Similarly, my commitment to help students goes beyond the classroom. When required, I make myself easily available to provide extra assistance in both academic and professional matters. Several of my students and advisees have won PWC case competitions and statewide AICPA scholarships; whereas more than half of my CPA review students passed their CPA exams on their first try. I believe a successful teacher represents a good role model for many students as an intellectual and as a professional, and I would strive to engage and affect the students with my devotion and enthusiasm.

6. LEADERSHIP AND SERVICE STATEMENT

"It is high time the ideal of success should be replaced with the ideal of service." — Albert Einstein

Leadership is the act of taking the initiative to serve as a change agent in ethical and responsible manner. Teachers typically define career satisfaction in terms of their ability to be of service to others and make a difference in the lives of their students. Therefore, the initiatives to lead lies with in all teachers, and our instinctive initiatives to lead stems from our desire to improve the quality of teaching and learning for all students. And at institutional level, educational leadership should recognize the light within each teacher and make it brighter through a concerted effort to achieve the highest possible outcome and ensure continuous improvement. To that effect, my educational philosophy of leadership would focus on developing a positive culture that all the stakeholders including students, staff, and community members race to be a part of, rather than finding ways to escape.

My leadership style is collaborative – a process that involves investing in followers and fostering relationships that will establish a group dynamic that collectively shares a common vision. Educational leaders must be able to build relationships with all stakeholders, discover and play to the strengths of their faculty and university community, build leadership capacity by empowering others to ensure continuity, and lead by examples and engagement. I want to be a leader who explicitly communicates with all stakeholders and passionately implements the above key components to create a positive learning culture within the university.

In the past few years, I have been involved in various leadership activities and served on different committees at department, college and university levels. Some I have sought out and volunteered for, whereas others were offered and suggested to me. At the department level, I have been serving as an academic advisor for more than fifty students and a coordinator for Financial Accounting and Auditing courses offered by the department. Similarly, I am currently serving as a member of accounting internship committee and accounting technology team.

At college level, I have worked as member of the Assurance of Learning (AOL) committee that periodically collects data and prepares assessment reports and AACSB accreditation report for the college of business.

At the university level, I previously served as a member of the Board on Student Academic Review (BOSAR). Currently, I am a member of Faculty Policies and Procedures (FPP) sub-committee in the university Senate. In these positions, I have worked on different engaging mandates including assembly and expression policy and faculty service-learning mandates for the university.

Like many faculties who are passionate about their career, I find that I work at my best when faced with fresh and exciting challenges. Having been involved in various leadership activities and served on different committees, I am highly motivated to take on a position of greater leadership in the department of Accounting, Finance and Economics as needed (assigned) as it corresponds to my core values of developing positive cultures, effective communication and continually striving to promote the academic and professional experience of its stakeholders.



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

July 31, 2019

Dr. Ray Belton - President/Chancellor
Southern University System and Baton Rouge Campus
4th Floor – J.S. Clark Administration Building
Baton Rouge, Louisiana

Re: Unpaid Leave for Professor Latisha Nixon Jones

Dear Dr. Belton:

Latisha Nixon-Jones who has ably led the Law Center's Disaster Legal Clinic for the past three years after the great flood of 2016 has been offered a Visiting Professor position at the University of Oregon Law School, for a two-year term. The Disaster Legal Clinic has gained national attention for its work in 2016, 2017, 2018, and 2019 in Louisiana, Texas, Florida, Puerto Rico, and North Carolina.

This visiting professor opportunity will enhance her professional growth as a legal scholar. I therefore request that the Southern University Board of Supervisors grant her a two-year unpaid leave of absence/sabbatical for the 2019-2020 and the 2020-2021 academic years, at its August 2019 Board meeting. If you have any questions, please feel free to contact me.

Yours Sincerely,

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

RECEIVED
OFFICE OF THE
PRESIDENT
2019 AUG -6 AM 9:18
SOUTHERN UNIVERSITY
SYSTEM

SOUTHERN
UNIVERSITY BOARD
OF SUPERVISORS

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following the Personnel Affairs Committee)

Alexandria City Hall Ballroom

1st Floor

Alexandria, Louisiana 71301

Friday, August 23, 2019

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Special Presentations
 - A. Above and Beyond Award
6. Action Items
 - A. Approval of Minutes of July 23, 2019 Regular Meeting of the SU Board of Supervisors
 - B. Approval of Committee Reports and Recommendations
 - C. Request Approval of Contract between Southern University System and Refreshment Solution, LLC for Lease of Space for Vending Operation Services (SUS)
 - D. Request Approval of Uniform Affiliation Agreement (SUS)
 - E. Resolutions
7. Information Items
 - A. Medical Marijuana Update
 - B. System President's Report
 - C. Campus Reports
8. Other Business
9. Adjournment

CONTRACT AGREEMENT

Between

Southern University System and Refreshment Solutions, LLC For Lease of Space for Vending Operation Services

1. This agreement effective on the 1st day of July in the year Two Thousand-Nineteen, by and between the Southern University Board of Supervisors on behalf of the Southern University System, herein appearing through Ray L. Belton, Southern University System President-Chancellor party of the first part (herein termed the "University" or "State") and Refreshment Solutions, LLC, represented by Gregory J. Lucia, 225 Apple Street NORCO LA 70079 (herein termed the "Contractor" or "Lessee"), do hereby enter into a contractual agreement under the following terms and conditions.

Witnessed, that the University and the Contractor, for the consideration hereinafter specified, agree as follows that:

- a) Request For Proposal No. 10269
- b) Proposal Submitted by: Greg Lucia
Chief Customer Officer
Refreshment Solutions, LLC
225 Apple Street
NORCO LA 70079
Ph: (504) 250-9915
- And accepted by: Southern University and A & M College System
- c) Performance Bond (based on minimum guarantee)
- d) Certificate of Insurance

Are all hereby made a part of this Contractual Agreement to the same extent as if incorporated herein full, except as noted below. In the event of any inconsistent or incompatible provisions, this signed agreement (excluding the RFP and Contractor's proposal) shall take precedence, followed by the provisions of the RFP, and then by the terms of the Contractor's proposal.

2. Contractor shall provide vending operation services which include: product, installation, maintenance, repairing, servicing, and supply of coin-operated and card operable snack vending machines on each University campus.

3. Contractor shall lease space on each University campus for the purpose of providing vending machine operations that will provide needed services for students, faculty, staff, administration, alumni and guests; that is a revenue generating auxiliary; that contributes to the social environment of the University; and that plays a role in recruitment, retention, and overall satisfaction of the University's students and other constituents.

- a) Southern University Baton Rouge (SUBR) – Vending Operations which include thirty-five (35) snack machines. Southern University Baton Rouge location has a separate contract for soda/drink consumption.
- b) Southern University New Orleans (SUNO) – Vending Operations which include sixteen (16) snack machines and fifteen (15) beverage machines.
- c) Southern University Shreveport (SUSLA) – Vending Operations which include fourteen (14) snack machines and fifteen (15) beverage machines.

Contractor, as an independent operator, shall provide to the SUS community at all three site locations on a non-exclusive basis, the vending machines within the leased spaces provided on each campus, and other such premises and facilities as mutually agreed upon.

LENGTH OF LEASE

1. The contract shall be effective from July 1, 2019 to June 30, 2022 with an option to renew for two (2) additional one (1) year period.

LEASE TERMINATION

1. Termination of Contract for Cause

a.) The State may terminate the contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the contract, or failure to fulfill its performance obligations pursuant to the contract, provided that the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and the contract shall terminate on the date specified in such notice.

b.) The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of the contract, provided that the Contractor shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

2. Termination of Contract for Convenience

a.) Either party may terminate the contract at any time by giving thirty (30) days written notice to the other party of such termination or negotiating with each other for an effective date.

b.) The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

3. Termination of Contract for Non - Appropriation of Funds

The continuance of the contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Louisiana legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act or Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

4. Termination of Contract - Other

a.) If, because of reasons beyond the control of the University (i.e. fire, act of God, war attack, etc.), business operations at Southern University or in any facility is interrupted or stopped, the University shall have the right to suspend or terminate the contract by registered or certified written notice without any penalty thereof.

b.) If the contract is terminated by the Contractor prior to the expiration date of the contract, the University will seek liquidated damages. Further, in case of default of the contract, the University may procure the articles or services from other sources and hold the contractor responsible for any excess cost or loss of revenue occasioned thereby, including reasonable attorneys' fees and actual costs.

c.) In the event the University terminates this contract, the University shall have the right to grant a contract to another person to implement and/or maintain an operable system, and seek damages if any, from terminated Contractor.

d.) Neither the University's nor Contractor's delay or omission to exercise any right, power or remedy occurring to such party upon non-performance or default under this contract shall impair any such right, power or remedy of or shall be construed as a waiver of any subsequent non-performance or default. All waivers must be in writing.

e.) Termination, expiration or non-renewal of this agreement shall not affect any rights of either party accrued prior to such termination, expiration, or non-renewal.

CONTRACT TERMS AND CONDITIONS

1. Contract Changes

a.) No additional changes, enhancements, or modifications may be made to this contract without the prior approval of the University through the Southern University Purchasing Department.

b.) Changes to the contract include any change in: compensation; beginning/ending date of the contract; scope of work; and/or Contractor change through the Assignment of Contract process. Any such changes, once approved, will result in the issuance of an amendment to the contract.

2. Independent Contract Status

a.) The relationship of the parties is that of independent contractors, and no tenancy, partnership, joint venture, agency, fiduciary or other relationship is created. Neither party may order any goods nor services, incur any indebtedness, or enter into any obligation or commitment on the other party's behalf.

b.) The parties agree that the contractor, its officers, agents, and employees, in the performance of this agreement shall act in the capacity of an independent contractor and not as an officer, agent, or employee of the state. The contractor agrees to take such steps as may be necessary to ensure that each subcontractor of the contractor will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the state.

3. EEOC Compliance

The Contractor agrees to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contractor agrees not to discriminate in its employment practices, and will render services under the contract and any contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of the contract.

4. Indemnification

a.) Contractor shall indemnify and hold harmless the State of Louisiana, University, its officials, agents and employees from liability of any nature or kind for action by Contractor related to violation of copy right laws whereby the contractor is not the patentee, assignee, or licensee.

b.) Contractor shall indemnify and hold harmless the State of Louisiana, University, its officials, agents and employees from any and all claims, demands, actions or causes of actions arising from the fault of Contractor, its parent, and its subsidiaries, and the directors, officers, employees agents, representatives, sub-contractors, and suppliers of all of them.

c.) Contractor shall not hold the University responsible or liable for the pilferage, damage or theft of any equipment and inventory before, during, or after the contractual terms. The University shall not be held liable for loss of inventory, equipment, etc. due to fire damage or loss due to heating or cooling malfunctions, weather, or other actions of which the University has no control.

d.) Contractor agrees to protect, defend, indemnify, save, and hold harmless the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of Contractor, its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by Contractor as a result of any claim, demands, and/or causes of action except those claims, demands, and/or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its agents, representatives, and/or employees.

e.) Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent.

f.) Contractor shall assume direct responsibility and liability for any damage, negligence, or theft by any of its employees.

5. Permits, Licenses, Taxes, and Certificate of Authority

a.) The Contractor shall secure and furnish to the University all necessary licenses and permits that are required to conduct business in the State of Louisiana and East Baton Rouge Parish. It is the responsibility of the Contractor to keep current verification of all licenses and/or permits at all times during the terms of the contract.

b.) The Contractor shall be responsible for payment of all labor, equipment, materials, services supervision, bonds, insurance, taxes and any other costs necessary to execute, in full conformity, with an agreed upon contract. The Contractor shall be responsible for any applicable Federal, State, County, Parish, Municipal, or other taxes. The Contractor hereby agrees that the responsibility for payment of taxes from the sales of goods and services under this agreement shall be said Contractor's obligation and identified under their federal tax identification number.

c.) The Contractor is responsible for withholding state and federal income taxes, and shall provide workmen's compensation insurance for its employees. The Contractor shall also comply with all other laws relating to employees such as wage and labor laws, safety and health requirements, and other applicable regulations.

6. Fiscal Funding

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

7. Auditors

It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all accounts of contractor which relate to this contract.

8. Remedies for Default

Any claim or controversy arising out of this contract shall be resolved by the provisions of LSA - R.S. 39:1524 - 1526.

9. Insurance

The Contractor shall purchase and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with service performance by the Contractor, its agents, representatives, employees or subcontractors.

SERVICE/WORK REQUIRED

1. Service Expected

a.) The Contractor shall install, maintain, repair, service, and supply all coin and card operated snack vending machines on the University's campuses.

b.) The Contractor shall arrange a satisfactory method with the University for the payment of refunds due individuals as a result of machine failures or unsatisfactory products.

c.) The contractor shall provide appropriate retail items that are responsive and sensitive to the needs of students, faculty, research personnel and staff, and compatible with the educational and cultural objectives and atmosphere at the University.

e.) The contractor shall only purchase materials, goods, promotional items and/or advertisements bearing the name, seal, logos and other indicia of the University from appropriate trademark licensees. The contractor shall pay to University a trademark license fee as determined by University for all such items manufactured/produced and sold by the contractor, if not purchased from a trademark licensee.

f.) The contractor shall not permit any business arrangement or payment problem with any of its vendors to delay any delivery of merchandise. If any action or non-action by the contractor has or will cause a delay, the contractor shall make appropriate arrangement by whatever means necessary to have the merchandise, or other temporary items to be timely delivered.

g.) The contractor shall honor the University's One-Card program which is a debit card system for University students, faculty and staff, alumni, guest, and visitors. The contractor shall pay University's designated administrative or other fee for participating in the program which shall be based upon a percentage of the gross sales (sales less sales tax) or other mutually agreed upon means.

h.) In support of the University's educational, cultural and other programs, the contractor shall, if requested and within its ability to do so, provide services in other locations on campus or other University controlled property or facilities in connection with special University events (i.e., athletic events, symposia, lectures and concerts). Any additional commission/compensation to be paid by the contractor in connection therewith shall be mutually determined.

i.) The contractor shall agree to promptly withdraw from display or sale any item which the University requests to not be sold in the Vending Machines. Such University requests shall not be made arbitrarily or capriciously and shall be based on reasonable safety, health or security concerns; competent legal counsel; campus environment; or, with respect to items affecting the education program, the considered decision of the appropriate faculty bodies. The contractor shall be provided the opportunity to discuss with appropriate University officials or counsel, and request reconsideration of requests for withdrawal of items.

j.) The contractor shall post, conspicuously and without equivocation, contact information and emergency numbers on each machine.

k.) Machines should include any measures that may deter or prevent vandalism of machines and/or theft of product. Such measures must be visually acceptable to the setting in which they may be placed. The University will be the final approver of such devices.

l.) All product vended will be priced on a fair and competitive basis in order to maximize the sales and provide the maximum return.

2. Equipment provided by University

Under this agreement, the University shall provide at its own expense, and the Contractor will be permitted, the space located in designated building(s) on the University's campus. University will provide adequate ingress and egress, including a reasonable use of passageways and driveways. It will also provide heating, lighting, ventilation, and the utilities required for the provision of such services.

3. University's Responsibilities

a.) The University will maintain and repair the building structure, including the maintenance of water, sewer, and electrical lines, existing ventilation facilities, electrical light fixtures, heating and air conditioning; provided that the Contractor shall bear the expense of repair necessary because of his own or his employee's fault.

b.) The University will not be liable to the Contractor for any loss, damage, cost, or expense which might result from the interruption of such service so long as the University undertakes to restore such services as promptly as possible following an interruption.

c.) The University will have the final decision as to the location of all vending machines.

d.) The University will provide a named representative (Director of Auxiliary Services) authorized to advise Contractor of University's approvals, consents and instructions under this agreement.

e.) University may prohibit sale of items it finds offensive or inappropriate.

f.) The University will appoint an advisory committee composed of faculty, staff and students whose charge shall be, as often as necessary, to review the Vending Operations and report their findings to the Director of Auxiliary Services of the University. It is anticipated that the Committee and the contractor shall share information and views regularly throughout the year.

4. Equipment provided by Contractor

At its own expense, the Contractor shall install, maintain, repair, service, and supply all of the equipment required for the snack vending operations at each site. All capital equipment purchased and furnished by the Contractor shall remain the property of the Contractor. Any items lost, stolen, or damaged through negligence or abuse shall be replaced at the Contractor's expense.

5. Contractor's Responsibilities

a.) Contractor will comply with all federal, state and local laws, ordinances, rules, regulations, and orders.

b.) Contractor shall maintain and operate the equipment and provide services included in this contract in a courteous, efficient, and orderly manner and in conformance with all applicable laws and regulations.

c.) Contractor shall obtain all required licenses and permits, pay all required fees, taxes and other charges, and shall conduct the vending operations without undue interference with the general and normal operations of a University.

d.) Contractor agrees to use reasonable care in the use of the space assigned under the contract, and upon termination of the contract, shall have such space in as good condition as when received except for ordinary wear and tear, and damage or destruction beyond Contractor's control and not due to Contractor's fault or negligence. Contractor shall be responsible for any loss or damage to property owned by University that is in Vendor's possession or control, or is cause by vendor or its employees or agents in the course and scope of their employment.

e.) The Contractor shall keep the machines stocked at all times with fresh products suitable to the University campuses.

f.) The Contractor shall service and repair all machines within twenty-four (24) hours after being advised of a malfunction at no cost to the University.

g.) University reserves the right to at any time to inspect products. After such inspections, the Contractor will be advised in writing of unsatisfactory conditions, if any, for which the Contractor is responsible. Deficiencies shall be corrected promptly by the Contractor.

h.) Contractor shall ensure that all Contractor's personnel and agents observe all regulations in effect at the University to include, but not limited to personal conduct, appearance, and traffic and parking.

i.) Contractor shall provide adequate vehicles, such as a van, in order to transport related items necessary in the normal operation of the contract. Contractor vehicles shall not park on University sidewalks.

j.) Contractor agrees to keep energy consumption at a minimum and shall comply with energy conservation practices and policies and shall endeavor to conserve the use of energy thereof. The University shall not be liable for any loss that may result from the interruption of failure of any such utility.

k.) Contractor shall submit, in writing to the Director of Auxiliary Services, the names and phone numbers of supervisory and other personnel that may be contacted in the event of an emergency or problem; and the names, addresses, and phone numbers of all employees to be utilized in entering any facility on campus. The Contractor is responsible for keeping this information current and up-to-date at all time.

l.) The Contractor's service personnel shall be fully insured and bonded. Access to University residence halls shall be at entrances, during hours, and under conditions specified by the University.

m.) The Contractor may not change the pricing structure for products as agreed upon in the Snack Vending Services Agreement without the University's prior approval.

6. Vending Operation

a.) The Contractor shall provide expert supervision in all phases of vending service management.

b.) The Contractor shall be responsible for the entire vending operation including: maintaining an adequate product supply in all designated equipment; maintenance and proper care of the equipment; and employment of all personnel required to properly operate the complete service at the University.

c.) The Contractor shall maintain high standards of sanitation and cleanliness at all times. The Contractor shall keep the inside, outside, top and underneath of all vending machines in a clean and sanitary condition at all times and shall furnish adequate mechanical service, as needed, at no expense to the University. All city, county, state and federal laws concerning health and sanitation shall be observed.

d.) The Contractor will furnish suitable waste receptacles, as needed, convenient to the machine locations and will be responsible for the cleanliness of the receptacles and the area around them and the machines at all times. A regular program of steam cleaning of waste receptacles or the furnishings and use of plastic liners, or both if needed, will be required. The University personnel will assist in emptying the receptacles when practical.

e.) A date coding system must be used for all perishable foods. Expiration dates must be visible on all products in the machines.

f.) The process for, and number and location of, refund stations may be changed by mutual agreement of the Contractor and University.

g.) In the event of a change in the cost of merchandise sold through the machines exceeding 10 per cent or a sales tax increase, the commission or the vending price may be adjusted to reflect such change upon a mutually agreeable basis without in any way affecting any of the other provisions of this contract. The Contractor shall be required to justify the change to the satisfaction of the University. No change in the commission rate or vending price shall be applicable until reduced to writing and signed by both parties.

h.) The work/service to be performed, completed and managed is located at the respective SUS campus: SUBR, SUSLA, and SUNO. The contractor(s) will be responsible for the number of machines listed herein.

i.) Vending manager will meet regularly with the Director of Auxiliary Services, and meet with other designated University management and committees as needed. Vending manager will work cooperatively with campus officials in the development and improvement of Vending programs, services, and policies. These meetings shall be used to air grievances and determine corrective courses of action. Contractor shall make available, other company representatives of executive status to be available for consultations with University officials to discuss problems and/or improvements needed in the Contractor's management of Vending services.

j.) During peak “rush” or “peak” periods, Contractor shall utilize sufficient additional resources as needed to ensure services and products are available to the campuses.

7. Purchasing, Delivery, Storage

a.) The Contractor shall make all purchases in its own name and not in any way attempt to bind the University in its contractual agreements. Any contract documents issued by the Contractor must be very clear that it is the Contractor that is being bound by the document, not the University.

b.) Delivery of merchandise to and from the University campuses will be at the contractor’s risk and expense. The contractor shall promptly unload and store any shipments delivered to University premises.

8. Security

a.) The Contractor shall collaborate with appropriate University officials concerning questions of discipline, enforcing regulations, and internal security and theft control. The contractor shall not, except in physically dangerous or other emergency situations, summon public emergency services except through the public safety dispatcher. If a student of the University is suspected of theft and is to be arrested by public authorities or prosecuted, the contractor will advise Campus Police, the Vice Chancellor of Student Affairs, and inform the Director of Auxiliary Services.

b.) The contractor shall control all keys to the Vending Machines. No keys shall be in the possession of the University.

c.) The University will provide effective and prompt support to the contractor in its efforts to assure the security of its equipment and stock. If the contractor feels the measures taken by the University for the resolution of any security problem are insufficient, the contractor shall have the right to present its views and recommendations to the Vice President of Finance and Administration who shall not unreasonably deny its requests.

d.) In the event of malicious damage to the Contractor's equipment located on the University premises under the terms hereof, or in the event of theft of money or merchandise from said equipment or storage areas as a result of unauthorized breaking and entering, the total financial loss shall be sustained by the Contractor. The University agrees that normal security checks of the building containing the Contractor's equipment while the buildings are open to the public shall include checks of said equipment, that said buildings shall be locked when not in use, and that all reasonable security precautions against theft and malicious mischief shall be taken; provided, however, that the University shall not be deemed to thereby assume any responsibility for damage to or theft from or of the Contractor's equipment or supplies.

9. Machine Criteria

a.) The number, type, and location of all machines must be approved by the University. The placement, removal, or expansion of vending locations shall be determined by mutual agreement to best maximize revenues and resultant commissions.

b.) The Contractor shall furnish the labor and materials necessary for the installation of vending equipment according to plans mutually agreed upon by both the University and the Contractor, and shall pay the costs of the installation, except for water and electricity lines which are to be furnished by the University.

c.) All machines must be new or newly remanufactured as in Appendix C, and must be state-of-the-art. Vending machine equipment must be modern, and a regular program of preventative maintenance, renovating and replacing machines (as required) must be instituted. The University shall be the final judge as to the acceptability of equipment.

d.) All machines shall be equipped with sold-out indicators on each selection or shall be capable of giving a refund. All machines shall be equipped with dollar bill acceptors and validators.

e.) All machines proposed shall be from recognized manufacturers and carry the N.A.M.A. Seal where applicable. The colors, models, types and designs of these machines shall be mutually agreed upon by the University and the Contractor. The University reserves the right to approve product advertising on the machines. Machines are to be uniform in size and color, unless otherwise specified.

f.) Contractor shall provide at a minimum the following machines. Machines may be added or deleted based on need and by mutual agreement between the Contractor and the University.

- **SUBR:** 35 Snack machines – which includes at least 1 sandwich/milk machine.
- **SUSLA:** 14 Snack machines – which includes at least 1 sandwich/milk machine and 15 beverage machines.
- **SUNO:** 16 Snack machines – which includes at least 1 sandwich/milk machine, 15 beverage machines.

g) The Contractor shall also furnish additional equipment and personnel as required by the University for future expansion, and to withdraw equipment no longer desired at that location, by the University.

h.) Area treatment (common fronts, panels, indirect lighting, end fillers, etc.) may be required in certain locations so that a vending bank and area may be established.

10. Card System

Contractor agrees to provide at least 50% of equipment with debit/credit card readers compatible with the University's official I. D. issued card. Under mutual agreement, contractor agrees to complete a separate contract governing application of use regarding readers and Southern University's One-Card Program. Southern University must initiate contact with 3rd party company supplying ID card technology to work with contractor.

FINANCIAL ARRANGEMENTS AND SPECIFICATIONS

1. The following financial terms and conditions shall be in effect during terms of the contract:

a.) The Contractor shall pay to the University an annual commission of:

PRODUCT	SUBR	SUNO	SUSLA
• Candy, Gum, Mints	27.3%	27.3%	27.3%
• Crackers, Cookies, Chips, & Snacks	27.3%	27.3%	27.3%
• Milk & Choc. Milk	27.3%	27.3%	27.3%
• Fresh Pastries	27.3%	27.3%	27.3%
• Coffee, Hot Chocolate, & Hot Tea	27.3%	27.3%	27.3%
• Microwave popcorn	27.3%	27.3%	27.3%
• Other Pastries	27.3%	27.3%	27.3%
• Packaged Sandwiches	N/A	N/A	N/A
• Other Food Items	N/A	N/A	N/A
• Other Approved Items	27.3%	27.3%	27.3%
• Soda Machine Drinks	N/A	32%	32%

OR the minimum guaranteed annual payment listed below, whichever is greater.

- SUBR: \$56,130.00 (Fifty-six thousand, one hundred, thirty dollars)
- SUNO: \$24,960.00 (Twenty-four thousand, nine hundred, sixty dollars)
- SUSLA: \$18,910.00 (Eighteen thousand, nine hundred, ten dollars)
- Southern University System annual minimum guarantee totals \$100,000.00. This will be recalculated at the end of each year of contract to insure breakdown by campus is evenly distributed based on last 12 months of vending sales.

b.) Annual Guarantee: The Contractor shall pay the University the annual guarantee amount in twelve (12) equal monthly payments within fifteen (15) days after the end of each calendar month.

c.) The monthly payments shall be accompanied by (1) a detailed report indicating gross sales by product, machine, and location, and (2) copies of monthly collection reports. The collection reports shall identify each machine by type and location.

d.) The term gross sales or gross revenue as used herein is defined as total funds collected from each machine. No deduction shall be made for taxes for which the successful respondent may be liable, including, but not limited to, gross receipts tax, sales tax, and use tax.

e.) Contractor shall maintain such accounting records and books in connection with all operations under this lease, as may be satisfactory to the University. The Contractor shall take all necessary precautions to assure that all income is immediately recorded. The Contractor shall establish adequate internal controls and determine at such frequent intervals as may be necessary that the controls are being maintained. The University shall have full access at all times to the Vendor's accounting records with or without notice. Contractor shall provide an annual report by a CPA within 60 days after the closure of Contractor's fiscal year. Additionally, The Contractor will provide an internal annual report covering the on-campus operations within 60 days after the closure of the fiscal year.

f.) The University reserves the right to have its representatives (including the State of Louisiana Office of the Legislative Auditor) audit the Contractor's books, records, and operations, and obtain other desired information to determine contractor's compliance with the contract.

g.) The Contractor shall make every effort to comply with requests for information. When requested by the University, the Contractor shall also furnish information as to costs of operation, which may affect the maintaining of sale prices at a satisfactory level.

h.) The records arising from the operation of this lease shall be retained by the Contractor for a period of five (5) years following its termination or expiration date, unless permission to the contrary is given by the University in writing.

i.) Contractor agrees that the retail prices in the vending machines will be comparable to those in the college vending arena and must be agreed upon by the University.

j.) Contractor agrees to establish a scholarship program to be administered by the University. The scholarship will be awarded to Southern University students at the discretion of the University. The award shall be \$10,000 for the Southern University System each year of the contract. The breakdown by campus will be \$5,600 to Southern Baton Rouge; \$2,500 to SUNO; and \$1,900 to SUSLA.

ENTIRE AGREEMENT CLAUSE

This contract, the RFP, and any exhibits specifically incorporated herein by reference, constitute the entire agreement between the parties with respect to the subject matter.

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on the day, month and year first written below.

IN WITNESS WHEREOF, the parties have executed this Agreement as of this day of _____
2019.

WITNESSES SIGNATURES:

SOUTHERN UNIVERSITY A&M COLLEGE SYSTEM

By: _____
RAY L. BELTON

Title: PRESIDENT-CHANCELLOR

WITNESSES SIGNATURES:

CONTRACTOR SIGNATURE:

By: _____

Print Name _____ Gregory J. Lucia

Title: _____ Chief Customer Officer

RECRUITMENT AND ADMISSIONS COMMITTEE

Alexandria City Hall Ballroom

1st Floor

Alexandria, Louisiana 71301

Friday, August 23, 2019

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Information Item:
 - a. Native American Recruitment Initiative Presentation
6. Other Business
7. Adjournment

MEMBERS

Mrs. Arlanda Williams – Chair, Mr. Raymond Fondel – Vice-Chair,
Atty. Edwin Shorty, Mr. Richard Hilliard, Mr. Donald Dunbar, Mrs. Ann Smith,
Atty. Domoine D. Rutledge-- Ex Officio