

SOUTHERN[®] UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

BOARD OF SUPERVISORS MEETING

August 19, 2022

Board of Supervisors' Meeting Room
J. S. Clark Administration Bldg. 2nd Floor
Baton Rouge, LA.
9:00 a.m.

ACADEMIC AFFAIRS COMMITTEE

Friday, August 19, 2022
Board of Supervisors' Meeting Room
J. S. Clark Administration Bldg. 2nd Floor
Baton Rouge, LA. 9:00 AM

AGENDA

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Roll Call
4. Adoption of the Agenda
5. Public Comments
6. Action Item(s)
 - A. Request Approval to Terminate an Academic Degree Program – BS, Electronics Engineering Technology, College of Sciences and Engineering. (SUBR)
This proposal is designed to phase out of the Electronics Engineering Technology Program by September 30, 2022 And, streamline operations that create more synergy among academic units by enhancing the existing academic programs that meet the needs of state, national, and global marketplace
 - B. Request Approval of the Three-Year Academic Plans for Southern University and A&M College, Southern University Law Center, Southern University at New Orleans, and Southern University at Shreveport Louisiana (SUS)
The institutions in accordance with the revised program approval policy of the Board of Regents have prepared the Plans that identify new degree programs for implementation over the next three years. The new policy eliminated the Letter of Intent, created an annual Academic Planning process, revised the degree program proposal form, and created the new academic planning template.
7. Other Business
8. Adjournment

MEMBERS

Mr. Sam Gilliam- Chairman, Dr. Leon Tarver, II–Vice-Chair,
Ms. Arlanda Williams, Mrs. Ann Smith, Mr. Myron Lawson, Ms. Christy Reeves
Atty. Edwin Shorty - Ex Officio



COLLEGE OF SCIENCES & ENGINEERING
OFFICE OF THE DEAN

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April 25, 2022

Dr. Bijoy Sahoo
Executive Vice-Chancellor for Academic Affairs and Provost
Southern University Baton Rouge

Dear Dr. Sahoo:

As presented in our academic reorganization plan, the College is continuing building its future to be more competitive and produce graduates informed, competent, and productive citizens. To do so, we developed a plan to:

1. Streamline operations that create more synergy among academic units
2. Offer new academic and online programs that meet our mission and the needs of state, national, and global marketplace
3. Enhance existing academic programs that meet the needs of state, national, and global marketplace
4. End programs that are weaker and attracting fewer students

Based on our plan, we are proposing the following recommendation:

E. Phase out of Academic Program

1. Electronics Engineering Technology Program by September 30, 2022
(See Attached Termination Request Form)

I hope that this request be granted. Thank you for your support and timely approval on this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Patrick Carriere'.

Patrick Carriere, Ph.D. P.E., Professor and Dean



Request to Terminate an Academic Degree Program or Administrative/Research Unit

1. Institution Southern University- Baton Rouge	
2. Type of Termination (check one) <input checked="" type="checkbox"/> A. Academic Program (If A, complete <i>all</i> remaining sections) <input type="checkbox"/> B. Administrative Unit (If B, skip sections 3, 4, 5, and 6) <input type="checkbox"/> C. Research Unit – Center or Institute (If C, skip sections 3, 4, 5, and 6)	
3. Degree Designation. (BA, MS, PhD, etc.) BS	
4. Title and CIP Code. Electronics Engineering Technology CIP: 150303	
5. Semester/year at which no new enrollments will be accepted. Fall2020	
6. Teach-out plan, including semester/year at which reporting of degrees shall cease. All students at the Junior and Senior year will be able to graduate before the close of the program. All students at the freshman and sophomore levels were directed to select electrical engineering or another engineering major. A realistic date for close of EET program and plan for all students to graduate is September 30, 2022. With proper advisement and course scheduling, all remaining students will graduate within that time frame. (See attached plan)	
7. Approval date for termination by management board.	
8. Reason for request. (Ex: low demand, job opportunities, changing focus, program duplication, loss of funding sources, etc.) Explanation: Low enrollment of students in the Electronics Engineering Technology program over last four years has led the administration at Southern to request the termination. It will not affect the structure of institution because it is a separate program within the Electrical Engineering Department. Students who want to study electronics engineering technology which is focused in computer electronics will be directed to other majors (such as electrical engineering or the proposed computer engineering). The funds of the Electronics Engineering Technology program will be used to support the proposed computer engineering.	
9. If collaboration with other institutions is involved, identify partners. Each participating institution must submit a separate request form. <p style="text-align: center;">N/A</p>	
10. Program/Unit Contact (name, title, email address, telephone number) Dr. Patrick Carriere, Dean, patrick_carriere@subr.edu , 225-771-4316	
Campus Head: Dr. Ray L. Belton	Date:
Management Board:	Date:

(Append documentation to this form.)

PHASE OUT PLAN
August 2020- August 2022

EET STUDENTS
COURSES TO COMPLETION
Start Date August 2020

Walter Craig- EET Program Leader

EET Students Name/Classification	Remaining Courses EET(Crh)	Remaining Courses General (Crh)	Remaining Total Courses	Total (Crh)	Estimated Grad Date
Kerigan Ransey (JR) (U01454850) ME	28(59)	5(18)	33	77	May 2022
Hindi Alquhtani (JR) (U01217482) ME	18(33)	6(18)	24	51	May 2022
Wilson Smith (SR) (U01772174) EET	6(13)	5(14)	11	27	May 2021
Cierra Oliver (SR) (U01435226) EET	6(12)	5(17)	11	29	May 2021
Jasmine Lewis (SR) (U01742755) ENGL	7(12)	11(35)	18	47	Aug / Dec 2021
Ealiya Toplin (SR) (U01506307) EET	6(12)	6(19)	12	31	May 2021
Nicholas Legar (SR) (U01390310) EET	9(20)	12(32)	21	52	December 2021
Trinion Winbush (SR) (U01533482) EET	4(4)	7(21)	11	25	May 2021
Morgan Williams (SR) (U01792619) EET	3(4)	8(23)	11	27	May 2021
Antonius Pegues (SR) (U01756440) EE	10(21)	3(9)	13	30	May 2021
Caitlin Johnson (SR) (U01368636) EET	1(2)	3(9)	4	11	May 2021

SOUTHERN UNIVERSITY AT NEW ORLEANS

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New Orleans, LA 70126

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Office of the Chancellor

August 3, 2022

Dear President-Chancellor Shields:

I am submitting the Three-Year Academic Plans for Southern University and A&M College, Southern University Law Center, Southern University at New Orleans, and Southern University at Shreveport Louisiana for approval by the Southern University System Board of Supervisors. The institutions in accordance with the revised program approval policy of the Board of Regents have prepared the Plans that identify new degree programs for implementation over the next three years. The new policy eliminated the Letter of Intent, created an annual Academic Planning process, revised the degree program proposal form, and created the new academic planning template.

The faculties across the System have used the new template to develop the proposed lists of new programs. The template ensures that programs are aligned with institutional, System, and Board of Regents Master Plan goals, as well as Louisiana's workforce needs. Additionally, each plan provides information on program structure, accreditation and projected faculty resource needs. The Board of Regents will consider the Academic Plans from each system in conjunction with the annual budget process at its meeting in September.

Thank you for your consideration of the Three-Year Plans and submitting them for approval at the August 19, 2022 meeting of the Southern University and A&M College System Board of Supervisors.

With kind Regards,

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

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

Executive Vice-President Chancellor
Southern University at New Orleans

APPROVED: _____

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

"An Equal Educational Opportunity Institution"

SUBR

Executive Summary

Southern University Baton Rouge

Answer each question below with details and examples. Boxes will expand with text.

Describe how the proposed programs align the institution's degree program portfolio with master plan priorities.

The proposed programs advance the mission of the university to teach and prepare traditional and non-traditional students for degree attainment, transfer, workforce, continuous learning, and self-improvement. The programs are also aligned with the University Strategic Plan and Board of Regents Master Plan. We strive to graduate more students of color and as an HBCU fully understand our role to contribute toward having 60

Provide a summary of institutional engagement with employer and industry stakeholders in developing the plan.

In developing our programs, we consider input from our advisory boards and feedback received from various university stakeholders.

Highlight recent and planned institutional activities aimed toward achieving statewide attainment goal.

Recent and planned institutional activities pertaining to SUBR include recruiting events at schools throughout the community and state, in addition to the implementation of a wide range of community engagement support systems to include a mobile medical unit.

Planned New Programs

Southern University and A & M College

Please fill out information on planned new degree programs (Section 1) and new certificates (Section 2)

SECTION 1: New Degrees (Associate, Bachelor's, Master's, Education Specialist, and Doctoral)

Degree Designation	Program Name	6 digit CIP code	Intended Modality	Does this program require a disciplinary accreditation?	List of Related Occupations and LWC star level	Rationale for 4 star rating	Industry partner support	Existing Concentration or Minor	Faculty	Facilities
e.g., AAS, BS, Ph.D	List up to 4 programs per year in order of priority for your institution.	6 digit code	[] On campus (<50% online) [] Hybrid (51-99% online) [] 100% online	If Yes, specify the accreditor.	List up to 5 occupations for graduates of this program; include LWC Occupation Level for each.	If star levels are below four stars provide a rationale for program addition	List AEDDr or other industry advisory council who have been consulted	Identify whether the program will be built from an existing concentration, minor, or other program at the institution.	Indicate whether existing and/or new faculty lines will be required to deliver the program within the first 5 years.	Indicate whether existing, new, and/or renovated space will be required to deliver the program within the first 5 years.
Year One (Oct. 2022-Sept. 2023)										
(Example) BS	Master of Business Administration	12.3456	[X] On campus (<50% online) [] Hybrid (51-99% online) [X] 100% online	Yes, ACPHA	Hotel Manager (**), Restaurant Manager (***), etc	While some occupations are at the 3 star level, for our region, these jobs are in high demand. Graduates are also qualified for some 4 star positions.	Faculty have met with the local Hospitality Association to determine the needs for this program.	Food service minor.	We currently have 3 faculty who can teach in the program and anticipate needing 1-2 additional full time faculty members within the first four years.	The existing food lab that supports our food service minor will be sufficient to launch the program. We will seek external funding to add one additional lab as the program grows.
OPP	Doctor of Public Policy									
Psy. D	Doctor of Psychology									
Year Two (Oct. 2023-Sept. 2024)										
BA	Digital Media Arts	50.1012	[X] On campus (<50% online) [X] Hybrid (51-99% online) [] 100% online	NO	Audio and Video Technicians (**), Graphic Designer (**), Game Designer and Managers (***), Advertising and Promotions Managers (***), Soundboard Artist & Set Designers (**), Multi-Media Artists and Animators (***), Film and Video Editors (**), etc.	Some occupations are not listed as four star, but graduates can grow within the field to increase salaries and job opportunities. Many of these jobs are in high demand, and are in great growth.	None at this time	None	We have faculty from Mass Communications, Fine Art, and Music that are qualified to teach several courses, but some hiring will be necessary.	The existing facilities will be renovated to meet the need of this project. Funds have been allocated.
MA	English	23.0301	[X] On campus (<50% online) [X] Hybrid (51-99% online) [] 100% online	NO	English Languages other than Spanish Teacher-Postsecondary (**), Ethnic and Cultural Studies Teachers (**), Secondary School Teachers (***), Technical Writer (**), Public Relations Writer (**), Instructional Coordinators (**), Writers and Authors (**), Transcribers (***), etc.	There is a need to offer more graduate degrees for non-traditional students, and lesser-served students. Graduates will be qualified for some four star jobs that have not been listed yet.	None at this time	English, B.A.	We have all the faculty needed.	Facilities are in place.
BS	Computer Engineering	14.0901	On campus	ABET	Computer Engineer	The jobs are in high demand	Industry is in need of this program to satisfy the workforce	Computer engineering concentration	We currently have 2 faculty who can teach in the program and anticipate needing 1-2 additional full time faculty members within the first few years.	There are 5 hardware related laboratories within the Electrical Engineering Department in which students will have access. These labs will provide students with hands-on training in the hardware related aspect of computer engineering. In addition to these hardware related labs, the College of Sciences and Engineering has three dedicated computer labs in which students will have access.
BS	Construction Engineering	91.0001	On Campus	ACC and ABET	Construction Manage.	N/A	LWC is projecting 17.9 percent growth in Building Construction Jobs for 2016-2026.	Civil Engineering Program	We currently have 2 faculty who can teach in the program and anticipate needing 1-2 additional full time faculty members within the first few years.	The existing civil engineering facilities will be sufficient to launch the program. As the program grows, we will seek external funding to add one additional lab for construction.
Year Three (Oct. 2024-Sept. 2025)										

Planned New Programs

Southern University and A & M College

Please fill out information on planned new degree programs (Section 1) and new certificates (Section 2)

SECTION 1: New Degrees (Associate, Bachelor's, Master's, Education Specialist, and Doctoral)

Degree Designation	Program Name	6 digit CIP code	Intended Modality	Does this program require a disciplinary accreditation?	List of Related Occupations and LWCstar level	Rationale for C&S star rating	Industry partner support	Existing Concentration or Minor	Faculty	Facilities
PhD	Materials and Systems Engineering and Applied Science	14.1801/14.2701	On Campus	No	Engineer, Scientist, Research	N/A	Available in need of this program to satisfy the workforce needs in the research and professional ranks	Program will be built for MS Bachelor Science, Master of Engineering and MS Math and Physics	We currently have 10 faculty who can teach in the program and anticipate needing 3 additional full time faculty members within the first few years	The existing engineering and computer science facilities will be sufficient to launch the program. Laboratories will be dedicated for PhD programs faculty researchers in proposed new science complex as the program grows

SECTION 2: New Certificates (Certificate of Applied Science, Certificate of General Studies, and Post-Associate Certificates and Above)

Degree Designation and Program Name	CIP code	Intended Modality	Does this program require a disciplinary accreditation?	List of Related Occupations	Rationale for C&S star rating	Industry partner support	Existing Concentration or Minor	Faculty	Facilities	
Type of Certificate	List up to 4 programs per year in order of priority for your campus.	6 digit code	[] On campus (<50% online) [] Hybrid (51-99% online) [] 100% online	If Yes, specify the accreditor.	List up to 5 occupations for graduates of this program	If the star level is below four stars provide a rationale for program addition	REDOs or other industry advisory councils who have been consulted	Identify whether the program will be built from an existing concentration, minor, or other program at the institution.	Indicate whether Existing or New faculty lines will be required to deliver the program within the first 5 years.	Indicate whether Existing, New, or Renovation of space will be required to deliver the program within the first 5 years.

Year One (Oct. 2022-Sept. 2023)

Dance	50.0301	[X] On campus (<50% online) [] Hybrid (51-99% online) [] 100% online	NO	Post-Secondary Dance Teacher (***) (hera graher (**), Recreation Therapist (**), Self-Enrichment Teacher (***) Business owner (**), etc.	These students transferrable skills that can be applied to many career paths. Students are not just limited to being a Dance teacher. Entrepreneurship is everywhere possible.	Rain Rouge Arts Council	Theater Arts	Faculty will be hired	Funding for a dance facility has been secured.
Certificate	Fashion and Business Certificate	6 digit code	On Campus and 50% online	No		Grant funded program through USDA and Propel Education Center grant	Exist as Part of funded grants		Dedicated room in Pinkie Thrift. Supplies provided by funding agencies
Certificate	Quilt Fashion Certificate		On Campus and 90% online	No		Grant funded program through USDA and Propel Education Center grant	Exist as Part of funded grant		Dedicated room in Pinkie Thrift. Supplies provided by funding agencies
Certificate	Culinary Medicine								

Year Two (Oct. 2023-Sept. 2024)

Certificate	Precision Nutrition								
Certificate	Diversity Equity and Inclusion								
Certificate	Social Justice & Social Change								
Certificate	Health, Wellness, & Social Mobility								

Year Three (Oct. 2024-Sept. 2025)

Certificate	Cybersecurity (online)								
Certificate	Artificial Intelligence (online)								
Certificate	Data Analytics (online)								
Certificate	Blockchain (online)								

certificate AWS (online)

BS and MS Speech Language Pathology (online)

SULC

Executive Summary

Southern University Law Center

Answer each question below with details and examples. Boxes will expand with text.

Describe how the proposed programs align the institution's degree program portfolio with master plan priorities.

The proposed programs increase degree attainment and post-high-school credentialing opportunities for students who are interested in the legal service industry and increase earning potential opportunities for those

Provide a summary of institutional engagement with employer and industry stakeholders in developing the plan.

The Law Center is engaging in a process to survey alternative legal service providers, corporations with legal operations departments, and government agencies in planning for these potential degree programs.

Highlight recent and planned institutional activities aimed toward achieving statewide attainment goal.

The Law Center has increased the number of graduates with a degree of juris doctor incrementally each year over the last five years. The Law Center also plans to expand legal operation opportunities to the Shreveport-Bossier area in Northwest Louisiana, where no law schools operate, and access to legal education in Northwest

Planned New Programs

Southern University Law Center

Please fill out information on planned new degree programs (Section 1) and new certificates (Section 2)

SECTION 1: New Degrees (Associate, Bachelor's, Master's, Education Specialist, and Doctoral)

Degree Designation	Program Name	6 digit CIP code	Intended Modality	Does this program require a disciplinary accreditation?	List of Related Occupations and LWC star level	Rationale for 4+ star rating	Industry partner support	Existing Concentration or Minor	Faculty	Facilities
e.g., AAS, BS, PhD	List up to 4 programs per year in order of priority for your institution.	6 digit code	<input type="checkbox"/> On campus (<50% online) <input type="checkbox"/> Hybrid (51-99% online) <input type="checkbox"/> 100% online	If Yes, specify the accreditor.	List up to 5 occupations for graduates of this program; include LWC Occupation Level for each.	If star levels are below four stars provide a rationale for program addition	List: REDOs or other industry advisory council is who have been consulted	Identify whether the program will be built from an existing concentration, minor, or other program at the institution	Indicate whether existing and/or new faculty lines will be required to deliver the program within the first 5 years.	Indicate whether existing, new, and/or renovated space will be required to deliver the program within the first 5 years.
Year One (Oct. 2022-Sept. 2023)										
[Sample] BS	Hospitality Leadership	12.3456	<input checked="" type="checkbox"/> On campus (<50% online) <input type="checkbox"/> Hybrid (51-99% online) <input checked="" type="checkbox"/> 100% online	Yes, ACPHA	Hotel/Manager (***), Restaurant Manager (****), etc.	While some occupations are at the 3 star level, for our region, these jobs are in high demand. Graduates are also qualified for some 4 star positions.	Faculty have met with the local Hospitality Association to determine the needs for this program.	Food service minor	We currently have 3 faculty who can teach in the program and anticipate needing 1-2 additional full time faculty members within the first few years.	The existing food lab that supports our food service minor will be sufficient to launch the program. We will seek external funding to add on additional lab as the program grows.
Year Two (Oct. 2023-Sept. 2024)										
Year Three (Oct. 2024-Sept. 2025)										
B.S.L.	Bachelor of Science in Law	22.0000	<input checked="" type="checkbox"/> 100% online	No, because the ABA does not accredit non J.D. programs, but the ABA will have to acquiesce in the program to ensure that it does not interfere with SULC's J.D. program. See ABA Standard 313, below.	Compliance Officers (****); Paralegals and Legal Assistants (****); Police and Sheriff Patrol Officers (****); Arbitrators, Mediators, and Conciliators (****); Labor Relations Specialists (****);	Some are at four levels; some are at three. SULC anticipates that the quality and flexibility of potential positions would justify the program.	None yet	The program will benefit from the Law Center's existing library and faculty resources, and some courses will have overlapping topics.	If the program scales up as anticipated, it will require new faculty.	The course is anticipated to be largely online, perhaps with some meetings on weekends. Accordingly, new space is not anticipated to be needed within the first five years.

SUNO

Executive Summary

Southern University at New Orleans

Answer each question below with details and examples. Boxes will expand with text.

Describe how the proposed programs align the institution's degree program portfolio with master plan priorities.

The proposed degree and certificate programs will build upon Southern University at New Orleans' (SUNO) current degree programs to address Louisiana's workforce gap and to close state achievement gaps. The proposed new programs, in the areas of Education, Health, and Cybersecurity, will address the need for new approaches of teaching and learning in higher education. The program will use 21st century teaching modalities to meet the needs of working age adults that will contribute to the Board of Regents meeting its goal of *60% of all working-age adults in Louisiana to hold a degree or high value credential by 2030*. The proposed programs' faculty and staff will use evidence based practices to retain minority and low income students, ultimately contributing to improving Louisiana persistence and completion rates on its postsecondary campuses. Because many minority students have limited exposure to higher education, some of the proposed programs use a stackable approach to introduce students postsecondary education. SUNO will also offer stackable undergraduate, post baccalaureate, and graduate certificate programs that will provide students with the opportunity to earn academic credit, non degree credential for completing a structured sequence of courses. These programs are specifically designed to meet identified workforce needs and to provide students with the knowledge, and skills that will be necessary for the 21st century economy. Southern University at New Orleans' proposed degree programs and best practices are in alignment with the master plan priorities and will contribute to increasing Louisiana's economy and its adult population ability to compete in the 21st century.

Provide a summary of institutional engagement with employer and industry stakeholders in developing the plan.

The planned programs are based on the institution's engagement and/or relationships with businesses, industries and stakeholders (see short list below) to develop degree offering programs, and increase the number of well trained graduates in demanding fields, which have a workforce shortage in the diverse job market. These businesses, industries, and stakeholders will provide internships and employment opportunities for our undergraduates and graduates. Short List: Oschner Health System; LCMC Health; Federal Bureau of Investigation; Kellogg; CVS; City of New Orleans; DXC Technology; IBM; Gulf States Bank; Horizon Bank; Chase Bank; Actalent/Aerotech; Greater New Orleans Metropolitan Area School Systems Public, Private and Charter. In addition, the planned new programs will have a significant impact on the state of Louisiana's economy because it will produce highly trained, more qualified graduates to compete successfully in today's competitive and diverse job market. This will result in additional higher paying jobs for Louisiana residents, which is directly related to increasing the state's revenue and tax base.

Highlight recent and planned institutional activities aimed toward achieving statewide attainment goal.

Southern University at New Orleans (SUNO), in alignment with the Louisiana Board of Regents, has embraced a robust new goal that calls for 60% of all working aged adults (ages 25-64) in Louisiana to hold a degree or high value credential by 2030. Recently, SUNO added a Bachelor of Science in Forensic Science to address the workforce needs of local, state and federal law enforcement agencies. We also signed MOUs with DHS, FEMA and FBI to provide opportunities for our students to join the workforce. We were also approved to offer two Master of Arts in Teaching, to meet the needs of K-12 school systems. Most recently, SUNO was approved by the Southern University System, the Louisiana Board of Regents and the Louisiana Board of Nursing to offer the Bachelor of Science in Nursing fall 2022. Nursing is both a high demand and five star program that will address both the national nursing shortage and the racial disparity in the field. In this proposal, we are planning activities around the workforce needs in the high demand areas with four and five star ratings including education, health and cybersecurity. We will propose Associate, Bachelor, Master and Doctoral degrees as well as certificate programs to answer the BOR charge to educate students at all levels, innovate with 21st century programs and curriculum to make SUNO a go to institution for talent and collaborate with industry partners to fill immediate and future needs.

Planned New Programs

Southern University at New Orleans

Please fill out information on planned new degree programs (Section 1) and new certificates (Section 2)

SECTION 1: New Degrees (Associate, Bachelor's, Master's, Education Specialist, and Doctoral)

Degree Destination e.g., AAS, BS, PhD	Program Name	6 digit CIP code	Intended Modality	Does this program require a disciplinary accreditation?	List of Related Occupations and LWC star level	Rationale for 4-star rating	Industry partner support	Existing Concentration or Minor	Faculty	Facilities
	List up to 4 programs per year in order of priority for your institution.	6 digit code	<input type="checkbox"/> On campus (c50% online) <input type="checkbox"/> Hybrid (51-99% online) <input type="checkbox"/> 100% online	If Yes, specify the accreditor.	List up to 5 occupations for graduates of this program; include LWC Occupation Level for each.	If star levels are below four stars provide a rationale for program addition	List REDOs or other industry advisory councils who have been consulted	Identify whether the program will be built from an existing concentration, minor, or other program at the institution.	Indicate whether existing and/or new faculty will be required to deliver the program within the first 5 years.	Indicate whether existing, new, and/or renovated space will be required to deliver the program within the first 5 years.
Year One (Oct. 2022-Sept. 2023)										
B.S.	Cybersecurity (NEW)	11.0701	100% On Campus	No	Computer Hardware Engineer (***); Computer and Information Systems Manager (****); Systems Administrator; Security Consultant; Security Analyst; Information Security Analyst (***)	Occupations in this area are at the 4 and 5 star level, for computer science, computer information systems and computer hardware engineers. These are also high-demand and high wage jobs.	University Administrators have met and partnered with the Federal Bureau of Investigation (FBI) and determined there was a need for such a program locally and nationally	N/A	The proposed program will need 2-3 faculty in the first year (\$70K/year each) on additional adjuncts	The newly constructed 98,833 sq-ft, Natural Sciences Building has available space for classroom & laboratory instruction, and offices for the proposed new program.
B.S.	Data Science (NEW)	30.7001	100% On Campus	No	Data Analyst; Data Scientist; Data Mining; Data Engineer and Banking; Logistics (****); Statistics (****); Operation Research Analyst (***)	Graduates are also qualified for 4 star positions.	We will consult with industry partners and consultants in fall 2022.	Mathematic	Proposed Data Science Program Curriculum has mathmatic courses, which can be taught by existing faculty members. As a result, this proposal requires the initial hiring of one faculty member with an expertise in data science (\$70K/year).	The newly constructed 98,833 sq-ft, Natural Sciences Building has available space for classroom & laboratory instruction, and offices for the proposed new program.
B.S.	Cardiopulmonary Science (NEW)	51.0801	100% On-Campus	No	Medical Assistant; Clinical Researcher; Community Health Center Specialist; and Medical & Health Service Manager; Cardiovascular Technologist and Technicians (***)	Graduates are also qualified for 4 star positions.	Ochsner Health System, LCMC Health, New Orleans East Hospital	Biology and Nursing Programs	Proposed Health Science Program-Cardiopulmonary Science Concentration Curriculum has biology courses, which can be taught by existing faculty members. As a result, this proposal requires the initial hiring of one faculty member with an expertise in health science-cardiopulmonary (\$55-\$57K/year).	The newly constructed 98,833 sq-ft, Natural Sciences Building has available space for classroom & laboratory instruction, and offices for the proposed new program.
B.S.	Elementary Education (1-5) (NEW)	13.1202	On Campus (50% online)	Yes, CAEP	K-5 Grade Teacher (***); Training and Development Specialist (****); Instructional Coordinator (****)	While some occupations are at the 3 star level, for our region, these jobs are in high demand. Graduates are also qualified for some 4 star positions.	Faculty have met with local school districts and national partners (K12.org) to determine the needs for this program.	Built from current Educational Studies (Non-certification) Program	Existing faculty	Existing
Year Two (Oct. 2023-Sept. 2024)										
B.S.	Public Health (NEW)	51.2201	On Campus (50% online)	Yes, CEPH	Health Educator (***); Medical Scientist (****); Health Public Relation Specialist (****)	Occupations in public health are 4 and 5 star level careers in the areas of medical service managers, health specialty teachers, epidemiology, health educators and public relations.	Ochsner Health System, LCMC Health, New Orleans East Hospital	N/A	This proposal will require 1 new faculty (\$70K/year) and 1 new faculty (\$60K/year)	Additional classroom space
Ph.D.	Global Health (NEW)	24.0701	Hybrid	Yes, DEWE	Social Science agents, universities, and other organizations	Social workers is a 4 star level career with focuses on healthcare, social and community service managers and public relations.	Min. 4 government agencies, universities	DSW curriculum being revised	We will use existing faculty lines in SW that are currently unfilled.	The existing classrooms and research rooms are sufficient for this program.
M.S.	Education Administration (NEW)	1304.00	100% Online	No	Educational Administrators in Independent and Charter Schools Principals (****) Post-Secondary Education Administrators (****); Post-Secondary Instructors (***); Public School Administrators (****); Student Support	While some occupations are at the 2 star level, for our region, these jobs are in high demand. Graduates are also qualified for some 4 star positions.	Faculty have met with local and national Charter and Private Schools to determine the needs for this program.	N/A	We currently have 2 faculty who can teach in the program and anticipate needing 3-2 additional full time faculty members within the first few years.	The existing classrooms and labs in the College of Education will be sufficient for the program

Planned New Programs

Southern University at New Orleans

Please fill out information on planned new degree programs (Section 1) and new certificates (Section 2)

SECTION 1: New Degrees (Associate, Bachelor's, Master's, Education Specialist, and Doctoral)

Degree Designation	Program Name	6 digit CIP code	Intended Modality	Does this program require a disciplinary accreditation?	List of Related Occupations and LWIC star level	Rationale for CIP star rating	Industry partner support	Existing Concentration or Minor	Faculty	Facilities
B.A.	Music (NEW)	50.0901	On-campus	No	Musicians, sound technician, music/band director, arranger	Occupations in music range from 4 star ratings in technical and teaching careers to 2 star ratings for performers and directors	Music is a broad field that includes education at the secondary and post secondary level and in performance fields	N/A	The program will require two additional faculty	The program will require spaces for classrooms, group performance and individual performance.
Year Three (Oct. 2024-Sept. 2025)										
B.S.	Actuarial Science (NEW)	52.1304	100% On Campus	No	Banking, Non-athletic Business Manager, Engineering and Technology, Actuarial Science (**); Insurance Underwriters (***) Benefits Analyst (***)	Graduates are also qualified for 4 star positions.	We will consult with industry partners and consultants in fall 2022	Mathematics	Proposed Actuarial Science Program Curriculum has mathematics courses which will be taught by existing faculty members. As a result, this proposal requires the initial hiring of one faculty member with an expertise in actuarial science (\$60K/year).	The newly constructed 98,033 sq. ft. Natural Sciences Building has available space for classroom & laboratory instruction, and offices for the proposed new program.
B.S.	Chemistry (NEW)	41.0901	100% On Campus	Yes	Chemical Laboratory Technician (**); Petrochemical Laboratory Technician, Research & Development Scientist, and Quality Control Specialist; Chemistry Teacher (**); Chemist (***)	Occupations in chemistry are 4 and 5 star rated with careers as chemist, chemical engineers, chemical equipment operators, technicians and teachers.	The Department will closely work with Career/Placement Scientific Job Placement Service to identify employment opportunities for graduates.	Chemistry is a series of core courses in many of the STEM majors	The Department has two faculty who can teach in the program and anticipate needing 2 additional full time faculty members within the first few years.	The newly constructed 98,033 sq. ft. Natural Sciences Building has available space for classroom & laboratory instruction, and offices for the proposed new program
B.S.	Software Engineering (NEW)	14.0903	60% Campus <50% online	No	Software Engineer	All occupations in engineering are 4 and 5 star level careers. They are both high demand and high wage careers.	We will consult with industry partners and consultants in fall 2022	N/A	The proposed program will need 2 faculty in the first year (\$75K/year) and additional adjuncts	Existing space is sufficient.

SECTION 2: New Certificates (Certificate of Applied Science, Certificate of General Studies, and Post-Associate Certificates and Above)

Degree Designation and Program Name	CIP code	Intended Modality	Does this program require a disciplinary accreditation?	List of Related Occupations	Rationale for CIP star rating	Industry partner support	Existing Concentration or Minor	Faculty	Facilities	
Type of Certificate	List up to 4 programs per year in order of priority for your campus.	6 digit code	[] On campus (<50% online) [] Hybrid (51-99% online) [] 100% online	If Yes, specify the accreditor.	List up to 5 occupations for graduates of this program	If the star level is below four stars provide a rationale for program addition	REDOs or other industry advisory councils who have been consulted	Identify whether the program will be built from an existing concentration, minor, or other program at the institution.	Indicate whether Existing or New faculty hires will be required to deliver the program within the first 5 years.	Indicate whether Existing, New, or Renowned space will be required to deliver the program within the first 5 years.
Year One (Oct. 2022-Sept. 2023)										
HIMS	HIMS Coding Certificate (for CCS Certification through AMBA)	51.0706	100% Online	No	Outpatient Coding, Inpatient Coding, Post-Acute Coding, Coding Manager, Auditor	Occupations in public health are 4 and 5 star level careers in the areas of medical service managers, health specialty teachers, epidemiology, health educators and public health.	AMBA	Carve out of existing HIMS program	Existing	Existing
Undergrad Certificate	Family Health and Nutrition Education	70.0700	On Campus/50% online	No	Community Health Workers (**); Health Educator (***)	While some occupations are at the 3 star level, for our region, these jobs are in high demand. Graduates are also qualified for some 4 star positions.	The faculty in Child Development and Family Studies have been in consultation with AAFCS/FCS and it was recommended that CDFS obtain a certificate such as this in addition to their degree	The certificate will be built from the existing Child Development and Family Studies program with possible additional courses to meet the competencies.	Existing	Existing
Post-Bac Certificate	Interprofessional Child Welfare Practice Certificate Program	22.0700	On Campus	No	Social Workers, Children welfare professionals including attorneys, nurses, physician and trauma specialists	Social work is a 4 star level career with focuses on the at home, social and community service managers and anti-trafficking	Alumni, government agencies, universities	Carve out of the Interprofessional Practice certificate program is already developed.	New faculty may be required. Currently, program is developed through Title IVE funding.	Existing in current location
Year Two (Oct. 2023-Sept. 2024)										

Program Modality Additions

Southern University at New Orleans

Please fill out information on planned program modality additions (Section 1) and certificate modality additions (Section 2)

SECTION 1: Program Modality Additions (Associate, Bachelor's, Master's, Education Specialist, and Doctoral)

Degree Designation	Program Name	6 digit CIP code	Intended Modality	Does this program require a disciplinary accreditation?	List of Related Occupations and LWC star level	Rationale for 4 star rating	Industry partner support	Existing Concentration or Minor	Faculty	Facilities
e.g., AAS, BS, PhD	List up to 4 programs per year in order of priority for your institution.	6 digit code	<input type="checkbox"/> On campus (<50% online) <input type="checkbox"/> Hybrid (51-99% online) <input type="checkbox"/> 100% online	If Yes, specify the accreditor.	List up to 5 occupations for graduates of this program. Include LWC Occupation Level for each.	If star levels are below four stars provide a rationale for program addition	List REDOs or other industry advisory councils who have been consulted	Identify whether the program will be built from an existing concentration, minor, or other program at the institution.	Indicate whether existing and/or new faculty lines will be required to deliver the program within the first 5 years.	Indicate whether existing, new, and/or renovated space will be required to deliver the program within the first 5 years.
Year One (Oct. 2022-Sept. 2023)										
Year Two (Oct. 2023-Sept. 2024)										
B.S.	Forensic Science Online	43.0106	100% Online	Yes, FEPAAC	Forensic Toxicologist, DNA Analyst, Forensic Examines, Fingerprint Examiner, Forensic Nurse, and Forensic Digital Analyst	Forensic Science encompasses a number of 3, 4 and 5 star career paths in criminal justice, cybersecurity, data analyst and information	The Forensic Science program has met with a Forensic Consultant to determine the need for the program	N/A	Existing faculty	Existing
MSW	Master's Social Work On-line	44.0701	Online option	Yes, CSWE	Social Work in schools, hospitals, law enforcement, community etc	Social work is a 4 star level career with focuses on Healthcare, social and community service managers	Internship partners, Alumni, and BSW programs, social service agencies, Government, Hospitals	Built on current MSW curriculum	We will use existing pay lines in SW that are unfilled currently.	We have existing space for this program.
B.S.	Computer Information Systems	11.0401	100% online	Yes, AACSB International (the College is already AACSB Accredited)	1 Cyber Security ****, 2 Data Analytics ****, 3 Web Applications Development ****, 4 Database Administrator **, 5 Network Administrator ***	Occupations in this area are at the 4 and 5 star level, for computer science, computer information systems and computer hardware engineers. These are also high-demand jobs.	DXC Technology, IBM, Entegy, ICT Technology, Walmart and SAMS headquarters and Global Commercial Service.	Expanding the existing on ground CIS program to an online program.	Existing faculty lines	A virtual Lab is needed to facilitate the learning and teaching process along with enhanced E-learning and IT services.
B.S.	Business Administration	13.0301	50% online	Yes, AACSB International (the College is already AACSB Accredited)	1 Human resource management ****, 2 Marketing management ****, 3 Financial Management **, 4 Medical and health services manager ****	Occupations in business administration are primarily 5 star level careers in CS manager, HR manager, financial manager, marketing manager and management analyst.	Gulf States Bank, Horizon Bank, Chase Bank, Small Business Administration, City of New Orleans, CVS pharmacy, Walmart	Expanding the existing on ground to an online program.	Existing faculty lines	A virtual Lab is needed to facilitate the learning and teaching process along with enhanced E-learning and IT services, and online learning application software.
B.S.	Computer Information Systems	11.0401	100% online	Yes, AACSB International (the College is already AACSB Accredited)	1 Cyber Security ****, 2 Data Analytics ****, 3 Web Applications Development ****, 4 Database Administrator **, 5 Network Administrator ***	Occupations in this area are at the 4 and 5 star level, for computer science, computer information systems and computer hardware engineers. These are also high-demand high wage jobs.	DXC Technology, IBM, Entegy, ICT Technology, Walmart and SAMS headquarters, and Global Commercial Service.	Expanding the existing on ground CIS program to an online program.	Existing faculty lines.	A virtual Lab is needed to facilitate the learning and teaching process along with enhanced E-learning and IT services, and online learning application software.

SECTION 2: Certificate Modality Additions (Certificate of Applied Science, Certificate of General Studies, and Post-Associate Certificates and Above)

Degree Designation and Program Name	CIP code	Intended Modality	Does this program require a disciplinary accreditation?	List of Related Occupations	Rationale for 4 star rating	Industry partner support	Existing Concentration or Minor	Faculty	Facilities	
Type of Certificate	List up to 4 programs per year in order of priority for your campus.	6 digit code	<input type="checkbox"/> On campus (<50% online) <input type="checkbox"/> Hybrid (51-99% online) <input type="checkbox"/> 100% online	If Yes, specify the accreditor.	List up to 5 occupations for graduates of this program	If the star level is below four stars provide a rationale for program addition	REDOs or other industry advisory councils who have been consulted	Identify whether the program will be built from an existing concentration, minor, or other program at the institution.	Indicate whether Existing or New faculty lines will be required to deliver the program within the first 5 years.	Indicate whether Existing, New, or Renovated space will be required to deliver the program within the first 5 years.

SUSLA

Executive Summary

Southern University at Shreveport

Answer each question below with details and examples. Boxes will expand with text.

Describe how the proposed programs align the institution's degree program portfolio with master plan priorities.

The proposed programs will advance the mission of Southern University at Shreveport (SUSLA), thereby enabling the university to teach and prepare traditional and non traditional students for degree attainment, transfer, workforce, continuous learning, and self improvement. The proposed degree and certificate programs with stackable credentials will expand SUSLA's academic inventory of current degree programs designed to meet the workforce needs of the state and to close the state's achievement gap. The proposed new programs that include: Entrepreneurship, Data Science and Analytics, Construction Technology, Biotechnology, Urban Forestry, Visual and Performing Arts, Culinary Arts, and Hospitality Management, coupled with recently approved programs in Cyber Security, Engineering Technology, Petroleum Technology, Airframe Technology, Powerplant Maintenance Technology and Education (GRADES 1-5) will address workforce and economic development needs for graduates in current and emerging high demand occupations collectively designed to contribute to the Board of Regents meeting its goal of 60% of all working age adults in Louisiana having a degree or high value credential by 2030. The proposed programs' faculty and staff will use evidence based practices to retain minority and low income students, ultimately contributing to improving student outcomes such as persistence, retention and graduation rates. Finally, the proposed programs are in alignment with the strategic plans for SUSLA, Southern University System and the Master Plan for the Louisiana Board of Regents, thereby affording our graduates a level playing field to compete in the 21st century economy. As a result, the proliferation of higher paying jobs for Louisiana residents will correlate to generating additional revenue for the state and increase the tax base.

Provide a summary of institutional engagement with employer and industry stakeholders in developing the plan.

Southern University at Shreveport Louisiana (SUSLA) relies not only on the faculty, staff, and students in program reviews and development, but the institution also heavily engages our employer and industry stakeholders using the Advisory Boards Model for active and consistent engagement. Historically, SUSLA's Advisory Boards have consisted of individuals from the following sectors: Business and Industry, Non Profit Organizations, Governmental Entities, Higher Education Institutions, Civic Organizations, and Community Leaders. Examples include the following: Delta, CenterPoint Energy, McDonalds, Griggs Enterprises, Mobile, Exxon, City Council, and Local Business Leaders. Advisory Boards often meet on a quarterly basis to discuss the quality of the curricula, job trends, programmatic resource needs, scholarships, internships, job placement opportunities for currently enrolled students and recent graduates, and how the institution can better serve the needs of business and industry, the local community, and the public at large. For example, SUSLA's Performing Arts Committee has partnered with the Shreveport Regional Arts Council to develop a Visual and Performing Arts - Associate of Arts (AA) degree program that will benefit students and the community. The program is under development. Our STEM and Nursing and Allied Health disciplines all utilize Advisory Boards and program development and review activities. With the addition of high value programs and the support of our Community, Business and Industry Partners, SUSLA is well positioned to become the institution of first choice for talent acquisition, thereby allowing SUSLA to play a leading role in meeting the workforce and economic development needs of our communities in Northwest Louisiana.

Highlight recent and planned institutional activities aimed toward achieving statewide attainment goal.

The proposed degree and certificate programs with stackable credentials, coupled with programs that were recently approved by the Louisiana Board of Regents (BOR) (see recently approved programs tab) will collectively expand SUSLA's academic inventory of current degree programs designed to meet Louisiana's workforce needs and close the state's achievement gap. The list of recently planned and approved programs by the Louisiana Board of Regents include Cyber Security, Engineering Technology, Petroleum Technology, Airframe Technology, Powerplant Maintenance Technology and Education (GRADES 1-5). When these approved programs are coupled with the proposed programs in Entrepreneurship, Data Science and Analytics, Construction Technology, Biotechnology, Urban Forestry, Visual and Performing Arts, Culinary Arts and Hospitality Management, the expanded academic inventory will afford SUSLA the opportunity to further address Louisiana's workforce and economic development needs and directly contribute to the Board of Regents' goal, where 60% of all working age adults in Louisiana earn a credential of value by 2030. These programs are aligned with Louisiana's need for more high wage, high demand four and five star jobs.

Planned New Programs										
Southern University at Shreveport										
Please fill out information on planned new degree programs (Section 1) and new certificates (Section 2)										
SECTION 1: New Degrees (Associate, Bachelor's, Master's, Education Specialist, and Doctoral)										
Degree Designation	Program Name	5 digit CIP code 5 digit code	Intended Modality [] On Campus (450% online) [] Hybrid (51-99% online) [] 100% online	Does this program require a disciplinary accreditation? If Yes, specify the accreditor.	List of Related Occupations and LWC star level	Rationale for <4 star rating	Industry partner support List REDOs another industry a advisory committee which have been consulted	Existing Concentration or Minor	Faculty Indicate whether existing and/or new faculty lines will be required to deliver the program within the first 5 years	Facilities Indicates whether existing, new, and/or renovated space will be required to deliver the program within the first 5 years.
Year One (Oct. 2023-Sept. 2023)										
AA	Visual and Performance Arts	50.0101	100% On Campus	No	Actor (**), Producer and Directors (***) Librarian Tech (***) Customer (**), Box Office Management (***)	While most occupations are at the 3 star level, these jobs are essential to the movie and theatre industries.	Faculty have worked with the Shreveport Regional Arts Council.	N/A	A full-time theatre instructor will be needed. We currently have an adjunct in dance and a staff member who owns a theatre company.	Existing University space will be used and The Shreveport Regional Arts Council has agreed to allow use of its Black Box Theatre.
TD	Culinary Arts	12.0503	100% On Campus	No	Chef and Head Cook (***) First Line Superiors of Food Prep and Servers (***) Food Service Managers (***) Cooks/Private (**)	These jobs are in high demand.	Planning to meet with key stakeholders.	N/A	We would have to add an additional faculty member.	We will use existing facilities.
Year Two (Oct. 2023-Sept. 2024)										
AS	Construction Technology	15.1001	100% On Campus	Association of Technology, Management and Applied Engineering, ATMAE	Architectural and Engineering Managers (***) Civil Engineers (***) Architects (***) Construction and Building Inspectors (***) First-Line Supervisors (***)	These jobs are in high demand.	Planning to meet with key stakeholders.	Engineering and Engineering Technology	We would have to add an additional faculty member.	We will use existing facilities.
AS	Data Science	30.7001	100% On Campus	No	Data Analyst, Data Scientist, Data Mining, Data Engineer and Banking; Logisticians (***) Statisticians (***) Operation Research Analyst (***)	Graduates are also qualified for 4 star positions.	Planning to meet with key stakeholders.	Mathematics	Proposed Data Science Program Curriculum has mathematics courses, which can be taught by existing faculty members. As a result, this proposal requests the initial hiring of one faculty member with an expertise in data science.	We will use existing facilities.
AS	Urban Forestry	03.0508	100% On Campus	Society of American Foresters (SAF)	Foresters, Ranches, and Agril Managers (***) Landscape Architects (***) Soil and Plant Scientists (***) First Line Superiors of Farming, Fishing, and Forestry (***) Agricultural teachers (**)	This is an emerging field, but not quite at the four star level.	Planning to meet with key stakeholders.	We currently have other programs such as our General Studies program in Biology which provides some resources for our proposed program.	We will need to add an additional faculty member.	We will use existing facilities.
Year Three (Oct. 2024-Sept. 2025)										
AS	Biotechnology	26.1201	100% On Campus	No	Biochemical Engineers (***) Chemical Engineers (***) Biologial Technicians (***) Medical Scientists (***) Microbiologists (***)	These jobs are in high demand.	Planning to meet with key stakeholders.	Biology	We would have to add an additional faculty member.	We will use existing facilities.

Planned New Programs										
Southern University at Shreveport										
Please fill out information on planned new degree programs (Section 1) and new certificates (Section 2)										
SECTION 1: New Degrees (Associate, Bachelor's, Master's, Education Specialist, and Doctoral)										
Degree Designation	Program Name	6 digit CP code	Intended Modality	Does this program require a disciplinary accreditation?	List of Related Occupations and LWC star level	Rationale for 4 star rating	Industry partner support	Existing Concentration or Minor	Faculty	Facilities
AS	Hotel & Event Management	52.0901	100% On Campus	No	General and Operations Manager (****), Food Service Manager (****), Lodging Managers (****), Customer Service Reps (**), First-Line Supervisor of Admins (****)	These jobs are in high demand	Shreveport/Bossier Parish and Hotel Industry partners; Shreveport and Bossier Chamber of Commerce. These partners will be consulted in program development.	The proposed program will serve as a pathway into SUHR's proposed four year Hospitality program.	Current faculty in Business are available to teach in the program. At least one new faculty member may be needed.	We will use existing facilities.
SECTION 2: New Certificates (Certificate of Applied Science, Certificate of General Studies, and Post-Associate Certificates and Above)										
Degree Designation and Program Name	CP code	Intended Modality	Does this program require a disciplinary accreditation?	List of Related Occupations	Rationale for 4 star rating	Industry partner support	Existing Concentration or Minor	Faculty	Facilities	
Type of Certificate	List up to 4 programs per year in order of priority for your campus.	6 digit code	[] On campus (<50% online) [] Hybrid (51-99% online) [] 100% online	If Yes, specify the accreditor.	List up to 5 occupations for graduates of this program	If the star level is below four stars provide a rationale for program addition	REDOs or other industry advisory councils who have been consulted	Identify whether the program will be built from an existing concentration, minor, or other program at the institution.	Indicate whether Existing or New faculty lines will be required to deliver the program within the first 5 years.	Indicate whether Existing, New, or a waived space will be required to deliver the program within the first 5 years.
Year One (Oct. 2022-Sept. 2023)										
CTS	Culinary Arts	12.0503	100% On Campus	No	Chefs and Head Cooks (****), First-Line Supervisors of Food Prep and Service (****), Food Service Manager (****), Cooks private (**)	These jobs are in high demand	Planning to meet with key stakeholders.	N/A	We would have to add an additional faculty member.	We will use existing facilities.
Year Two (Oct. 2023-Sept. 2024)										
CTS	Construction Technology	15.1001	100% On Campus	Association of Technology, Management and Applied Engineering, ATMAE	Architectural and Engineering Managers (****), Civil Engineers (****), Architects (****), Construction and Building Inspectors (****), First-Line Supervisors (****)	These jobs are in high demand	Planning to meet with key stakeholders.	Engineering and Engineering Technology	We would have to add an additional faculty member.	We will use existing facilities.
CTS	Urban Forestry	03.0508	99% On Campus	Society of American Foresters (SAF)	Foresters, Ranchers, and Agri Managers (****), Landscape Architects (****), Soil and Plant Scientists (****), First-Line Supervisors of Farming, Fishing, and Forestry (****), Agricultural Teachers (**)	This is an emerging field, but not quite at the four star level	Planning to meet with key stakeholders.	We currently have other programs such as our General Studies program in Biology which provides some resources for our proposed program.	We will need to add a additional faculty member.	We will use existing facilities.
Year Three (Oct. 2024-Sept. 2025)										
CTS	Event Management	52.0701	On campus (<50% online)	No	General and Operations Managers (****), Market Research Analysts (****), Financial Managers (****), Marketing Managers (****), First-Line Supervisors (****)	These jobs are in high demand	Planning to meet with key stakeholders.	Business Studies Minor	No additional faculty	We will use our existing facilities.

Recently Approved Programs

Southern University at Shreveport

List all programs (associate and above) approved by Regents in the last 5 years, plus any older programs still required to submit regular progress reports.

Degree Designation	Program Name	6 digit CIP Code	BOR Approval Date	Implementation Date (semester and year first students enrolled)	Enrollment					Completers					Is program enrollment and graduation on target with proposal projections? (Y/N)	Comments on program's implementation, enrollment, and completers.	
					AY 17/18	AY 18/19	AY 19/20	AY 20/21	AY 21/22	AY 17/18	AY 18/19	AY 19/20	AY 20/21	AY 21/22			
CAS	Cyber Security	11.1001	4/1/2022	9/1/2023												Yes	Program scheduled to begin fall 2023
AS	AST in Grades 1-5	13.0102	2/1/2020	9/1/2023												Yes	Program scheduled to begin fall 2023
AAS	Engineering Technology	15.0000	2/1/2021	9/1/2023												Yes	Program scheduled to begin fall 2023
CTS	Petroleum Technology	15.0000	2/2/2021	9/1/2023												Yes	Program scheduled to begin fall 2023
CTS	Airframe Technology	47.0608	2/1/2021	1/1/2023												Yes	Program scheduled to begin spring 2023
CTS	Powerplant Maintenance Technology	47.0608	2/2/2021	1/1/2023												Yes	Program scheduled to begin spring 2023

Low Completer Review

Southern University at Shreveport

List all programs in your institution's inventory that fall below Regents low completer thresholds (listed below). Do not include programs listed on the "recently approved programs" list.

Completer Thresholds (3 yr avg)													
Associate, Bachelor's, Ugrad Level Certs.		8 STEM, 10 non-STEM											
Master's, Grad Level Certs.		5 STEM, 6 non-STEM											
Doctorate, Post-Doc Level Certs.		2 STEM, 2.5 non-STEM											
			Enrollment				Completers						
Degree Designation	Program Name	6 digit CIP Code	AY 17/18	AY 18/19	AY 19/20	3 yr avg	AY 17/18	AY 18/19	AY 19/20	3 yr avg	Terminate? Y/N	If you are not requesting program termination, provide a justification for the low completion rates and how you plan to address them within the next 2 years.	
AAS	Dental Hygiene	510602	19	21	25	22	7	7	5	6	N	The student enrollment numbers represent both 1st and 2nd year students. The Dental Hygiene accreditation board allows for a maximum annual enrollment of 12 students. Covid-19 severely impacted the program completion rate. The program lost one (1) full-time faculty and some students had to drop out of the program because of medical reasons, academic reasons, and families medical needs. Another reason reason that students do not complete is because of the high cost of instruments and supplies. Although the threshold for the average completer rate set by the BoR has not been met, it is evident that the dental hygiene program has reported positive student outcomes, such as a consistently achieving 100% pass rate on the national exam.	
AAS	Health Information Technology	510707	10	2	15	9	9	2	5	5	N	During AY 2019-20, the HIT program accepted fifteen (15) new applicants to the program. When the COVID-19 pandemic struck in early spring 2020, the HIT program lost ten (10) of the fifteen (15) students. The majority dropped out of the program due to family illness, medical and mental health and job loss. To address the low completion rate, the program will follow its current strategic, retention and recruitment initiatives, such as offering flexibility in course delivery, utilizing a selection process to minimize attrition in order to improve and increase completion rates.	

Low Completer Review

Southern University at Shreveport

List all programs in your institution's inventory that fall below Regents low completer thresholds (listed below). Do not include programs listed on the "recently approved programs" list.

Degree Designation		Program Name		Enrollment				Completers				Terminate?	If you are not requesting program termination, provide a justification for the low completion rates and how you plan to address them within the next 2 years.
		6 digit CIP Code	AY 17/18	AY 18/19	AY 19/20	3 yr avg	AY 17/18	AY 18/19	AY 19/20	3 yr avg	Y/N		
AAS	Respiratory Therapy	510908	15	13	15	14	6	5	6	6	N	<p>The student enrollment numbers represent both 1st and 2nd year clinical students. As part of the program's progression policy, at the completion of the 1st year, students must successfully pass a summative exam to progress to the 2nd level of the program. Students are allowed two (2) attempts and if unsuccessful are not eligible to progress. To improve completion rates, the program has instituted the following measures: increased the minimum score of the admission exam, mandatory tutoring, increased lab time, purchased and implemented credentialing test prep software that is available and required for student use, re-engineered advisement process, and periodic faculty and administrative/medical director review of student achievement data for the purpose of improving retention and completion rates as well as making curricula adjustments.</p>	

Low Completer Review

Southern University at Shreveport

List all programs in your institution's inventory that fall below Regents low completer thresholds (listed below). Do not include programs listed on the "recently approved programs" list.

Completer Thresholds (3 yr avg)													
Associate, Bachelor's, Ugrad Level Certs.		8 STEM, 10 non STEM											
Master's, Grad Level Certs.		5 STEM, 6 non-STEM											
Doctorate, Post Doc Level Certs.		2 STEM, 2.5 non-STEM											
			Enrollment				Completers						
Degree Designation	Program Name	6 digit CIP Code	AY 17/18	AY 18/19	AY 19/20	3 yr avg	AY 17/18	AY 18/19	AY 19/20	3 yr avg	Terminate? Y/N	If you are not requesting program termination, provide a justification for the low completion rates and how you plan to address them within the next 2 years.	
AAS	Surgical Technology	510909	13	12	16	14	6	6	11	8	N	The student enrollment numbers represent both 1st and 2nd year students. Students who dropped from the program have reported that they were unprepared for the rigors of the program. The program requires a great amount of study time that some students were not prepared to undertake. To address the low completion rates, the program has implemented twice a year admission, fall and spring, coupled with the following measures: mandatory tutoring , increased lab time, implementation of test prep software that is available and required for student use, re-engineered advisement process, and periodic faculty and administrative/medical director review of student achievement data for the purpose of improving retention and completion rates as well as making curricula adjustments.	
AAS	Medical Lab Technician	511004	10	8	8	8	1	7	0	3	N	The student enrollment numbers represent both 1st and 2nd year students. The program accepts students annually during the fall semester. Because of COVID-19, clinical sites shut down and students were not able to complete their clinical requirements, which prevented on time completion. To improve the retention and completion rates, the program has developed strategies such as, mandatory tutoring and study sessions after two (2) failed exams, evening and weekend tutoring, and peer mentorship for 1st year students utilizing 2nd year student mentors. Finally, as more clinical sites become available, completion rates should improve. The need for laboratory professionals is expected to grow by 11% between 2020 2030.	

Low Completer Review

Southern University at Shreveport

List all programs in your institution's inventory that fall below Regents low completer thresholds (listed below). Do not include programs listed on the "recently approved programs" list.

Completer Thresholds (3 yr avg)													
Associate, Bachelor's, Ugrad Level Certs.		8 STEM, 10 non-STEM											
Master's, Grad Level Certs.		5 STEM, 6 non-STEM											
Doctorate, Post-Doc Level Certs.		2 STEM, 2.5 non-STEM											
			Enrollment				Completers						
Degree Designation	Program Name	6 digit CIP Code	AY 17/18	AY 18/19	AY 19/20	3 yr avg	AY 17/18	AY 18/19	AY 19/20	3 yr avg	Terminate? Y/N	If you are not requesting program termination, provide a justification for the low completion rates and how you plan to address them within the next 2 years.	
CTS	Dialysis Tech	511011	12	8	6	7	10	5	5	7	N	During academic years 18/19 and 19/20 the clinical sites were only allowing two students per rotation, limiting at any given time; therefore, enrollment was limited to allow for the required clinical hands-on practice. During the height of the COVID 19 pandemic, spring 2020, the clinical sites restricted student access. To address the low completion rates, the program has implemented the following measures: mandatory tutoring , increased lab time, implementation of test prep software that is available and required for student use, re engineered advisement process, and periodic faculty and administrative review of student achievement data for the purpose of improving retention and completion rates as well as making curricula adjustments. As more clinical sites have become available, the students benefit from expanded clinical experiences.	

Low Completer Review

Southern University at Shreveport

List all programs in your institution's inventory that fall below Regents low completer thresholds (listed below). Do not include programs listed on the "recently approved programs" list.

Completer Thresholds (3 yr avg)												
Associate, Bachelor's, Ugrad Level Certs.		8 STEM, 10 non-STEM										
Master's, Grad Level Certs.		5 STEM, 6 non-STEM										
Doctorate, Post Doc Level Certs.		2 STEM, 2.5 non STEM										
		Enrollment				Completers						
Degree Designation	Program Name	6 digit CIP Code	AY 17/18	AY 18/19	AY 19/20	3 yr avg	AY 17/18	AY 18/19	AY 19/20	3 yr avg	Terminate? Y/N	If you are not requesting program termination, provide a justification for the low completion rates and how you plan to address them within the next 2 years.
AS	Computer Science										N	<p>We plan to implement the following plan to improve the Computer Science program recruitment, progression, and graduation rates: A. Improving the Graduation Rate in Computer Science 1. The Computer Science faculty will reach out to Southern University Baton Rouge to develop 2 + 2 programs. Examine the courses in the curricula to ensure a seamless transition. 2. The CS faculty will reach out to Grambling State University and Jarvis Christian College to develop 2+2 programs. 3. This curriculum allows students to specialize in either scientific or business application programming with concentrations in other areas according to their career goals. Each student majoring in Computer Science will have a core Computer Science classes. Within each concentration, the CS department will provide additional coursework in an area that allows the student to apply computer technology to develop solutions in each respective area of choice. Students will have the opportunity to earn certification in various areas such as CompTIA, IBM, AWS, etc. Most courses taken will be within the CS Department while some students may take courses outside of the department. After graduation, students are prepared to work as a junior programmer or continue their education in four-year institutions offering a degree in computer science or a related field. These are the concentrations in the Associate of Science, Computer Science program: Computer Science (Scientific Option) Computer Science (Business Option) Computer Science (Concentration in Information Systems) Computer Science (Concentration in Digital Forensics) Applied Computer Science (Concentration in Computer Network</p>

Low Completer Review

Southern University at Shreveport

List all programs in your institution's inventory that fall below Regents low completer thresholds (listed below). Do not include programs listed on the "recently approved programs" list.

Completer Thresholds (3 yr avg)													
Associate, Bachelor's, Ugrad Level Certs.		8 STEM, 10 non STEM											
Master's, Grad Level Certs.		5 STEM, 6 non-STEM											
Doctorate, Post Doc Level Certs.		2 STEM, 2.5 non STEM											
				Enrollment				Completers					
Degree Designation	Program Name	6 digit CIP Code	AY 17/18	AY 18/19	AY 19/20	3 yr avg	AY 17/18	AY 18/19	AY 19/20	3 yr avg	Terminate? Y/N	If you are not requesting program termination, provide a justification for the low completion rates and how you plan to address them within the next 2 years.	
CAS	Web Development	11.0801	7	4	4	3	1	3	0	1	N	This certificate will become a stackable credential within the Associate of Applied Science in Graphic Arts and Web design once approved by the BOR to increase degree attainment and certification.	
CAS	Computer Information Systems	11.0401	12	6	5	10	0	0	0	0	N	We will align our recruitment plan with the plan for the AS in Computer Science.	
CTS	Child Development	190706	14	16	21	17	5	9	2	5	N	While pre-COVID enrollment was viable, the onset of COVID greatly impacted time to completion. In fall 2021, a full-time Instructor has been hired to manage the program. Additionally, the CTS is now a BESE approved Early Childhood Ancillary Certificate program. Eight (8) students graduated spring 2022 and thirteen (13) students have enrolled for summer. Program has not been previously offered during summer sessions. To address the low completion rates, the program has implemented the following measures: mandatory tutoring, increased lab time, implementation of test prep software that is available and required for student use, re-engineered advisement process, and periodic faculty and administrative review of student achievement data for the purpose of improving retention and completion rates as well as making curricula adjustments.	

Program Terminations						
Southern University at Shreveport						
<p>List all planned program terminations for the next three years. Consider the institution's full inventory of programs, especially new programs that are not meeting enrollment targets. Include all low completer programs identified for termination on the previous tab.</p>						
Degree Designation	Program Name	6 digit CIP Code	# Students Currently Enrolled	Summary of Teachout Plan	Termination Date	Year and Sem. of Last Enrolled
CTS	Healthcare Access Assoc	510712	0	No plan necessary as no students enrolled	Jun-23	2019
CTS	Accounting Technology Clerk	520302	0	No plan necessary as no students enrolled	Jun-23	2019
CTS	Administrative Technology Specialist	520407	0	No plan necessary as no students enrolled	Jun 23	2017

ATHLETICS COMMITTEE
(Following the Academic Affairs Committee)
Board of Supervisors' Meeting Room
J. S. Clark Administration Bldg. 2nd Floor
Baton Rouge, LA.

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Informational Item(s)
 - A. Fall 2022/2023 Athletic Department Update
6. Other Business
7. Adjournment

MEMBERS

Atty. Domoine Rutledge- Chairman, Dr. Rani Whitfield – Vice-Chairman,
Mr. Myron Lawson, Mr. Richard Hillard, Raymond Fondel, Atty. Jody Amedee,
Atty. Edwin Shorty – Ex Officio

FACILITIES AND PROPERTY COMMITTEE

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

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Informational Item(s)
 - A. Facility and Property Updates
 1. *Harding/Scenic Intersection Safety Concerns - We have contacted DOTD regarding potential safety improvement funding. Possible solutions include signalization/crosswalk improvements, or a sky walk.*
 2. *Campus Capital Outlay Site Visits - Site visits with Board of Regents and other stakeholders including SU System Board members and legislative delegations to introduce and discuss proposed FY24 capital outlay requests and tour project sites.*
6. Other Business
7. Adjournment

MEMBERS

Mr. Sam Gilliam- Chairman, Dr. Rani Whitfield–Vice-Chair,
Mr. Richard Hilliard, Mr. John Barthelemy, Dr. Leon Tarver II, Mr. Myron Lawson
Atty. Edwin Shorty - Ex Officio



Office of Facilities Planning Update August 2022

Southern University Agricultural and Research Extension Center

- A.O. Williams Hall Renovations – (\$5,600,400) – East wing under construction. Estimated construction completion Spring 2023
- Mega Disaster Relief Shelter (\$23,375,000) – Waiting FEMA Review of 30% drawings to confirm funding eligibility.

Southern University – Baton Rouge Campus

- School of Business/Professional Accountancy (\$45,500,000) – Programming meetings being held with designer and the University. Schematic Design estimated completion August 2022.
- New STEM Complex Building (\$68,500,000) – Design continues. Programming meetings being held with designer and the University. Schematic Design estimated completion August 2022.
- Stewart Hall Wall Mounted HVAC Units 1st, 2nd and 3rd Floors (\$1,800,000) – FPC is securing quotes for survey of existing chilled water distribution system needed to continue design.
- Honors Dormitory Project (\$36,000,000) - Preliminary Programming Underway. CEA in progress. Designer selection anticipated in November.
- New Student Life Center/Union (\$45,000,000) - Preliminary Programming Underway. CEA in progress. Designer selection anticipated in November.
- DOTD Ravine Erosion Control & Road Improvements (TBD) – Additional \$35M from USDA committed for project
- J.W. Fisher Renovations Phase I Classroom & Labs, Mechanical, Electrical, Window Systems, Interior Finishes Upgrades (\$8,500,000) - Currently in Progress.
- J.W. Fisher Renovations Phase II, First Floor – \$2M in HEERF funding approved for first floor renovations. Designer selection anticipated in November.
- Demolition of Jesse Owens Hall, Dairy Barn (\$388,202) – Demolition is complete. Cleanup anticipated to be complete August 2022..
- Global Innovation Center (\$5,000,000) – \$3.2M in HEERF funding approved. \$2.8M in legislative funding also being confirmed. BOR approval anticipated on August 24th. Designer selection in November.
- Administration Building Waterproofing (\$635,000) – FPC contracting destructive testing to confirm project scope
- Southern University Museum of Art/National Historic District Building (\$5,625,876) - Construction estimated to be completed August 2022

Office of Facilities Planning Update

August 2022

- Modify or Replace Lift Station #2 (\$1,398,962) – Ready to bid
- J.K. Haynes Hall School of Nursing Renovation and Addition (\$38,500,000) – \$10M in Priority 5 General Obligation bond funding. Supplemental funding to be requested in FY24 Capital Outlay Request Submission

Southern University Law Center

- Renovations and Addition to Existing Law Library (\$11,400,000) Fusion Architects, APC + Williams & Williams Architecture, LLC - A Joint Venture Partnership selected as designer. Two programming meetings held.

Southern University – New Orleans Campus

- ADA Compliant Restroom and Public Accommodations. (\$1,650,000) –In design phase. FY23 progress will depend on lines of credit granted for the project.
- Campus Exterior Lighting Upgrades (\$1,000,000) – New Project – preliminary programming needed. Designer selection cannot proceed until Priority 2 cash line of credit is granted (most likely October 2022 or later).
- University Cafeteria (\$7,000,000) – Preliminary programming underway. Designer selection anticipated in November 2022

Southern University – Shreveport Campus

- Louis Collier Hall Science Building Renovation (\$4,200,000) – Scope change request being submitted to Interim Emergency Board to use existing funds to construct Science Building annex to provide laboratory space. Designer selection anticipated November 2022.
- Health & Physical Education Building Demolition (\$510,000) – XXX
- New Workforce Training and Technology Center (\$19,200,000) – Preliminary programming underway. Designer selection anticipated in November 2022.
- Restoration of Atrium Glass Dome and Associated Roof Repairs and Waterproofing, Metro Building (\$635,000) Bids accepted July 20th; contract pending
- Gym Complex (\$9,000,000) – Preliminary programming underway. Designer selection anticipated in November 2022.

FINANCE COMMITTEE
(Following Facilities and Property Committee)
Board of Supervisors' Meeting Room
J. S. Clark Administration Bldg. 2nd Floor
Baton Rouge, LA.

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
 - A. Request Approval of the FY 2022-2023 Operating Budgets (**Separate Attachment**)
 1. *Southern University System Employee Schedule*
 2. *Southern University Board and System Administration Operating Budget*
 3. *Southern University Board and System Inter-Institutional Cost Transfer Budget*
 4. *Southern University Board and System Administration Inter-Institutional Transfers Direct Charges Budget*
 5. *Southern University Board and System Special Meals and Miscellaneous Travel Budget*
 6. *Southern University Baton Rouge Campus Operating Budget*
 7. *Southern University Law Center Operating Budget*
 8. *Southern University New Orleans Campus Operating Budget*
 9. *Southern University Shreveport Campus Operating Budget*
 10. *Southern University Agricultural Research and Extension Center Operating Budget*
 11. *SUBR Athletics Intercollegiate Budget*
 12. *SUNO Athletics Budget*
 13. *SUSLA Athletics Budget*
6. Other Business
7. Adjournment

MEMBERS

Ms. Arlanda Williams- Chairman, Mr. Myron Lawson–Vice-Chair,
Dr. Leon Tarver II, Ms. Christy Reeves, Atty. Domoine Rutledge, Mr. Sam Gilliam
Atty. Edwin Shorty - Ex Officio

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

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
 - A. Request Approval of the Revised Uniformed Personnel Policy (SUS)
The Uniformed Personnel Actions Policy was updated for the following:
 - *Request FMLA be approved by the campus Chancellors and remove the FMLA request be approved by the SUBOS*
 - *Removed honorary degrees from inclusion in the Personnel Policy, not from SUBOS approval*
 - B. Request Approval of the SU Policy on Leave Absences (SUS)
This is a new policy that integrated all the current leave of absence policy into one policy. This new policy will help the SU System HR Office develop consistent policies.
 - C. Request Approval of Out-of-State Fee Waiver Revision– of Policy Number 2-001 (First-Time, First-Year Out-of-State Fee Waiver) and Policy Number 2-002 (Transfer Out-Of-State Fee Waiver) (SUBR)
6. Other Business
7. Adjournment

MEMBERS

Mr. Myron Lawson- Chairman, Dr. Leon Tarver, II, –Vice-Chair,
Dr. Leroy Davis, Ms. Christy O. Reeves, Miss Naudia Foster
Atty. Edwin Shorty- Ex Officio



POLICY TITLE
Uniformed Personnel Actions Policy

POLICY NUMBER
7-008

Responsible Unit: <i>Office of Human Resources</i>	Effective Date: <i>8/19/2022</i>
Responsible Official: <i>Associate Vice President for Human Resources</i>	Last Reviewed Date: <i>8/19/2022</i>
Policy Classification: <i>Human Resources</i>	Origination Date: <i>11/28/2008</i>

I. POLICY STATEMENT AND RATIONALE

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

The purpose of this policy is to create uniform personnel procedures for the SUS in accordance with the provisions of Article VII, Chapter II, and Chapter III of the Bylaws and Regulations. This Uniform Personnel Actions Policy delineates the specific and express delegations of authority by the Board to the System President and Chancellors to execute certain types of personnel actions.

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

II. POLICY SCOPE AND AUDIENCE

This policy applies to all personnel actions of SUS administrators, faculty and staff.

III. POLICY COMPLIANCE

Employees who do not comply with this Policy may result in disciplinary action.

IV. POLICY DEFINITIONS

Bylaws and Regulations: The Bylaws and Regulations of the Board of Supervisors of Southern University and Agricultural and Mechanical College.

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

V. POLICY IMPLEMENTATION PROCEDURES

Except as otherwise provided in the Bylaws and Regulations, all personnel actions shall be made in accordance with the following provisions:

A. Personnel Actions Requiring Board Approval

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

1. Any action, which would result in an employee’s salary exceeding Sixty Thousand Dollars (\$60,000) or more, from all sources, both public and authorized private.
2. Appointment of and compensation for the President, System Vice Presidents, all chancellors or equivalents, and all positions of dean or equivalent and above, including amendments to or extensions of appointment agreements and increases or decreases in compensation.
3. Educational leave and sabbatical leave in excess of three (3) months during any twelve (12) month period.
4. Termination of tenured faculty.
5. Head Coach and Athletic Director contracts and amendments, thereto, provided that the President shall have the authority to approve any non-substantial amendments.
6. Leave without pay for one (1) year or more or special leave with any pay or benefits for thirty (30) days or more within any twelve (12) month period, except for any action which an employee is entitled to under the Family and Medical Leave Act of 1993, as amended, or a medical leave for thirty (30) days or more.
7. Either appointment or making any change in status which would result in an employee gaining indeterminate tenure or “rolling tenure” (i.e., rolling term).
8. Appointment to any designated chair or professorship.
9. Conferring emeritus status on any person with less than ten (10) years of service to the university or with titles other than professor.

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

B. Personnel Actions Requiring Presidential Approval

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

1. Any action which would result in an employee earning a total annual compensation from Fifty Thousand Dollars (\$50,000.00) to Sixty thousand (\$60,000.00) from all sources, both public and authorized private.
2. The creation of any new position at the level of Vice President, Chancellor, Vice-Chancellor, or equivalent and all positions of dean or equivalent, including directors and chairs earning \$50,000 to \$60,000.00.
3. Any action which would allow for a delay in review for tenure beyond the period of time established by SUS policy or in the employee's appointment letter.
4. Conferring emeritus titles not required to be approved by the Board.
5. Re-appointment of any person who is to receive during employment with the SUS any retirement benefits from any Louisiana public employee retirement system or plan.
6. General pay plans, including across-the-board pay raises which are granted to all or substantially all of the employees of a campus or institution.
7. Any other personnel action which the President determines should be reviewed at the System level. Such determinations may be made individually or be established for the System as a whole, for individual campuses or institutions, or for classes of employees either across the System or at specific campuses or institutions.
8. Hiring of all full-time faculty as required to fill faculty vacancies up the salary level of Seventy-five thousand dollars (\$75,000.00).

C. Personnel Actions Requiring Chancellor Approval

The following personnel actions shall require approval by the Chancellors:

1. Any action which would result in an employee earning total annual compensation up to, but not more than, Fifty Thousand Dollars (\$50,000) from all sources, both public and authorized private.
2. Title changes.
3. Hiring of adjunct faculty.

4. Employment status changes from a nine (9) month to a twelve (12) month or twelve (12) month to a nine (9) month position.
5. Any action which an employee is entitled to under the Family and Medical Leave Act of 1993, as amended, or a medical leave.

D. Personnel Actions which may be delegated by the President

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

E. Form of Letters of Appointment and Similar Agreements

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

F. Reporting

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

G. Miscellaneous

1. In the event of any conflict between the provisions of Chapter II and Chapter III and any other provisions of the *Regulations* of the Board of Supervisors, the provisions of Chapter II than Chapter III shall control.
2. Nothing herein creates any rights, procedural or substantive, in employees, prospective employees, or other persons.

VI. POLICY RELATED INFORMATION

- Article VII, Chapter II, and Chapter III of the Bylaws and Regulations
- Family and Medical Leave Act of 1993, as amended

VII. POLICY HISTORY AND REVIEW CYCLE

The Office of Human Resources will be charged with implementing this Policy.

This Policy replaces the current Uniformed Personnel Policy with an origination date of 11/28/08 and is subject to a five-year policy review cycle.

VIII. POLICY URL

The approved policy will be posted on the Southern University System website under Board Policies at www.sus.edu.

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.

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

Effective Date of Policy

The Honorable Atty. Edwin M. Shorty Jr.
Chair - Southern University System Board of Supervisors

Effective Date of Policy



POLICY TITLE
Uniformed Personnel Actions Policy

POLICY NUMBER
7-008

Responsible Unit: <i>Office of Human Resources</i>	Effective Date: <i>8/19/2022</i>
Responsible Official: <i>Associate Vice President for Human Resources</i>	Last Reviewed Date: <i>8/19/2022</i>
Policy Classification: <i>Human Resources</i>	Origination Date: <i>11/28/2008</i>

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The purpose of this policy is to create uniform personnel procedures for the SUS in accordance with the provisions of Article VII, Chapter II, and Chapter III of the Bylaws and Regulations. This Uniform Personnel Actions Policy delineates the specific and express delegations of authority by the Board to the System President and Chancellors to execute certain types of personnel actions.

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

II. POLICY SCOPE AND AUDIENCE

This policy applies to all personnel actions of SUS administrators, faculty and staff.

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Employees who do not comply with this Policy may result in disciplinary action.

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Bylaws and Regulations: The Bylaws and Regulations of the Board of Supervisors of Southern University and Agricultural and Mechanical College.

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

V. POLICY IMPLEMENTATION PROCEDURES

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

1. Any action, which would result in an employee’s salary exceeding Sixty Thousand Dollars (\$60,000) or more, from all sources, both public and authorized private.
2. Appointment of and compensation for the President, System Vice Presidents, all chancellors or equivalents, and all positions of dean or equivalent and above, including amendments to or extensions of appointment agreements and increases or decreases in compensation.
3. Educational leave and sabbatical leave in excess of three (3) months during any twelve (12) month period.
4. Termination of tenured faculty.
5. Head Coach and Athletic Director contracts and amendments, thereto, provided that the President shall have the authority to approve any non-substantial amendments.
6. Leave without pay for one (1) year or more or special leave with any pay or benefits for thirty (30) days or more within any twelve (12) month period, except for any action which an employee is entitled to under the Family and Medical Leave Act of 1993, as amended, or a medical leave for thirty (30) days or more.
7. Either appointment or making any change in status which would result in an employee gaining indeterminate tenure or “rolling tenure” (i.e., rolling term).
8. Appointment to any designated chair or professorship.
9. Conferring emeritus status on any person with less than ten (10) years of service to the university or with titles other than professor.

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

B. Personnel Actions Requiring Presidential Approval

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

1. Any action which would result in an employee earning a total annual compensation from Fifty Thousand Dollars (\$50,000.00) to Sixty thousand (\$60,000.00) from all sources, both public and authorized private.
2. The creation of any new position at the level of Vice President, Chancellor, Vice-Chancellor, or equivalent and all positions of dean or equivalent, including directors and chairs earning \$50,000 to \$60,000.00.
3. Any action which would allow for a delay in review for tenure beyond the period of time established by SUS policy or in the employee's appointment letter.
4. Conferring emeritus titles not required to be approved by the Board.
5. Re-appointment of any person who is to receive during employment with the SUS any retirement benefits from any Louisiana public employee retirement system or plan.
6. General pay plans, including across-the-board pay raises which are granted to all or substantially all of the employees of a campus or institution.
7. Any other personnel action which the President determines should be reviewed at the System level. Such determinations may be made individually or be established for the System as a whole, for individual campuses or institutions, or for classes of employees either across the System or at specific campuses or institutions.
8. Hiring of all full-time faculty as required to fill faculty vacancies up the salary level of Seventy-five thousand dollars (\$75,000.00).

C. Personnel Actions Requiring Chancellor Approval

The following personnel actions shall require approval by the Chancellors:

1. Any action which would result in an employee earning total annual compensation up to, but not more than, Fifty Thousand Dollars (\$50,000) from all sources, both public and authorized private.
2. Title changes.
3. Hiring of adjunct faculty.

4. Employment status changes from a nine (9) month to a twelve (12) month or twelve (12) month to a nine (9) month position.
5. Any action which an employee is entitled to under the Family and Medical Leave Act of 1993, as amended, or a medical leave.

D. Personnel Actions which may be delegated by the President

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

E. Form of Letters of Appointment and Similar Agreements

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

F. Reporting

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

G. Miscellaneous

1. In the event of any conflict between the provisions of Chapter II and Chapter III and any other provisions of the *Regulations* of the Board of Supervisors, the provisions of Chapter II than Chapter III shall control.
2. Nothing herein creates any rights, procedural or substantive, in employees, prospective employees, or other persons.

VI. POLICY RELATED INFORMATION

- Article VII, Chapter II, and Chapter III of the Bylaws and Regulations
- Family and Medical Leave Act of 1993, as amended

VII. POLICY HISTORY AND REVIEW CYCLE

The Office of Human Resources will be charged with implementing this Policy.

This Policy replaces the current Uniformed Personnel Policy with an origination date of 11/28/08 and is subject to a five-year policy review cycle.

VIII. POLICY URL

The approved policy will be posted on the Southern University System website under Board Policies at www.sus.edu.

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.

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

Effective Date of Policy

The Honorable Atty. Edwin M. Shorty Jr.
Chair - Southern University System Board of Supervisors

Effective Date of Policy



POLICY TITLE
Employee Leave Policy

POLICY NUMBER
7-00

Responsible Unit: <i>Southern University System HR Office</i>	Effective Date: <i>08/01/2022</i>
Responsible Official: <i>Associate Vice President for Human Resources,</i>	Last Reviewed Date: <i>1998</i>
Policy Classification: <i>Human Resources</i>	Origination Date: <i>08/19/2022</i>

I. POLICY STATEMENT AND RATIONALE

This policy is intended to define and incorporate in one policy the various types of leaves of absence and policies related thereto in order that procedures can be developed and maintained and in accordance with, Southern University System, State and Federal regulations.

II. POLICY

Employees cannot be absent from their duties without proper authorization. It is the responsibility of the department head, supervisor, or other designee to receive and to review leave requests for employee's absences and approve or disapprove such requests in accordance with System policy and to ascertain that accurate leave records are maintained for reports on leave accrued and leave taken. No employee shall approve or solely maintain records for their own leave of absence.

III. POLICY COMPLIANCE

This policy and accompanying procedures apply to all SU System employees. If an employee fails to comply with this policy and accompanying procedures, the employee may be subject to disciplinary actions.

IV. POLICY DEFINITIONS

Academic Employee:

1. Faculty – Full-time members of the academic staff on the various campuses with the rank of instructor or above and equivalent ranks.
2. Other Academic – Part-time members of the academic staff; members of the academic staff below the rank of instructor or equivalent.

Administrative Leave

Leave with pay without loss of annual leave or sick leave granted by the President or his designee for extenuating circumstances.

Annual Leave

Leave with pay granted for the purpose of rehabilitation, restoration, and maintenance of work efficiency, or the transaction of any personal affairs.

Civil Leave

Leave with pay without loss of annual leave, or sick leave granted an employee to perform jury duty, to appear as subpoenaed before a court, public body, or commission, to perform civil duties in connection with national defense or other civil emergencies, or to vote. Employees that are plaintiffs and defendants in a legal matter must use annual leave or leave without pay.

Classified Employees

All employees in positions covered by the provisions of the Louisiana Civil Service System.

Compensatory Leave

Leave granted to eligible classified employees or unclassified exempt employee, under federal law as compensation for overtime work.

Educational Leave

Leave granted to eligible employees for study which will culminate in the receipt of an advanced degree.

Emergency Leave

Leave granted by the System President or Chancellor to a group of employees who have been affected by extraordinary conditions which are defined at the time of the emergency.

FMLA

Eligible employees are entitled to be absent from work for a qualifying event covered by and in accordance with the provisions of the Family and Medical Leave Act (FMLA). The following basic principles apply:

- A. FMLA-covered leave is leave-without-pay unless the employee has accrued paid leave (e.g., annual or sick) which is approved to be used to cover all or part of the absence in accordance with applicable leave regulations.
- B. An eligible employee is an employee of the University who:
 - a. Has been employed by the State for at least 12 months, and
 - b. Has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.
- C. The absence must be for one of the following qualifying events:
 - a. For birth of son or daughter, and to care for the newborn child.
 - b. For placement with the employee of a son or daughter for adoption or foster care.
 - c. To care for the employee's spouse, son, daughter, or parent with a serious health condition as defined by the FMLA.
 - d. Because of a serious health condition, as defined by the FMLA, that makes the employee unable to perform the functions of the employee's job.
- D. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parents is a military member on covered active duty.
- E. An eligible employee may also take up to 26 workweeks of FMLA leave in a single 12-month period: to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member (military caregiver leaves).
- F. An eligible employee is entitled to a total of 12 work weeks of absence during a 12-month period using the "first usage" method of determining the 12-month period as defined by the FMLA.
- G. Each campus shall have the responsibility for developing its own specific policies and procedures for implementation of the FMLA.

Full-time academic and Unclassified (12-month) Employee

A member of the academic or unclassified staff on full-time status as defined by the appointment. For leave accrual purpose the work week is deemed to be forty (40) hours.

Full-time Classified Employees

The standard work week for each full-time employee in the classified service shall be forty (40) hours. The President and/or Chancellor may specify a work week exceeding forty (40) hours for employees in specific position classes within the System or with the approval of the Civil Service Commission for employees in specific divisions or activities within the System.

Funeral Leave

Employees may be granted up to two (2) days of paid “funeral leave” per occasion to attend the wake and/or funeral services for the family members listed below. An employee may attend the funeral services for other family members; however, the employee must request and use annual leave.)

- Parent or Stepparent
- Child or stepchild
- Brother or stepbrother
- Sister or stepsister
- Spouse
- Mother or Father-in-law
- Grandchild
- Grandparent

Holiday Leave

Leave with pay. The holiday leave schedule will be published annually.

Leave of Absence

Permission to be absent from duty.

Leave of Absence Without Pay

Leave granted to employees for good cause under stipulated conditions.

Military Leave

Leave granted to an employee who is ordered to duty with troops or at field exercises or for instruction with any branch of the Armed Forces, including the National Guard.

Part-time Academic or Unclassified Employee

A member of the academic or unclassified staff on part-time status as defined by the appointment.

Sabbatical Leave

Leave granted to faculty for study and research, the object of which is to enable the faculty to increase their professional efficiency and usefulness to the System.

Sick Leave

Leave with pay granted an employee who is suffering with a disability as a result of accident, illness, or childbearing which prevents the employee from performing usual duties and responsibilities or who require medical, dental, or optical consultation of treatment.

Temporary Employee

An employee who is appointed for 180 days or less.

Unclassified Employee

1. Administrative officers, professional staff, and positions specifically exempt from the classified service under Article X of the Constitution of the State of Louisiana.
2. Other positions exempt from the classified service by special action of the State of Louisiana, Department of Civil Service.

V. POLICY IMPLEMENTATION PROCEDURES

An employee cannot be absent from duties without proper authorization. The manager and supervisor are responsible to receive and to review employee's requests for leaves of absences, approve or deny such requests in accordance with System policies and procedures. The manager and/or supervisor will keep accurate leave records for all employees. The Southern University System provides the following leaves of absences. This section describes the means by which this policy is implemented and serves as a summary of the policy implementation process. Detailed steps for policy implementation may be developed in a separate procedures document. Link(s) to a detailed implementation procedures document shall be provided.

I.) ACADEMIC AND UNCLASSIFIED EMPLOYEES

Annual and Sick Leave

Academic employees with an academic year appointment do not accrue annual leave but accrue sick leave.

II.) UNCLASSIFIED AND ACADEMIC ADMINISTRATORS

Annual and Sick Leave

Academic and unclassified employees with a twelve (12) months appointment, accrue annual leave and sick leave.

III.) TEMPORARY AND PART-TIME EMPLOYEES

Annual and Sick Leave

Transient, contingent, W.A.E. and student employees do not earn annual or sick leave.
Part-time academic and unclassified employees do not earn annual or sick leave

IV.) CLASSIFIED EMPLOYEES

Annual Sick Leave

The provisions of the Louisiana Department of Civil Service as provided in the Civil Service Rules and the Civil Service Manual determine the leave policies and procedures for classified employees.

V.) LEAVE OF ABSENCES OTHER THAN ANNUAL AND SICK LEAVE

- A. Administrative Leave
- B. Civil Duty Leave
- C. Compensatory Leave
- D. Education Leave
- E. Emergency Leave
- F. FMLA
- G. Funeral Leave
- H. Holiday Leave
- I. Leave of Absence
- J. Leave of Absence without pay
- K. Military Leave
- L. Sabbatical Leave

VI. POLICY RELATED INFORMATION

This section may provide links to applicable federal, state, and local laws, policies, regulations or SUS Board Bylaws that impact this policy.

VII. POLICY HISTORY AND REVIEW CYCLE

This section identifies whether this is a new or existing policy. The effective date of this policy is determined by the approval dates of both the Chair of the Southern University System Board of Supervisors and the President-Chancellor of the Southern University and A&M College System. Additionally, the policy last review and origination dates are identified. This policy is subject to a five-year policy review cycle.

VIII. POLICY URL

www.sus.edu.

IX. POLICY APPROVAL

This section identifies the appropriate approval official(s).

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

Effective Date of Policy

The Honorable Atty. Edwin M. Shorty, Jr.
Chairperson - Southern University System Board of Supervisors

Effective Date of Policy



Office of the Executive Vice Chancellor and Provost

J.S. Clark Administration Building
Post Office Box 9820
Baton Rouge, Louisiana 70813
Office: 225 771 2360

July 26, 2022

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

Dear President-Chancellor Shields:

This letter requests your review and approval to make the following revision to the Southern University Baton Rouge (SUBR) Policy 2-001, First-Time, First-Year Out-of-State Fee Waiver Scholarship and Policy 2-002, Transfer Out-of-State Fee Waiver Policy. With approval, the policies will be adjusted as follows effective Fall 2022.

- Maintain a minimum of 24 credit hours for the academic year (Fall, Spring) and maintain a cumulative GPA of 2.50; to be evaluated at the end of each Spring semester.

Per this letter I am also requesting a retroactive out-of-state fee waiver approval for students who are in good academic standing but did not meet Out-of-State Fee Waiver criteria based on the previous requirements. The next review of academic status and implementation of revised policy will take effect at the end of the Spring semester of 2023.

You have our assurance that we will be more engaged in our review of academic performance of this group of students, monitor their progress in their respective curricula each semester, offer guidance, targeted intervention and support.

With Kindest Regards,

Bijoy K. Sahoo, Ph.D.
Executive Vice Chancellor and Provost

Approval:

Dennis J. Shields
President-Chancellor



POLICY TITLE
Uniformed Personnel Actions Policy

POLICY NUMBER
7-008

Responsible Unit: <i>Office of Human Resources</i>	Effective Date: <i>8/19/2022</i>
Responsible Official: <i>Associate Vice President for Human Resources</i>	Last Reviewed Date: <i>8/19/2022</i>
Policy Classification: <i>Human Resources</i>	Origination Date: <i>11/28/2008</i>

I. POLICY STATEMENT AND RATIONALE

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

The purpose of this policy is to create uniform personnel procedures for the SUS in accordance with the provisions of Article VII, Chapter II, and Chapter III of the Bylaws and Regulations. This Uniform Personnel Actions Policy delineates the specific and express delegations of authority by the Board to the System President and Chancellors to execute certain types of personnel actions.

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

II. POLICY SCOPE AND AUDIENCE

This policy applies to all personnel actions of SUS administrators, faculty and staff.

III. POLICY COMPLIANCE

Employees who do not comply with this Policy may result in disciplinary action.

IV. POLICY DEFINITIONS

Bylaws and Regulations: The Bylaws and Regulations of the Board of Supervisors of Southern University and Agricultural and Mechanical College.

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

V. POLICY IMPLEMENTATION PROCEDURES

Except as otherwise provided in the Bylaws and Regulations, all personnel actions shall be made in accordance with the following provisions:

A. Personnel Actions Requiring Board Approval

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

1. Any action, which would result in an employee’s salary exceeding Sixty Thousand Dollars (\$60,000) or more, from all sources, both public and authorized private.
2. Appointment of and compensation for the President, System Vice Presidents, all chancellors or equivalents, and all positions of dean or equivalent and above, including amendments to or extensions of appointment agreements and increases or decreases in compensation.
3. Educational leave and sabbatical leave in excess of three (3) months during any twelve (12) month period.
4. Termination of tenured faculty.
5. Head Coach and Athletic Director contracts and amendments, thereto, provided that the President shall have the authority to approve any non-substantial amendments.
6. Leave without pay for one (1) year or more or special leave with any pay or benefits for thirty (30) days or more within any twelve (12) month period, except for any action which an employee is entitled to under the Family and Medical Leave Act of 1993, as amended, or a medical leave for thirty (30) days or more.
7. Either appointment or making any change in status which would result in an employee gaining indeterminate tenure or “rolling tenure” (i.e., rolling term).
8. Appointment to any designated chair or professorship.
9. Conferring emeritus status on any person with less than ten (10) years of service to the university or with titles other than professor.

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

11. Paying any salary supplement to a SUS employee from a Board-authorized affiliated foundation funds that is for one-thousand dollars (\$1,000.00) or more.

B. Personnel Actions Requiring Presidential Approval

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

1. Any action which would result in an employee earning a total annual compensation from Fifty Thousand Dollars (\$50,000.00) to Sixty thousand (\$60,000.00) from all sources, both public and authorized private.
2. The creation of any new position at the level of Vice President, Chancellor, Vice-Chancellor, or equivalent and all positions of dean or equivalent, including directors and chairs earning \$50,000 to \$60,000.00.
3. Any action which would allow for a delay in review for tenure beyond the period of time established by SUS policy or in the employee's appointment letter.
4. Conferring emeritus titles not required to be approved by the Board.
5. Re-appointment of any person who is to receive during employment with the SUS any retirement benefits from any Louisiana public employee retirement system or plan.
6. General pay plans, including across-the-board pay raises which are granted to all or substantially all of the employees of a campus or institution.
7. Any other personnel action which the President determines should be reviewed at the System level. Such determinations may be made individually or be established for the System as a whole, for individual campuses or institutions, or for classes of employees either across the System or at specific campuses or institutions.
8. Hiring of all full-time faculty as required to fill faculty vacancies up the salary level of Seventy-five thousand dollars (\$75,000.00).

C. Personnel Actions Requiring Chancellor Approval

The following personnel actions shall require approval by the Chancellors:

1. Any action which would result in an employee earning total annual compensation up to, but not more than, Fifty Thousand Dollars (\$50,000) from all sources, both public and authorized private.
2. Title changes.

3. Hiring of adjunct faculty.
4. Employment status changes from a nine (9) month to a twelve (12) month or twelve (12) month to a nine (9) month position.
5. Any action which an employee is entitled to under the Family and Medical Leave Act of 1993, as amended, or a medical leave.

D. Personnel Actions which may be delegated by the President

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

E. Form of Letters of Appointment and Similar Agreements

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

F. Reporting

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

G. Miscellaneous

1. In the event of any conflict between the provisions of Chapter II and Chapter III and any other provisions of the *Regulations* of the Board of Supervisors, the provisions of Chapter II than Chapter III shall control.
2. Nothing herein creates any rights, procedural or substantive, in employees, prospective employees, or other persons.

VI. POLICY RELATED INFORMATION

- Article VII, Chapter II, and Chapter III of the Bylaws and Regulations
- Family and Medical Leave Act of 1993, as amended

VII. POLICY HISTORY AND REVIEW CYCLE

The Office of Human Resources will be charged with implementing this Policy.

This Policy replaces the current Uniformed Personnel Policy with an origination date of 11/28/08 and is subject to a five-year policy review cycle.

VIII. POLICY URL

The approved policy will be posted on the Southern University System website under Board Policies at www.sus.edu.

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.

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

Effective Date of Policy

The Honorable Atty. Edwin M. Shorty Jr.
Chair - Southern University System Board of Supervisors

Effective Date of Policy



POLICY TITLE

First-Time, First-Year Out-of-State Fee Waiver

POLICY NUMBER

2-001

Responsible Unit: <i>Enrollment Management</i>	Effective Date: <i>August 1, 2022</i>
Responsible Official: <i>Vice Chancellor for Enrollment Management and Student Success</i>	Last Reviewed Date: <i>July 26, 2022</i>
Policy Classification: <i>Enrollment Management- Admissions & Recruitment</i>	Origination Date: <i>May 9, 2019</i>

I. POLICY STATEMENT AND RATIONALE

The Out-of-State Fee Waiver Policy establishes criteria for the out-of-state fee waiver. In an effort to streamline the process and remain competitive with other Historically Black Colleges and Universities (HBCUs) in Louisiana and Texas, effective Fall 2022, the criteria for providing the out-of-state fee waiver will be as follows:

Eligibility Criteria

Applicants must:

- Satisfy the admission requirements;
- Have a 2.5 cumulative final high school grade point average to be eligible;
- Complete and submit a Free Application for Federal Student Aid (FAFSA);
- Maintain a minimum of 24 credit hours for the year (Fall, Spring and Summer) and maintain a cumulative GPA of 2.50; to be evaluated at the end of each spring semester.

II. POLICY SCOPE AND AUDIENCE

This policy applies to the Office of the Vice Chancellor for Enrollment Management and Student Success, Office of Admissions and Recruitment, Office of the Registrar, and Office of the Bursar in the review and application of out-of-state fee waivers for the Baton Rouge campus.

III. POLICY COMPLIANCE

The Southern University System and Baton Rouge campus must remain in compliance with this policy to ensure that we meet System, State, and Federal agency regulations such as The Office of the Southern University System Internal Auditors, Louisiana Legislative Auditors, and Federal Financial Aid Program Guidelines.

IV. POLICY DEFINITIONS

Out-of-State Fee Waiver

A special type of fee waiver that is designed to waive or removal of university's out-of-state fees from a student's fee bill each semester.

V. POLICY IMPLEMENTATION PROCEDURES

Upon approval by the Board of Supervisors, the Office of Admissions & Recruitment will review all eligible out of state student admissions applications and apply to eligible student accounts after final official transcripts are reviewed and final high school GPA is verified.

The Office of Admission and Recruitment will be responsible for reviewing all applicable candidate applications to ensure compliance with the policy in awarding waivers. The Office of the Vice Chancellor for Enrollment Management and Student Success will be responsible for reviewing all appeals for receipt of the out-of-state fee waiver to ensure compliance with the policy guidelines.

Appeals are to be submitted electronically through the official appeal application link available from the Office of the Vice Chancellor of Enrollment Management and Student Success. Appeals will be reviewed by a committee comprised of campus delegates and students will be notified of their appeal decision once reviewed by the committee.

VI. POLICY RELATED INFORMATION

N/A

VII. POLICY HISTORY AND REVIEW CYCLE

This is a revision to the existing policy that was last reviewed in 2019. The effective date of this policy is determined by the approval dates of both the Chair of the Southern University System Board of Supervisors and the President-Chancellor of the Southern University and A&M College System. Additionally, the policy last review and origination dates are identified. This policy is subject to a five-year policy review cycle.

VIII. POLICY URL

The information regarding First-Time, First-Year Out-of-State Fee Waiver Policy will be posted to the System Board's website under Board Policies at www.sus.edu and on Southern University and A&M College's website www.subr.edu.

XI. POLICY APPROVAL

Dennis J. Shields
President-Chancellor

Effective Date of Policy

The Honorable Edwin Shorty, Esq.
Chair
Southern University System Board of Supervisors

Effective Date of Policy



POLICY TITLE
Transfer Out-of-State Fee Waiver

POLICY NUMBER
2-002

Responsible Unit: <i>Enrollment Management</i>	Effective Date: <i>August 1, 2022</i>
Responsible Official: <i>Vice Chancellor of Enrollment Management and Student Success</i>	Last Reviewed Date: <i>July 26, 2022</i>
Policy Classification: <i>Enrollment Management- Admissions & Recruitment</i>	Origination Date: <i>May 9, 2019</i>

I. POLICY STATEMENT AND RATIONALE

The Transfer Out-of-State Fee Waiver Policy establishes criteria for the out-of-state fee waiver for transfer students. In an effort to streamline the process and remain competitive with other Historically Black Colleges and Universities (HBCUs) in Louisiana and Texas, effective Fall 2022, the criteria for providing out-of-state fee waivers to transfer students will be as follows.

Eligibility Criteria

Applicants must:

- Satisfy the admission requirements;
- Have at least a 2.5 transfer cumulative grade point average;
- Ensure that transfer students with or without an Associate’s Degree must have a “C” or better in both College English and Math;
- Complete and submit a Free Application for Federal Student Aid (FAFSA);
- Have a minimum of 24 credit hours for the year (Fall, Spring and Summer);
- Maintain a cumulative GPA of 2.50, to be evaluated at the end of each spring semester.

II. POLICY SCOPE AND AUDIENCE

This policy applies to the Office of the Vice Chancellor for Enrollment Management and Student Success, Office of Admissions and Recruitment, Office of the Registrar, and Office of the Bursar in the review and application of out-of-state fee waivers for the Baton Rouge campus.

III. POLICY COMPLIANCE

The Southern University System and Baton Rouge campus must remain in compliance with this policy to ensure that we meet System, State, and Federal agency regulations such as The Office of the Southern University System Internal Auditors, Louisiana Legislative Auditors, and Federal Financial Aid Program Guidelines.

IV. POLICY DEFINITIONS

The following are terms used in the policy:

Transfer Student

A transfer student is anyone who has attended another college or university after graduating from high school and wishes to enroll in an undergraduate degree program at Southern University Baton Rouge campus.

Out-of-State Fee Waiver

A special type of fee waiver that is designed to waive or removal of university's out-of-state fees from a student's fee bill each semester.

V. POLICY IMPLEMENTATION PROCEDURES

Upon approval by the Board of Supervisors, the Office of Admissions & Recruitment will review all eligible out of state student admissions applications and apply to eligible student accounts after all official transcripts are reviewed, articulated, and verified for official final GPA.

The Office of Admission and Recruitment will be responsible for reviewing all applicable candidate applications to ensure compliance with the policy in awarding waivers. The Office of the Vice Chancellor for Enrollment Management and Student Success will be responsible for reviewing all appeals for receipt of the out-of-state fee waiver to ensure compliance with the policy guidelines.

Appeals are to be submitted electronically through the official appeal application link available from the Office of the Vice Chancellor of Enrollment Management and Student Success. Appeals will be reviewed by a committee comprised of campus delegates and students will be notified of their appeal decision once reviewed by the committee.

VI. POLICY RELATED INFORMATION

N/A

VII. POLICY HISTORY AND REVIEW CYCLE

This is a new revision to the policy that was last reviewed in 2019. The effective date of this policy is determined by the approval dates of both the Chair of the Southern University System Board of Supervisors and the President-Chancellor of the Southern University and A&M College System. Additionally, the policy last review and origination dates are identified. This policy is subject to a five-year policy review cycle.

VIII. POLICY URL

The information regarding Transfer Out-of-State Fee Waiver Policy will be posted to the System Board's website under Board Policies at www.sus.edu and on Southern University and A&M College's website www.subr.edu.

XI. POLICY APPROVAL

Dennis J. Shields
President-Chancellor

Effective Date of Policy

The Honorable Edwin Shorty, Esq.
Chair
Southern University System Board of Supervisors

Effective Date of Policy

PERSONNEL AFFAIRS COMMITTEE

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

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items

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

Name	Position/Campus	Salary	Funding Source
1. Robert Renee	Coordinator of Board Relations Additional Duties	\$85,000.00	State

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

Name	Position/Campus	Salary	Funding Source
1. Jarius Ballard	Director of Health Information Systems New Appointment	\$85,000.00	State
2. Shawn Charles	Interim Vice Chancellor for Finance and Administration New Appointment	\$158,109.00	State

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

Name	Position/Campus	Salary	Funding Source
1. Sean Woods	Coach Head Basketball Coach Continued Position	\$130,000.00	State

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

Name	Position/Campus	Salary	Funding Source
1. John Brown	Academic Support Counselor and Instructor Salary Adjustment	\$100,452.00	State
2. Phebe Poydras	Director of Library Salary Adjustment	\$171,738.00	State
3. Samantha Thompson	Director of Institutional Accountability and Professional Development New Position	\$90,000.00	State
4. Shandrea Williams	Associate Professor/ Co-director of the Common Law Bar Preparation Program Salary Adjustment	\$132,936.00	State

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

Name	Position/Campus	Salary	Funding Source
1. Jacqueline Dixon	Executive Assistant to the Chancellor-Dean New Appointment	\$75,000.00	State
2. Saturn Douglas	Director of Recruitment and Retention Salary Adjustment	\$73,000.00	State

F. Request Approval for Nomination and Recommendation of Emeritus Professor – Samuel Ibekwe, Ph.D., P.E.

6. Other Business

7. Adjournment

MEMBERS

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

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	1	M	9	8	7	0
-----------------	---	---	---	---	---	---

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

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

- | | | |
|--|--|---|
| <input type="checkbox"/> Academic | <input checked="" type="checkbox"/> Non-Academic | <input type="checkbox"/> Civil Service |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> Part-time (_____ % of Full Time) | <input type="checkbox"/> Restricted |
| <input type="checkbox"/> Tenured | <input type="checkbox"/> Undergraduate Student | <input type="checkbox"/> Job Appointment |
| <input type="checkbox"/> Tenured Track | <input type="checkbox"/> Graduate Assistant | <input type="checkbox"/> Probationary |
| <input type="checkbox"/> Other (Specify) _____ | <input type="checkbox"/> Retiree Return To Work | <input type="checkbox"/> Permanent Status |

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

Profile of Person Recommended

Length of Employment 6/30/2020 To PRESENT

Effective Date SEPTEMBER 1, 2022

Name Robert Renee SS# _____ Sex _____ Race* _____
(Last 4 digits only)

Position Title: COORDINATOR OF BOARD RELATIONS Department: _____

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

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

Years Experience _____ Southern University Experience _____

Degree(s): Type/Discipline (BA-Education): _____ Institution/Location (SU-Baton Rouge): _____ Year: _____

Current Employer Southern University System

Personnel Action

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

Recommended Salary 85,000.00 Salary Budgeted _____

Source of Funds State

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

Change of: _____ From _____ To _____

Position _____

Status _____

Salary Adjustment ~~\$75,000.00~~ 74,984 hrs \$85,000.00

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
111001-11101-61002-16000	85,000

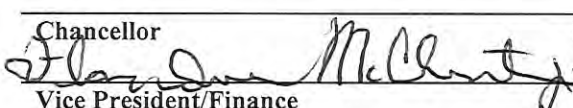
*See Reverse Side

Graduate School signature (if, applicable):

Supervisor _____ Date _____

Dean/Unit Head _____ Date _____

Vice Chancellor  _____ Date 8/16/2022

Chancellor  _____ Date _____

Director/Personnel _____ Date _____

Vice President/Finance _____ Date _____

 _____ Date 8/16/22

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 ORGIN (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 Phillipine 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:

EMPLOYEE DIRECT SUPERVISOR:

SUPERVISOR/DEPARTMENT CONTACT NUMBER

NUMBER OF EMPLOYEES SUPERVISED, (if any)

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

FUNDS AVAILABLE
OFFICE OF THE VICE PRESIDENT
FOR FINANCE & BUDGET AFFAIRS
SOUTHERN ILLINOIS UNIVERSITY
\$85,000
8/18/22
SIGNED 111001-11101-61003-16000

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 BOARD RELATIONS COORDINATOR
OFFICE OF THE SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

RESPONSIBILITY OF POSITION:

The Southern University Board Relations Coordinator shall be responsible for coordinating the External Affairs of the Board with its constituents throughout the University System, including, but not limited to: Administrative support to Board members in their responses to requests for student assistance and service with appropriate campus officials in Admissions, Registration, Housing, Financial Assistance, or other problematic areas of concern throughout the University System.

Coordinate the operational functions of the Board of Supervisors' Central Office. Providing administrative support in all Board functions external to Systems' activities and functions for the conduct of Board meetings, securing all support equipment and supplies in support of such related activities. And any other duties and responsibilities assigned by the Chairman of the Board of Supervisors of the Southern University System.

Robert Lane René



Robert_rene@sus.edu

PROFESSIONAL EXPERIENCE

2019 to Present The Southern University System Board of Supervisors

July 2013 Interim Director, The Office of Recruitment and Admissions

1998
Recruitment Associate Director/Senior Academic Recruiter- Office of

Southern University, Baton Rouge, Louisiana

Meet with students, parents, principals and counselors to guide students' academic futures

2006-2007 Assistant to the Chancellor for Media Relation

(Served temporary until position was filled)

1998 Director of Student Media

Southern University, Baton Rouge, Louisiana

Managed the Office of Student Media

Produced The Digest (newspaper) and The Jaguar (yearbook)

Summer 1993 News Assignment Editor

WBRZ Television, Baton Rouge, Louisiana

Coordinated daily assignments for photojournalists and reporters to cover local and state news as a part of Title III Faculty Development

Professor of Communications

Division of Continuing Education

Southern University, Baton Rouge, Louisiana

Coordinated instructional technology, compressed videoconferences and satellite downlinks

Taught class in computer and internet technology including World Wide Web access

Designed, installed network and maintained computer laboratory for Continuing Education

Professor of Communications

Department of Mass Communications, Southern University

Baton Rouge, Louisiana

Taught class in television news production

Director

The Catholic Diocese of Baton Rouge

Produced and directed "Real-to-Reel" Television Show and

Weekly Televised Mass

Supervised production crew

Film Director

WAFB Television, Baton Rouge, Louisiana

Supervised daily program content for circulation and scheduling

Studio Manager

WAFB Television, Baton Rouge, Louisiana

Supervised studio crew for daily live and videotaped studio productions

Photojournalist

WAFB Television, Baton Rouge, Louisiana

Filmed and processed television news stories; supervised technical news production, including editing and composition; trained news photographers and reporters

EDUCATION

Southern University and Agricultural and Mechanical College, Baton Rouge,
Louisiana

Bachelor of Arts, Liberal Studies, Mass Communications

Master of Education, Mass Communication

Loyola University, New Orleans, Louisiana
Fellow, Institute of Politics

Engaged in the study and discussion of political trends in Louisiana.

- Eastman Kodak, Atlanta, Georgia
Television Film Production
Planned, produced and processed film stories

- National Judicial College, Reno, Nevada
Certified Legal Video Specialist
Studied Theory and Practice of Basic Legal Video Production Technology

- Louisiana Comprehensive Public Training Program
Certified Public Manager, Level I

PROFESSIONAL AFFILIATIONS

National Association of College Deans, Registrars and Admissions Officers

Louisiana Association of College Registrars and Admissions Officers

Phi Delta Kappa Educational Fraternity

- National Association of Press Photographers
- Society of Motion Picture and Television Engineers
- Capitol Correspondence Association

Baton Rouge Area Association of Black Journalists



SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive

New Orleans, LA 70126

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

www.suno.edu

Office of the Chancellor

August 2, 2022

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

Dear President-Chancellor Shields:

I am pleased to recommend Mr. Jairus Ballard for the Director of the Health Information Management Systems (HIMS) program position at Southern University at New Orleans (SUNO).

Mr. Ballard received his A.S. from Delgado Community College in Medical Laboratory Science in 2009, his B.S. in Health Information Management Systems from Southern University at New Orleans (SUNO) in 2013, and his Masters in Applied and Natural Science in Health Informatics from Louisiana Tech University in 2015. Mr. Ballard holds several certificates in MedPartners Outpatient Training Academy. He is also a Registered Health Information Administrator (RHIA) and Registered Medical Laboratory Technician (MLT).

Mr. Ballard has been employed with the Louisiana State University (LSU) Health Science Center-Louisiana Tumor Registry (School of Public Health), since 2016. As a Research Associate, Mr. Ballard abstracts patient data, screens pathology reports and codes cases. Mr. Ballard currently serves as an Adjunct Professor in HIMS at SUNO and prior to these two positions, served as a general supervisor for Integrated Pain and Neuroscience.

I recommend Mr. Jairus Ballard for this position at the rank of tenure-track Assistant Professor, with a 12-month annual salary of \$85,000. This position will begin on September 1, 2022.

Thank you for considering this request and submitting it for approval at the August 19, 2022 Board of Supervisors meeting.

With kind regards,

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

APPROVED: _____

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

Jairus Ballard MHI, RHIA, CLS



Work Experience

- Southern University at New Orleans, August 2019-Present: 6400 Press Drive
New Orleans, LA 70126
 - Adjunct Professor
 - Taught introductory to health information (HIMS 105 &110) and senior level (HIMS 410) courses.
 - Prepared student assignments.
 - Graded assignments.
 - Developed multiple syllabi
 - Knowledge of online courses structures through Blackboard and WebEx.
 - Knowledge of using PowerPoint to teach courses.
 - Created Midterm and Final Exams.
- LSU Health Sciences Center-School of Public Health (Louisiana Tumor Registry),
September 2016-Present: 433 Bolivar Street, New Orleans, LA 70112
 - Research Associate 1
 - Abstracting data from patients' information.
 - Screening pathology reports.
 - Identifying reportable cancer cases.
 - Coding cancer cases.
 - Consolidate information from multiple records.
 - Worked in EPIC HER.
 - Data collection for research and studies.
 - CTR Eligible
- Integrated Pain and Neuroscience, May 2014- September 2016: 2801 Napoleon Ave, New Orleans, LA 70115
 - General Supervisor

- Performed manual and automated routine tests.
- Passed two COLA inspections
- Prepared specimens for test examination.
- Managed laboratory personnel.
- Operated laboratory equipment, Siemens Viva-E
- Followed established procedures for preparing accurate test results so data is provided for patient treatment decisions.
- Maintained professional and technical competency through knowledge and self-improvement.
- Performs regular instrument maintenance in accordance with established instructions.
- Worked with EHRs (electronic health records) for patient driven data.
- Release of patients' information.
- Teaching Physicians and other staff how to interpret data.
- Managed laboratory budget and supplies
- Worked with state and federal compliance.

Education Background

- **2013- 2015** Louisiana Tech University, Masters of Applied and Natural Sciences in Health Informatics (Graduated)
- **2010-2013** Southern University at New Orleans, Bachelor of Science in Health Information Management (Graduated)
- **2006-2009** Delgado Community College, Associate of Science in Medical Laboratory Scientist (Graduated)

Licenses

- Quality Matters (Certificate)
- MedPartners Outpatient Training Academy (Certificate)
- MedPartners ICD-10-CM & ICD-10-PCS Training Academy (Certificate)
- Registered Health Information Administrator (RHIA) 2013-Current
- Registered Medical Laboratory Technician (MLT) 2009-Current

Internship Experience

- West Jefferson Medical Center: 1101 Medical Center Blvd, Marrero, LA 70072 (2012)
 - Participated in the development of health information management policies and procedures.
 - Maintenance of electronic health records.
 - Provided education and training to hospital's employees in areas relevant to health information management.
 - Developed job related questions to employees.
 - Helped with responses to RAC audits.
 - Reviewed records for accuracy and completeness.
 - Inpatient Coding.
 - Outpatient Coding.
 - Established the ability to work with health records that are electronic and build records.

Honors

- 2013 Graduated Magna Cum Lade from Southern University at New Orleans
- 2011-2012 President of the Health Information Management Program
- 2012 Academic Excellence Award awarded by Southern University at New Orleans
- 2011-2012 Outstanding Service Award for Academic Excellence awarded by Southern University at New Orleans
- 2011 Academic Achievement Award awarded by Southern University at New Orleans

References

Available upon request

JOB CLASS					SOUTHERN UNIVERSITY SYSTEM.															
JOB CODE					<u>Personnel Action Form</u>					POSITION NUMBER										
CAL ID																				

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

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

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

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

Profile of Person Recommended

Length of Employment September 1, 2022 To August 31, 2022
 Effective Date September 1, 2022
 Name Jairus Ballard SS# xxx-xx-1434 Sex Male Race* A.A.
 Position Title: Director & Asst. Professor Department: Health Information Management
 Check One X Existing Position * Visa Type (See Reverse Side): US
 _____ New Position Expiration Date: _____
 (Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)
 Years Experience 8 years Southern University Experience 0
 Degree(s): Type/Discipline (BA-Education): AS-Medical Laboratory Institution/Location (SU-Baton Rouge): Delgado Community Colledge Year: 3 years
BS-Health Infomation Systems Southern University at New Orleans 3
MS-HIMS Louisiana Tech University, Rustin, LA 2 yrs.
 Current Employer _____

Personnel Action

Check One _____ New Appointment _____ Continuation _____ Sabbatical _____ Leave of Absence _____
 _____ Transfer X Replacement _____ Other (Specify) _____
 Recommended Salary 85,000.00 Salary Budgeted 85,000.00
 Source of Funds General Fund
 Identify Budget: _____ Page _____ Location _____
 Form Code: _____ Item # _____
 Change of: _____
 Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
411001-42531-61003-41000	85,000.00

Graduate School signature (if, applicable):

*See Reverse Side
 DocuSigned by:
Dr. Gregory D. Ford 8/2/2022
 Supervisor Dr. Gregory D. Ford 8/2/2022
 Vice Chancellor Katrina Jones 8/3/2022
 Director/Personnel _____
 Dean/Unit Head _____ Date 8/3/2022
 Chancellor _____ Date 8/3/2022
 President/Finance _____ Date _____
 Business Affairs/Comptroller _____
 President _____ Date _____
 Chairman/S.U. Board Of Supervisor _____ Date _____

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

ETHIC ORGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 am - 5:00 pm

EMPLOYEE DIRECT SUPERVISOR: 5 Employees

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive

New Orleans, LA 70126

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

www.suno.edu



Office of the Chancellor

August 3, 2022

Dear President-Chancellor Shields:

I am requesting authorization to appoint Ms. Shawn Charles as Interim Vice Chancellor for Administration and Finance for Southern University at New Orleans (SUNO) effective September 1, 2022. This personnel action would allow me adequate time to post the position being vacated by Dr. Teresa Hardee. I am recommending 90% of the budgeted salary for this action (\$158,109).

This interim position will be responsible for the university's financial operations and charged with partnering with the Chancellor and other members of the leadership team to align SUNO's resources and strategic goals. This position will also review and monitor the University's financial condition, and oversee the accounting systems, policies, and procedures. Ms. Charles will be responsible for providing timely and accurate financial statements and reports, ensuring SUNO's compliance with state and federal regulations, preparing the final annual budget and directly supervising other administrative functions.

Ms. Charles has been at SUNO for over 22 years, rising within the organization while increasing her responsibility at each level. She has been in the number two position for over 1 ½ years working under the direct supervision of the current Vice Chancellor.

I believe placing Ms. Charles in this interim position will be beneficial for SUNO especially during this transition. I request your support for this personnel action as we post this position.

With kind Regards,

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

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

APPROVED: _____

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

"An Equal Educational Opportunity Institution"

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

<input 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 Dr. Teresa Hardee Reason Left _____
 Date Left August 31, 2022 Salary Paid \$175,677.00

Profile of Person Recommended

Length of Employment March 1998 To current

Effective Date September 1, 2022

Name Shawn M. Charles SS# xxx-xx-2778 Sex Female Race* African America

Position Title: Interim VC for Administration & Finance Department: Administration & Finance

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

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

Years Experience 24 Southern University Experience 24

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	BBA - Accounting	Jackson State University	1997
	Master's of Public Admin.	Troy State University	2001
	DM in Organizational Leadership	University of Phoenix - Anticipated	Fall 2022

Current Employer _____

Personnel Action

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

Recommended Salary \$158,109.00 Salary Budgeted \$175,677.00

Source of Funds General Fund

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

Change of:

	<u>From</u>	<u>To</u>
Position	_____	_____
Status	_____	_____
Salary Adjustment	_____	_____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
411001-44110 61002 46000	158,109.00

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

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor <u>Dr. Teresa Hardee</u> Date <u>8/3/2022</u>	DocuSigned by: <u>Dr. Teresa Hardee</u> Date <u>8/3/2022</u>
Vice Chancellor <u>Patricia Alexander</u> Date <u>8/3/2022</u>	Dean/Grant Head <u>James H. Ammons</u> Date <u>8/3/2022</u>
Director Personnel _____ Date _____	Vice President/Finance Business Affairs/Comptroller _____ Date _____
President _____ Date _____	Chairman/S.U. Board Of Supervisor _____ Date _____

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: M-F 8:00 am - 5:00 pm

EMPLOYEE DIRECT SUPERVISOR: Dr. James H. Ammons, Jr.

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

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CLASS OF EMPLOYMENT (VISA STATUS):

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

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

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
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- Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee)
- Exemptions Survey Form
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

Shawn M. Charles, MPA

◆ scharles@suno.edu

Two decades of successful experience & promotions in Accounting, Finance, and Higher Education Business Administration, with notable successes and accomplishments in directing departmental & system-wide teams, with regulatory compliance in fiscal operations and expertise in budgeting, educating staff, and strict financial controls.

- *Post-Grad Master of Public Administration*
- *Multi-Site University Business Leadership Roles*
- *Documented Ability to Implement Strategic Plans*
- *Leveraging GAAP & Best Practices & Technologies*
- *Multi-Million Dollar Fiscal Administration Skill Set*
- *Using IT Tools to Model Decisions & Strategies*
- *University System Financial & Strategic Planning*
- *Budgetary Design, Reporting & Development Skills*
- *Utilizing Data to Identify Financial Trends & Solutions*
- *Shape, Plan & Execute High-Profile University Projects*

EDUCATIONAL ACHIEVEMENTS

Doctoral Studies | Management in Organizational Leadership; 2022 | UNIVERSITY OF PHOENIX

Coursework: Doctoral Program Seminar | Communication Strategies | Creative & Critical Thinking | Transformational Leadership & Innovation | Knowledge of Theory & Practice | Constructing Meaning | Organizational Theory & Design | Management Philosophies | Doctoral Seminars | Research Methods | Dynamics of Group & Team Leadership | Impact of Technology on Organizations | Emerging Managerial Practices | Organizational Diagnosis & Intervention | Collaborative Case Study | Political Acumen & Ethics | Contemporary Systems Management | Architecture of Leadership

College Business Management Institute (CBMI) SACUBO Program; 2015 | UNIVERSITY OF KENTUCKY; Lexington, KY

Master of Public Administration (M.P.A.); 2001 | TROY STATE UNIVERSITY COLLEGE OF ARTS & SCIENCES; New Orleans, LA

Coursework: Organizational Behavior & Theory | Business, Government & Society | Economics for Public Management | Public Policy Analysis | Admin. Law | Research Methods | Public Personnel Management | Government Budgeting | Government M.I.S. | Seminar in Public Admin. | Governmental Planning | Current Problems & Issues in Public Admin.

Bachelor of Business Admin. (B.B.A.) in Accounting; 1997 | JACKSON STATE UNIVERSITY SCHOOL OF BUSINESS; Jackson, MS

PROFESSIONAL EXPERIENCE

Associate Vice-Chancellor for Administration & Finance; 2021-Present

SOUTHERN UNIVERSITY AT NEW ORLEANS; NEW ORLEANS, LA

- Oversee the responsibilities of the Administration and Finance Unit while helping to institutionalize University services.
- Oversee financial functions specifically and administration, in general, to ensure policies and procedures are administered according to mandated guidelines that eliminate and/or minimize risk to the University.
- Oversee the development and maintenance of university-wide administrative policies and procedures.
- Maintain the current and long-term effectiveness of all financial functions of the Division by ensuring effective, efficient, and accurate processes.
- Ensure the timely submission of reports, including Southern University System reports, financial statements, insurance, University payments, administrative information, audit, business processes, and other related procedures.
- Assist the Vice-Chancellor in working with external auditors and support the provision of independent, objective internal auditing services designed to add value and improve University operations.
- Collaborate with Vice-Chancellors and members of the management team to ensure that the business and operations of SUNO are aligned with the Strategic Plan and University Scorecard along with other priorities identified.

- Collaborate with all stakeholders (internal and external, students, faculty, staff, and administrators) to sustain the University's overall efficacy.
 - Co-lead (with Information Technology) all deliberations about reengineering SUNO's processes.
 - Create an atmosphere that motivates staff members to contribute to the financial stability, human resource achievements, and administrative excellence of the institution, including a plan for professional development.
 - Participate (and lead in the absence of the Vice-Chancellor) on the Chancellor's management team to ensure the Division adheres to the institutional vision and goals, and effectively communicate and organize to achieve those goals, and carry out all other responsibilities as assigned.
-

Comptroller; 2008-Present

SOUTHERN UNIVERSITY AT NEW ORLEANS; NEW ORLEANS, LA

- Manage the day-to-day fiscal operations for the New Orleans campus of the nation's only HBCU College System.
 - Assist in managing a \$23 million annual General Fund Budget, as well as a multi-million dollar Grants Budget.
 - Supervise preparation of SUNO's annual financial report, create strategies for success, enforce policies to ensure cash controls, and articulate complex accounting and finance information.
 - Ensure cooperative relationships, assist in complex transactions, ensure continual staff training, accomplish organizational goals, and work collaboratively with other campuses and departments.
 - Mentor and motivate direct reports, including Chief Accountant, Accounts Payable, Payroll, Grant & Contract Accountant, Student Accounts Receivable, Accounting Specialist, and Cashier Supervisor.
 - Successfully reduced student receivables by \$1 million+, provided improved quality of customer service, and achieved significant strides in the transition to online registration through Banner Self Serve.
 - Implemented SUNO's 1st Financial Recording System & Student Information System. Provided content for SUNO.edu Comptroller's Office section website, course schedule book, and College Catalog financial matters.
 - Developed policies & procedures for Payroll, Accounts Payable, Student Accounts Receivable, Collections & Billing, Grants & Contracts, and system-wide Travel & Purchase Card Policy.
 - Led team through successful implementation of the Bank Mobile Refund Card System to provide students with refunds in a more timely & efficient manner and significantly improve customer service.
 - Implemented Touchnet & CashNet Online Payment Systems to enhance online registration and provide students with a secure method of making payments from the comfort of their homes or essentially anywhere.
 - Selected as Banner Finance Implementation Team Lead, Banner Finance Conversion Team Lead, and Banner Student Implementation Accounts Receivable Team Lead for the New Orleans Campus.
 - Served as Financial Analyst to two separate Chancellors and participated in the Chancellor's Special Committee for SUNO's Financial Management Plan.
-

Associate Comptroller; 2006-2008

SOUTHERN UNIVERSITY AT NEW ORLEANS; NEW ORLEANS, LA

- Supervised all functions of Grants, Bank Reconciliations, Accounts Payable, Accounts Receivable, Student Registration, Collections, Payroll, and Bursar's Office activities.
 - Prepared audit responses, communicated with auditors and banking professionals, and played a key role in preparation of SUNO's annual financial report.
 - Assisted in organizational structure and staffing to effectively accomplish the department's goals and objectives, including preparing a wide variety of special projects and complex reporting requests.
-

Chief Accountant; 2000-2006

SOUTHERN UNIVERSITY AT NEW ORLEANS; NEW ORLEANS, LA

- Promoted to Chief Accountant with accountability for assigning and reviewing work of subordinates and ensuring accurate GL posting and preparing financial reports for the university.
- Tasked with Post-Katrina reduction from 18 staff members to three (3). Coordinated displaced students, faculty & staff despite disruption of Fall 2005 student registration period, including processing student refunds.
- Re-registered students at sister institution in Baton Rouge, cut refund checks, processed employee payroll, and executed Spring graduation, including personally purchasing equipment for a satellite office at retailers.

Associate Comptroller; 2006-2008

SOUTHERN UNIVERSITY AT NEW ORLEANS; NEW ORLEANS, LA

- Supervised all functions of Grants, Bank Reconciliations, Accounts Payable, Accounts Receivable, Student Registration, Collections, Payroll, and Bursar's Office activities.
- Prepared audit responses, communicated with auditors and banking professionals, and played a key role in preparation of SUNO's annual financial report.
- Assisted in organizational structure and staffing to effectively accomplish the department's goals and objectives, including preparing a wide variety of special projects and complex reporting requests.

Chief Accountant; 2000-2006

SOUTHERN UNIVERSITY AT NEW ORLEANS; NEW ORLEANS, LA

- Promoted to Chief Accountant with accountability for assigning and reviewing work of subordinates and ensuring accurate GL posting and preparing financial reports for the university.
- Tasked with Post-Katrina reduction from 18 staff members to three (3). Coordinated displaced students, faculty & staff despite disruption of Fall 2005 student registration period, including processing student refunds.
- Re-registered students at sister institution in Baton Rouge, cut refund checks, processed employee payroll, and executed Spring graduation, including personally purchasing equipment for a satellite office at retailers.

Accountant I & II; 1998-2000

SOUTHERN UNIVERSITY AT NEW ORLEANS; NEW ORLEANS, LA

- Accountant duties included supervising collection of student tuition & fees, disbursing student refunds, and conducted accounting in accordance with generally accepted accounting principles.
- Maintained the petty cash fund for the University, compiled monthly financial reports, and managed post-award Grants administration, ensured compliance, prepared grant invoices & reports, and reviewed expenditures.
- Reconciled accounts and billing for receivables to ensure timely receipt of revenue, accurate submission of annual financial reports, A-133 Audit, and orderly closure of projects.

Advanced Expertise in Accounting Software, Microsoft Excel, Banner Finance, Banner Student, Touchnet, Regroup, G5, Fastlane, Bank Mobile, LA Works, Evisions: Intellicheck, Argos

PROFESSIONAL AFFILIATIONS

<p><i>Southern Association of College & University Business Officers (SACUBO) - HBCU & Diversity Coordinator & Board Member</i> <i>Association of Governmental Accountants (AGA) – Chapter President</i> <i>Louisiana Asset Management Pool (LAMP) – Board Member</i></p>

LEADERSHIP & VOLUNTEER ACTIVITIES
--

<p><i>Board Member and HBCU & Diversity Coordinator for the Southern Association of Colleges & University Business Officers</i> <i>SACUBO - Women's Leadership Forum Co-Chair</i> <i>Association of Governmental Accountants Chapter President</i> <i>Louisiana Asset Management Pool Board Member (LAMP)</i></p>	<p><i>Paul S. Morton Scholarship Board Treasurer</i> <i>Active Member-Family & Marriage Ministry</i> <i>Led Campus-Wide Food Drive & Sock Drive for the Homeless</i> <i>Habitat for Humanity and Toys for Tots</i> <i>Jackson State University & Band Alumni Association</i></p>
--	--

TRAINING & CONFERENCES ATTENDED
--

<p><i>SACUBO Annual Meetings & Fall Workshops</i> <i>SACUBO Summer Planning Meetings</i> <i>SACUBO Winter Board Meetings</i> <i>NACUBO Women's Leadership Institute</i> <i>SACUBO Women's Leadership Forums</i> <i>SACUBO Lunch & Learns</i> <i>Council for the Advancement of Women Seminar</i></p>	<p><i>Association of Governmental Accountants (AGA) Conference</i> <i>AGA National Leadership Training</i> <i>Monthly AGA Professional Development Trainings</i> <i>State of Louisiana Travel Card Administrator Training</i> <i>NASA Grant Conference</i> <i>Sungard and Ellucian Live ERP Conferences</i> <i>Professional Development Group (PDG) Bursar's Conference</i></p>
--	---

CONFERENCE PRESENTATION EXPERIENCE

SACUBO Annual Meeting: Recruiting Diverse Talent
SACUBO Fall Workshop: Developing Excellence
SACUBO Women's Leadership Forum: Fabulous Failures
AGA: How to Work Your Way Up From Bottom to Top
5th Annual AGA Women's Forum: The Power of Being You
How to Get The Most Out of Your Grant Funds
Grant Management Seminar
General Fund Procedure & Policy

Informational Student Seminars
Student Orientation & Registration Presentations
Athletic Fund Management Presentations
Student Govt. Assoc. Budget-Wise Presentations
Student Org. & Dept. Discretionary Fund Workshops
Mandatory Annual Purchase & Travel Card Training
State Purchase Card Administrator for SUNO
Present Campus-Wide Travel Workshops

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	6	8	6
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CAMPUS: SUS _____ SUBR X SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

TYPE OF APPOINTMENT:

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

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

Profile of Person Recommended

Length of Employment July 1, 2022 To June 30, 2023
Effective Date of Employment July 1, 2022

Name Sean Woods SS# U01796669 Sex M Race* B
(Last 4 digits only)

Position Title: Head Men's Basketball Coach Athletics

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

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

Years Experience 21+ years Southern University Experience 5 years

Degree(s): Type/Discipline (BA-Science): BA Social Work Institution/Location: University of Kentucky Year: 1988-1992

RECEIVED AUG 1 '22 12:00
SU COMPTROLLERS OFFICE

Current Employer Southern University

Personnel Action

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

Annual Salary \$130,000 Salary Budgeted \$130,000 Hourly Rate, if applicable: _____

Pay Cycle: Biweekly Monthly Faculty

Source of Funds: State Identify Budget: 218900-21808-61002 29000 Location: _____

Change of:

From To
Position: Head Men's Basketball Coach Head Men's Basketball Coach
Status: _____
Salary Adjustment: \$130,000 \$130,000

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

Source of Funds (Current)	Amount
218900-21808-61002-29000	\$130,000

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if applicable):

Roman P. Bandy (AR) 7/28/22 Roman P. Bandy (AR) 7/28/22
Supervisor Date Dean/Unit Head Date
[Signature] 7/30/2022 [Signature] 7/31/22
Vice Chancellor Date Chancellor Date
[Signature] [Signature]
Director/Personnel Date Vice President/Finance Date
Business Affairs/Comptroller Date

President - Chancellor

Chairman of the 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:

Sean Woods will remain the Head Men's Basketball Coach receiving \$130,000 annually.

Must be completed by hiring supervisor:

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

EMPLOYEE DIRECT SUPERVISOR: Roman Banks

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-5908

NUMBER OF EMPLOYEES SUPERVISED, (if any) None

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94/I-20. The latter seven (7) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE
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 FUNDS AVAILABLE
OFFICE OF THE COMPTROLLER
SOUTHERN UNIVERSITY SYSTEM

US
RA
H1
J1
F1
F0

AUG 01 2022

[Signature]
COMPTROLLER OFFICE 8/2/22

Do Not Write Below This Area - For Human Resource Use Only

**EMPLOYMENT CONTRACT OF HEAD BASKETBALL COACH
SEAN WOODS**

This agreement is made and entered into on the 27th day of April 2018 between Southern University at Baton Rouge (SUBR), through its management board, the Southern University System Board of Supervisors ("Board") and Sean Woods (Head Basketball Coach). This agreement constitutes the employment contract and appointment of the Head Basketball Coach at Southern University in Baton Rouge, Louisiana. This agreement shall be effective on May 1, 2018 and shall remain in effect through June 30, 2021.

EMPLOYMENT OF HEAD BASKETBALL COACH

I. Employment

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

II. Term

- a. The term of this agreement is for three (3) years commencing on May 1, 2018, and terminating on April 30, 2021. The Board has the option to extend this agreement for one (1) additional year. This option to extend must be extended by the Board and Head Basketball Coach has the option to accept such extension.
- b. All options to extend and/or renewals of this agreement must be offered by the Board and Head Basketball Coach has the option to accept such extension. Such extension and renewals shall be in writing and signed by both parties.

III. Compensation and Employee Benefits

- a. For services and satisfactory performance of this agreement, SUBR shall pay Head Basketball Coach a base salary for the term of this agreement, on a monthly basis the following amounts:
 - i. May 1, 2018 through April 30, 2019: \$125,000.00;
 - ii. May 1, 2019 through April 30, 2020: \$125,000.00; and
 - iii. May 1, 2020 through June 30, 2021: \$125,000.00

- b. SUBR will provide Head Basketball Coach the opportunity to participate in the benefit plans for health insurance, dental insurance, retirement, disability, and life insurance, subject to eligibility requirements, normally provided by SUBR to its regular non-academic unclassified full-time employees.

IV. Outside Income-Subject to Compliance with Board Rules

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

V. Performance Incentives

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

i. SWAC Regular Season Championship

- | | |
|--------------------------------|------------------|
| 1. Head Basketball Coach | One Month Salary |
| 2. Full-Time Assistant Coaches | \$1,000.00 |

ii. SWAC Tournament Championship

- | | |
|--------------------------------|------------------|
| 1. Head Basketball Coach | One Month Salary |
| 2. Full-time Assistant Coaches | \$1,000.00 |

iii. Advance to Second Round of the NCAA Tournament

- | | |
|--------------------------------|------------------|
| 1. Head Basketball Coach | One Month Salary |
| 2. Full-time Assistant Coaches | One Month Salary |

iv. Advancing to each subsequent round of the NCAA Tournament

- | | |
|--------------------------------|------------------|
| 1. Head Basketball Coach | One Month Salary |
| 2. Full-time Assistant Coaches | One Month Salary |

v. Advance to the Final Round (Final Four) of the NCAA Tournament

- | | |
|--------------------------------|-------------|
| 1. Head Basketball Coach | \$25,000.00 |
| 2. Full-time Assistant Coaches | \$10,500.00 |

- | | |
|--------------------------------|------------------|
| 1. Head Basketball Coach | One Month Salary |
| 2. Full-time Assistant Coaches | \$1,000.00 |

ii. SWAC Tournament Championship

- | | |
|--------------------------------|------------------|
| 1. Head Basketball Coach | One Month Salary |
| 2. Full-time Assistant Coaches | \$1,000.00 |

iii. Advance to Second Round of the NCAA Tournament

- | | |
|--------------------------------|------------------|
| 1. Head Basketball Coach | One Month Salary |
| 2. Full-time Assistant Coaches | One Month Salary |

iv. Advancing to each subsequent round of the NCAA Tournament

- | | |
|--------------------------------|------------------|
| 1. Head Basketball Coach | One Month Salary |
| 2. Full-time Assistant Coaches | One Month Salary |

v. Advance to the Final Round (Final Four) of the NCAA Tournament

- | | |
|--------------------------------|-------------|
| 1. Head Basketball Coach | \$25,000.00 |
| 2. Full-time Assistant Coaches | \$10,500.00 |

vi. NCAA Championship

- | | |
|--------------------------------|--------------|
| 1. Head Basketball Coach | \$ 50,000.00 |
| 2. Full-time Assistant Coaches | 20,000.00 |

vii. **LBCA and LSWA Coach of the Year**

1. Head Basketball Coach One Month Salary
2. Full-time Assistant Coach \$1000.00

viii. **Other NCAA Post-Season appearances (NIT, CBI, CIT)**

1. Head Coach ½ Month's Salary
2. Full-Time Assistant Coaches \$1,000.00

ix. **Win twenty (20) games in one (1) season**

1. Head Coach \$5,000.00
2. Full-Time Assistant Coaches \$1,000.00

x.

1. If four hundred and twenty-five thousand dollars (\$425,000.00) or more in game guarantees are collected of this agreement. Head Men's Basketball Coach shall receive a distribution of up to thirty thousand dollars (\$30,000.00) toward salary and ten thousand dollars (\$10,000.00) toward vehicle stipend. The Men's Basketball program will receive sixty thousand dollars (\$60,000.00) used at Head Men's Basketball Coach's discretion as well as approval from the Director of Athletics, on any basketball related programs and activities, including recruiting; travel, equipment, salary supplements for assistant coaches, tutors, or other such personnel to assist the basketball program. Three hundred and twenty-five thousand dollars (\$325,000.00) will be retained by the athletic department budget. The basketball program must first satisfy the state budget requirement before allowing any other expenditures.
2. Anything that is brought in over the four hundred and twenty-five thousand dollars (\$425,000.00) will be split 50/50 between the basketball program and the athletic department.
3. If the Head Coach can assist with helping the Director of Athletics fund raise fifty thousand dollars (\$50,000.00) they will get 10% which can be used towards his salary.

b.

1. In order for Head Basketball Coach to receive above-mentioned performances incentives, Men's Basketball team shall meet all NCAA APR standards and Men's Basketball team shall be eligible for post-season play.
2. Within forty-five (45) days of the last contest, Head Basketball Coach shall be provided an annual report of all performances incentives attained and game guarantees collected for the season. The incentive funding described in section (V) (a) shall be based upon revenues collected by the 30th day following the last contest of the season. All incentives payments and salary supplements shall be paid no later than the 60th day following the last contest of the season, including post-season play.

- a. Head Basketball Coach shall be responsible for being knowledgeable of and in compliance with all rules and regulations of the NCAA, SWAC and University. If Head Basketball Coach or the men's basketball program is found to be in violation of NCAA regulations, Head Basketball Coach shall be subject to disciplinary or termination for cause as defined below. Head Basketball Coach may be suspended for a period of time, without pay, if Coach is found to be personally guilty of deliberate and serious violations of NCAA, SWAC or University regulations.
- b. Head Basketball Coach shall abide by state and federal laws, the State of Louisiana Code of Government Ethics, and the policies and regulations of Southern University System.

VII. Coaching Staff

Head Basketball Coach shall have the authority to recruit and to extend offers of employment to four (4) Assistant Coaches upon final approval by the Athletic Director, SUBR Chancellor and the President. The employment for all Assistant Coaches will terminate annually and will be renewed only on the recommendation of the Head Basketball Coach and the approval of the Athletics Director.

VIII. Termination

- A. **Termination for Cause.** The Board shall have the right to terminate this agreement for cause prior to its expiration, and such right shall exist notwithstanding any rights available under Section VI hereof, and in addition to the examples listed in SUBR Personnel Handbook, the term for cause shall include but not be limited to any one or more of the following:
 - i. Negligent or inattention by Head Basketball Coach of the standards, duties or responsibilities expected by Southern University System employees, after written notice thereof has been given to Head Basketball Coach by Athletic Director and Head Basketball Coach has continued such neglect or inattention during a subsequent period for not less than thirty (30) days;
 - ii. Material, intentional, or reckless breach or violation by Head Basketball Coach of the agreement, including without limitation governing athletic rules and Southern University System rules; or
 - iii. Conviction of Head Basketball Coach of any criminal violation (does not include minor traffic offenses or non-criminal offenses); or
 - iv. Fraud or dishonesty of Head Basketball Coach in the performance of his duties or responsibilities hereunder; or
 - v. Actively engaging in any conduct or committing any act that brings SUBR, Southern University System and Head Basketball Coach into public disrepute, contempt, embarrassment, scandal or ridicule and that negatively impacts the reputation or the high moral or ethical standards of the Southern University System;
 - vi. Conduct of Head Basketball Coach constituting a major violation, or a pattern of conduct that may constitute or lead to a major violation, of any NCAA or other governing athletic association rule or Southern University System interpretation thereof; that may, in the reasonable and good faith judgment of the Southern University System negatively and significantly impact and reflect adversely upon the Southern University System or its athletic programs;
 - vii. Any NCAA or SWAC rules violation by the men's basketball program that results or could result in the University being placed on probation by the NCAA or the SWAC.

staff or others under his supervision or subject to his control or authority that may constitute a major violation or a pattern of conduct that may constitute or lead to a major violation of any NCAA or other governing athletic rule or Southern University System interpretation thereof of which Head Basketball Coach had knowledge and failed to act reasonably to prevent, limit or mitigate, which may, in the reasonable and good faith judgment of the Southern University System negatively and significantly impact and reflect adversely upon SUBR or its athletic program;

- ix. Conduct that the Athletic Director, Chancellor, President and/or the Board of Supervisors agree is not in the best interest of SUBR and Southern University System and such conduct would be detrimental to the SUBR and Southern University System.
- x. Failure of the men's basketball program to meet the academic benchmarks established by the NCAA (including Academic Progress Rate (APR) benchmarks) which results in penalties or sanctions being imposed by the NCAA or other athletic governing authority..

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

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

C. Buy-Out Provision. In the event Head Basketball Coach terminates the agreement without cause to become a Head or Assistant Basketball Coach, the Head Basketball Coach would be liable to University for liquidated damages of seventy-five thousand dollars (\$75,000.00). The liquidated damages shall be due and payable over three (3) months in three (3) equal payments from the date of the termination. If the Head Basketball Coach terminates this agreement for any other reason other than becoming employed as a Head or Assistant Basketball Coach including without limitation, retirement, health or personal reasons, disability, employment in

IX. Miscellaneous

- a. This agreement may be amended at any time only by a written instrument duly signed by SUBR through its designated representative and Head Basketball Coach. All amendments must be in writing.
- b. The agreement shall be governed by and construed in accordance with the laws of the State of Louisiana.
- c. Head Basketball Coach's rights and interests under this Agreement may not be assigned, pledged or encumbered by Head Basketball Coach.
- d. The agreement constitutes the full and complete understanding and agreement of the parties with respect to the employment of Head Basketball Coach by SUBR and supersedes all prior understandings and agreements, oral and written, regarding Head Basketball Coach's employment by SUBR.
- e. Head Basketball Coach acknowledges that he has read and understands the foregoing provisions are reasonable and enforceable, and Head Basketball Coach agrees to abide by this agreement and the terms and conditions set forth herein.
- f. All notices, requests, demands and other communication hereunder may be given by personal delivery, delivery via expedited delivery or mail service such as Federal Express and United States mail with first class postage prepaid or facsimile/telecopier. Notices shall be sent to the names below:

If to Head Basketball Coach

If to SU-Baton Rouge


Roman Banks
Athletic Director
Southern University-Baton Rouge
F. G. Clark Activity Center
Harding Blvd
Baton Rouge, La. 70813

With copies to
Tracie J. Woods
General Counsel
Office of President
J. S. Clark Administration Bldg.
4th Floor
Baton Rouge, LA 70813
225-771-4680 (p)
225-771-5522 (f)

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


SOUTHERN UNIVERSITY SYSTEM
SOUTHERN UNIVERSITY AT BATON ROUGE
HEAD BASKETBALL COACH CONTRACT
Page 7

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



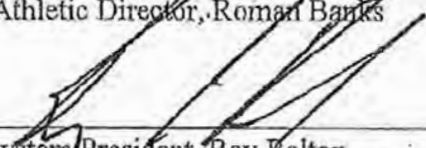
Head Coach, Sean Woods

5/9/18
Date



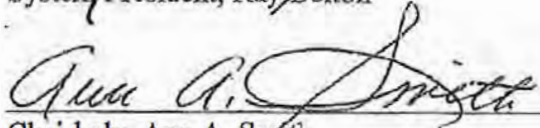
Athletic Director, Roman Banks

5/9/18
Date



System President, Ray Belton

5/9/18
Date



Chairlady, Ann A. Smith

5/9/18
Date



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

August 2, 2022

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

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

Re: Retention Salary Adjustment for Professors Phebe Poydras and John Brown

Dear President Shields:

Two faculty members from the Southern University Law Center (SULC) have recently received offers to join other law schools for the 2022-2023 academic year. To maintain these valuable faculty members, I am requesting that the Board of Supervisors approve a \$12,000 salary adjustment.

Professor Poydras is Director of SULC Library and has considerable experience and expertise in legal education. She has done a tremendous job at SULC, and I would not like to lose her to a competing law school.

Professor Brown has been a valuable resource at SULC since his arrival, and has experience in legal education, and I would not like to lose him to a competing law school.

One of my major responsibilities is to maintain talented faculty members and administrators that are valuable resources at SULC when feasible and possible. I believe that the Board's approval for a salary adjustment effective September 1, 2022, will assist in achieving the goal of retaining these two faculty members. The required documentation is attached.

Therefore, I respectfully request that this item be placed on the agenda for the August 19, 2022, Board of Supervisors' meeting.

Should you have any questions, please contact me.

Sincerely,

John K. Pierre, Esq.

Chancellor and Vanue B. Lacour Endowed Law Professor

APPROVED: _____

Dennis J. Shields
President/Chancellor

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 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 N/A Reason Left N/A
 Date Left N/A Salary Paid N/A

Profile of Person Recommended

Length of Employment 09/01/2022 To 09/30/2023
 Effective Date 09/01/2022

Name John Brown xxx xx-1693 Sex M Race* W
 (Last 4 digits only)

Position Title: Academic Support Counselor and Instructor Department: Law Center-Institutional Support

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

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

Years Experience 33 Southern University Experience 1

Degree(s): Type/Discipline (BA-Education): B.A. Institution/Location (SU-Baton Rouge): Mercer University Year: _____
J.D. Mercer University

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$100,452.00 Salary Budgeted \$100,452.00

Source of Funds Title III 320182 (20.04%) and Student Success(392007(79.96%)32030 61002-34100

Identify Budget: Grant Location _____
 Form Code: BOR10 Page 1 Item # 1

Change of: From To
 Position _____
 Status _____
 Salary Adjustment \$88,452.00 \$100,452.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by	Source of Funds	Amount
Southern University:	320182-32030-61002-34100	\$20,130.58
*See Reverse Side	392007-32030-61002 34100	\$80,321.41
Comments: (Use back of form)		

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

Supervisor Cynthia Reed 8/3/22 Date
 Vice Chancellor Tracey Woods 8/3/22 Date
 Director/Personnel _____ Date
 President _____ Date
 Dean/Unit Head Cerry K. Hall 8-3-22 Date
 Y/C for Fin. and Administration John K. Lane 8-3-22 Date
 Chancellor _____ Date
 Vice President/Finance _____ Date
 Business Affairs/Comptroller _____ Date
 Chairman/S.U. Board of Supervisors _____ Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

White, not of Hispanic origin. A person having origins in any of the original 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: Retention salary adjustment for Professor, John Brown, effective September 01, 2022

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

EMPLOYEE DIRECT SUPERVISOR: Assoc. Vice Chancellor, Cynthia Reed

NUMBER OF EMPLOYEES SUPERVISED, (if any) 7

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 ID: US#
DATE: RA 8/3/22
BY: DMC way
FI
FO

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

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

John Christopher Brown



EDUCATION

- Law School:** Mercer University, Walter F. George School of Law, Macon, Georgia;
Degree: Juris Doctorate
Honors: Distinguished Service Award for Service to the Law School and Macon Community; Legal Writing Highest Average Award, Dean's List
- Seminary:** Epsilon Theological Seminary of the Associate Reformed Presbyterian Church, Due West, South Carolina;
Degree: Master of Divinity
Honors: (1) Biblical Interpretation Highest Academic Average Award
(2) Biblical Studies Highest Academic Achievement Award
(3) graduated Summa Cum Laude
- Graduate Studies:** University of Virginia, Charlottesville, Virginia
Certification: Public School Administration
- College:** Mercer University, Macon, Georgia
Degree: Bachelor of Arts, Majors: Mathematics / History
Honors: graduated Summa Cum Laude

EMPLOYMENT

- Law:** Associate Dean of Law Admissions; Concordia University School of Law, 2018 - present
- Assistant Dean for Admissions; Mississippi College School of Law, 2009 - 2016
- Assistant Dean for Student Affairs; Mississippi College School of Law, 2004 - 2016
- Law School Teaching Experience:
- taught summer "early start" academic support classes 2005-2012
 - taught academic support Criminal Law analysis class 2005-2012
 - served as Section Director of Legal Writing, 2004-2006
 - taught Legal Writing 2004-2008
 - taught Appellate Advocacy 2004-2008
- Member of Mississippi Supreme Court Commission on Judges and Lawyers Assistance
Jackson, Mississippi, June 2006 - June 2016
- Recruiter; Office of Admissions and Financial Aid.
Walter F. George School of Law, Mercer University, Macon, Georgia, 2002-2004

Law Clerk for Judge William L. Tribble
Dublin Judicial District of Georgia, Dublin, Georgia, 2002-2004

Director: Tattnall Square Legal Aid Clinic, Macon, Georgia
Established a legal aid clinic which served as an outreach ministry of
Tattnall Square Presbyterian Church, Macon, Georgia, 2000-2004.

Ministry

Missionary: Island of Haiti, November 2016 – January 2018

Minister: Tattnall Square Presbyterian Church, Macon, Georgia, 2000-2004
(Tattnall was an inner city church serving a multi-cultural congregation of African American, Hispanic, Korean and white members. The church provided several ministries to the community including: a food bank, a clothing bank, an after school tutoring program, boy scouts, and various programs for AA members.)

Interim Minister: Warronton Presbyterian Church and Rocky River Presbyterian Church
Abbeville, South Carolina, 1997-2000

Interim Associate Minister: Oak Hill United Methodist Church, Pelzer, South Carolina,
1997-1999

Missionary: Tijuana, Mexico, 1996-1997

NCAA

Sports Information Director; NCAA Division III, WOLD – Radio Network, 1989-1996

Education

Founder and Director: Tattnall Square After-School Tutoring Program, 2000-2004
- tutoring program served inner city neighborhood children in Macon, Georgia
Teacher: public secondary schools, 1982-1996
- United States History, United States Government, Street Law, Calculus, Physics
Coach: football, basketball, baseball and track

**Professional
Memberships**

Member: American Bar Association
Member: LSAC as Assistant Dean for Law School Admissions
Member: AALS Section for Law School Admissions
Member: AALS Section for Associate Deans of Student Services
Member: AALS Section on Academic Support/Success
Member: Legal Writing Institute
Member: Pre-Law Advisors Associations – SAPLA, SWAPLA, MAPLA, WAPLA, PCPLA
Member: National Education Association

JOB CLASS 2	4	1	2	0
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	9	4
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUNO _____ SUSLA _____

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

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

Previous Employee N/A Reason Left N/A
 Date Left N/A Salary Paid N/A

Profile of Person Recommended

Length of Employment 09/01/2022 To 06/30/2023
 Effective Date 09/01/2022

Name Phebe E. Huderson Poydras XXX-XX 02542 Sex F Race* B
(Last 4 digits of ID)

Position Title: Asst./Assoc. Professor/Director of Library Services Department: Law Center Instructional 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 14 Southern University Experience 6
 Degree(s): Type/Discipline (BA Education): Institution/Location (SU Baton Rouge): Year:
B.A. University of New Orleans 1991
JD Southern University Law Center 1995
Master Louisiana State University 1998

Current Employer Southern University Law Center

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) Retention salary adjustment

Recommended Salary \$ 171,738.00 Salary Budgeted \$ 171,738.00

Source of Funds General Appropriation

Identify Budget: State _____ Location 311001 32050 61002 34500
 Form Code: BOR10 Page 1 Item # 1

Change of: _____ From _____ To _____
 Position _____
 Status _____
 Salary Adjustment \$159,738.00 \$171,738.00

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
311 001 32050 61002 34500	\$171,738.00

*See Reverse Side

Graduate School signature (if applicable):

Regina James 8/13/22
 Supervisor Date
Shirley D. V. 8/13/22
 Vice Chancellor Date

Gerry B. Hall 8-3-22
 Dean/Unit Head Date
John K. Hene 8-3-22
 W/C for Finance & Admin. Date
 Chancellor Date

Director/Personnel _____ Date _____ Vice President/Finance _____ Date _____
 Business Affairs/Comptroller

President _____ Date _____ Chairman/S.U. Board of Supervisors _____ Date _____

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Hispanic or Latino _____ Non Hispanic or Non-Latino

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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:

Retention salary adjustment for Professor, Phebe H. Poydras, effective September 01, 2022.

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any) 200

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and 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
 CODE _____ EXPIRES _____
 DOC # _____
 DATE RA 8/3/22
 BY JM
 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)
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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)

CONTINGENT UPON AVAILABILITY OF FUNDS

PHEBE E. HUDERSON-POYDRAS

EDUCATION

Louisiana State University,
Masters, Library and Information Science, 1998

Baton Rouge, Louisiana

Southern University Law Center,
Juris Doctor, 1995

Baton Rouge, Louisiana

University of New Orleans,
Bachelor of Arts, **Major:** Political Science, **Minor:** History, 1991

New Orleans, Louisiana

PROFESSIONAL EXPERIENCE

Southern University Law Center

Baton Rouge, Louisiana

Director of Library Services & Associate Professor of Law

7/2017—present

- Responsible for the overall management of the Oliver B. Spellman Law Library
- Responsible for administering library budget
- Responsible for shaping policy within the Law Library
- Developing long-term and short term goals for the Law Library
- Responsible for developing and maintaining a collection that is in compliance with ABA and AALS standards.
- Teaching Legal Research and Advanced Legal Research
- Prepares appropriate assignments for Legal Research and Advanced Legal Research
- Prepare status reports on the Law Library
- Serves on Law School committees

Indiana Tech Law School

Fort Wayne, Indiana

Associate Dean for Library Affairs (Founding Law Library Dean)

& Assistant Professor of Law

7/2012—6/2017

- Prepared preliminary plans for the implementation and operation of the law library.
- Oversaw budget of the Law School Library.
- Oversaw a current staff of 5 and 7 student workers.
- Recruited, drafted job descriptions and hired staff.
- Prepared reports, met with vendors and oversaw contractual decisions that impacted the law library.
- Served on various Law School Committees.
- As tenured-track faculty member taught Advanced Legal Research & Legal Research within the Experiential Legal Writing department.
- Prepared lectures, PowerPoints, assignments, and met with students as needed concerning class requirements and materials.
- As part of the law school administrative team, assisted in shaping law school policy and rules.

Florida A&M University College of Law,
Director of the Law Library & Assistant Professor of Law,

Orlando, Florida
1/2009 6/2012

- Oversaw budget of the College of Law Library.
- Oversaw budget of the Orange County Bar Collection.
- Oversaw a staff of 7 librarians, 4 Library Technical Assistants and 5 OPS student and staff members.
- Prepared reports, met with vendors and oversaw contractual decisions that impacted the law library.
- As tenured-track faculty member taught Advanced Legal Research.
- Prepared lectures and meets with students as needed.
- Served on Law School Committees.
- Performed other duties as required.

Florida A&M University College of Law,
Interim Director of the Law Library,

Orlando, Florida
1/2008 1/2009

- Oversaw budget of the College of Law Library.
- Oversaw budget of the Orange County Bar Collection.
- Oversaw a staff of 5 librarians, 4 Library Technical Assistants and 5 OPS student and staff members.
- Prepared reports, met with vendors and oversaw contractual decisions that impact the law library.
- Taught Advanced Legal Research, prepared lectures and met with students as needed.
- Performed committee work and served as Secretary on CFLC Board.
- Performed other duties as required.

Florida A&M University College of Law,
Assistant Law Librarian for Public Services,

Orlando, Florida
2/2003 – 6/2006

- Part of the Law Library's Founding team
- Responsible for providing guidance and direction to the Public Services Department and in the director's absence directly responsible for the entire law library.
- Coordinated and monitored the daily activities and operations of the department.
- Provided assistance and direction for circulation, reference, and interlibrary loan.
- Created and established policy manuals and procedures for the department.
- Participated in collection development activities.
- Scheduled computer aided legal research training for faculty, students and librarians.
- Scheduled professional development opportunities for staff.
- Maintained contact with Vendors.
- Established contact with professional library associations for the staff.
- Provided legal research for faculty, students and staff of the College of Law.
- Maintained statistics for the department.
- Performed other duties as assigned and as needed for the library as well as the College of Law.

Southern University Law Center Library,
Documents, Media and Evening Reference Librarian,

Baton Rouge, Louisiana
8/1998 – 2/2003

- Responsible for the operations of the Reference Dept. on evenings and weekends.
- Responsible for the supervision of the Government Documents Dept.
- Provided comprehensive legal research assistance to the faculty of the law center.
- Supervised one full time employee and six student workers.
- Prepared subject bibliographies.
- Assisted the Reference Librarian in the preparation of library's newsletter.
- Covered circulation as needed.

Paul M. Hebert Law Center Library,
Graduate Assistant,

Baton Rouge, Louisiana
1/1997 – 5/1998

- Provided reference assistance to patrons of the law library.
- Instructed patrons in the use of print and electronic resources.
- Provided legal research assistance to the faculty of the law center.
- Prepared and located materials for monthly exhibits.
- Handled duties at the circulation desk as needed.
- Processed microfiche and other government document materials.
- Prepared government documents for bindery.

Kean, Miller Law Library,
Library Assistant,

Baton Rouge, Louisiana
Spring 1998

- Field experience that became an offer for summer employment.
- Undertook the task of cataloging law library's collection.
- Created online catalog system by copy and original cataloging.

TEACHING EXPERIENCE

**Southern University Law Center
Legal Research**

Baton Rouge, Louisiana

- Lectures and assignment focused on developing the learner's legal research skills.
- Provides introduction to basic legal research i.e. primary and secondary sources and how to properly utilize these essential tools.

**Indiana Tech Law School
Professionalism**

Fort Wayne, Indiana
Spring 2016

- Lectures and assignments focused on developing and learning about professionalism.
- Major project culminates with the students drafting an "*Oath of Professionalism.*"

Advanced Legal Research

Fall 2013—present

- Lectures and assignments focused on specialized areas of law. Class focused on both scholarly and practical legal research.

Legal Research within Experiential Legal Writing,

Fall 2013—present

- Teach the foundations of legal research within the lawyering skills program.
- Provide guest lectures in the Spring semester classes as needed.

**Florida A&M University College of Law
Advanced Legal Research**

Orlando, Florida
2008--2012

- Lectures and assignments focused on specialized areas of law. Class focused on both scholarly and practical legal research.

Legal Bibliography

2011—2012

- Introduction to primary and secondary resources, citations and finding tools.

Legal Research Lecturer

2004, 2008 — 2012

- Teaching series on Researching Florida Law for Legal Writing Department.
- Prepared lectures and assignments for first year law students on the mechanics of Legal Research.

Legal Methods Instructor

2006 – 2007

- Prepared lectures.
- Prepared legal research problems for the team.
- Provided guidance and support for students as needed.

PUBLICATIONS

- *"Keeping Up with New Legal Titles"* 108 Law Lib. J. 449, 466 (2016) (reviewing Mark K. Osbeck, *Impeccable Research: A concise Guide to Mastering Legal Research Skills*, Second Edition, (2016).
- *"Have You Considered Becoming a Law Librarian?"* Law Practice Today, <http://www.lawpracticetoday.org/article/law-librarian/>, January 14, 2015. This article was one of the featured articles under the subject matter of its alternate careers issue.
- *"Developing a Legal Information Literate Law Student: That Dog Will Hunt"* Legal References Services Quarterly, 32:3. 183-201 (2013). Article focuses on developing legal information literacy skills in law students so that they will be competent legal professionals.
- *"Practicing Law Librarianship: Six Ways to Spread the Word."* AALL Spectrum. Chicago Illinois, November 2006, 9-10. Recruiting new members into the profession. The article provides brief suggestions. It was also jointly written by three other members of the AALL Recruitment Committee.

- Resolution Project. Baton Rouge, LA July 2002 Basic Mediation and Conflict Resolution.
- Accidental Manager I--Central Florida Library Cooperative. Maitland, FL. June 2003. Learned the fundamentals of management (managerial roles; organizational structure; teams; planning; leadership, management and supervision).
- Accidental Manager II--Central Florida Library Cooperative. Maitland, FL. June 2003. Learned human resource management (diversity; legal consideration; job descriptions; evaluations; recruitment and selection).

PROFESSIONAL AFFILIATIONS/ACTIVITIES

- American Libraries Association
- Central Florida Library Cooperative (2003—2009)
- American Association of Law Libraries (AALL), Member in good standing from 1998 - Present.
- Baton Rouge Area Association of Law Libraries
- Southeastern Association of Law Libraries 2003 2012.
- Special libraries Association (SLA)
 - (SLA) Legal Division
 - Florida—Caribbean Chapter of Special Libraries Association—Chapter –President Elect (2004-2005)

SERVICE TO THE PROFESSION

- American Libraries Association
 - Association of College and Research Libraries (ACRL)
 - ACRL College Libraries Section Best Practices Committee (July 1, 2016-2018)
- Central Florida Library Cooperative Executive Board 2009, 2008—Secretary.
- American Association of Law Libraries (AALL)
 - Past Member of the Annual Meeting Grant Awards Jury
 - Past Member of the Recruitment to Law Librarianship Committee
 - Past Member of the Scholarship Committee.
 - Member of Academic Law Libraries Special Interest Section
 - Member of Research and Instruction & Patron Services Special Interest Section
- Baton Rouge Area Association of Law Libraries--Vice-President/President Elect 2002-2003
- Southeastern Association of Law Libraries 2003—2012.
 - Past Member of Program Committee
 - Past member of Education and Publication committee.
 - Past member of sourcebook committee.
- Special libraries Association (SLA)
 - (SLA) Legal Division--Professional Development Committee (2004-2005)
- Florida—Caribbean Chapter of Special Libraries Association Chapter –President Elect (2004-2005)
 - Developed and Planned program on Sarbanes Oxley (Fall 2004)
 - Developed and Planned program on the Art of Managing a Library (Spring 2005)
 - Florida—Caribbean Chapter of Special Libraries Association—President (2005-2006)

- Florida—Caribbean Chapter of Special Libraries Association—Past-President (2006-2007)
- Florida—Caribbean Chapter of Special Libraries Association—Chair, Nominating Committee (2006-2007)
- 2010—2012, Member of Medical & Law Libraries Advisory Group to the Task Force for the Future of Academic Libraries in Florida.
- EBSCO Legal Publishing Advisory Board—2012 present.
- Ohio Regional Association of Law Libraries, 2012 2017
 - Chair, Local Arrangements Committee, 2015 Annual Meeting

SERVICE TO THE COMMUNITY

- Arts United Board Member, Fort Wayne 2013 2017.
 - Appropriations Committee 2014-2017
 - Taste of the Arts Committee 2015, 2016
- The Links Incorporated, 2014--present
 - Fort Wayne Chapter of The Links Incorporated
 - Chair, International Trends
- NAACP Fort Wayne Branch, 2013--2016
 - NAACP Executive Board Member 2014-2016
 - Women in the NAACP (WIN) member 2013-2017
- Zonta International,
 - Fort Wayne Branch, President-Elect 2015-2016
 - Fort Wayne Branch, President- 2014-2015
 - Member of Fort Wayne Branch Inducted Spring 2013.

SERVICE TO THE UNIVERSITY

- Southern University Law Center
 - Institutional Effectiveness
 - Intellectual Property
 - Library
 - Loan Reduction Assistance Program
 - QEP Committee
- Indiana Tech Law School
 - Admissions Committee (2012-2013)
 - Strategic Planning Committee (2013-2015)
 - Self-study Committee (2013-2015)
 - Appointments Committee (2013-2015)
 - Library Advisory Committee *-ex officio* (2013—present)
 - Re- Admissions Committee (2015—present)
 - Accreditation Committee (2015—present)
 - University Library Committee (2016—present)

- Florida A&M University
 - Curriculum Committee (2009-2010)
 - Self-study Committee (2009-2012)
 - Library Committee (2008-2012)



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

July 13, 2022

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

Mr. Dennis Shields
President/Chancellor
Southern University System & Baton Rouge Campus
J. S. Clark Administration Building
4th Floor
Baton Rouge, LA 70813

RE: Creation of a new Position in the Department of Institutional Accountability and Accreditation

Dear President Shields:

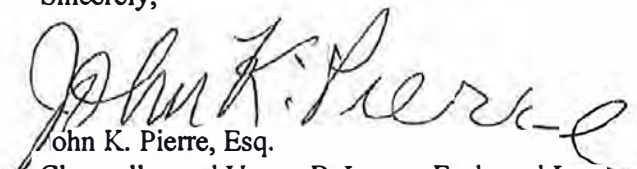
The demand in the Departments of Institutional Accountability and Accreditation and Academic Affairs has increased which now requires an additional position. The position will be the Director of Institutional Accountability and Professional Development who will be responsible for working closely with the Vice Chancellors for Institutional Accountability and Accreditation and Academic Affairs. The individual will be responsible for ensuring that all fulltime and parttime faculty fulfill their responsibilities to Southern University Law Center (SULC) to ensure that the Bylaws concur with the American Bar Association (ABA), the Southern Association of College and Schools Commissions on Colleges (SACSCOC) Standards, and the Association of American Law Schools (AALS).

The ideal candidate selected for this position is Dr. Samantha A. Thompson. The selection of Dr. Thompson is based on her educational level, and the knowledge, skills, and abilities she has displayed in her current position as Analyst for Institutional Effectiveness. I therefore request a search waiver.

I am requesting a salary of \$90,000 for this position, effective September 1, 2022. I hereby ask that this request be presented to the Southern University System Board of Supervisors for consideration at its August 19, 2022, board meeting, as well as the search waiver request.

Should you have any questions or concerns, please let me know.

Sincerely,


John K. Pierre, Esq.
Chancellor and Vanue B. Lacour Endowed Law Professor

APPROVED

Dennis Shields, President/Chancellor
Southern University System

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	8	9	4
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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 ___

Profile of Person Recommended

Length of Employment 09/01/2022 To 06/30/2023
 Effective Date 09/01/2022

Name Samantha Thompson xxx-xx-5246 Sex F Race* B
 (Last 4 digits only)

Position Title: Director of Institutional Accountability & Professional Development Department: Law Center-Institutional Support

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 16 Southern University Experience 4
 Degree(s): Type/Discipline (BA Education): PH.D Institution/Location (SU Baton Rouge): Southern University and A&M College Year: 2018
M.S. Southern University and A&M College 2014
B.S. Southern University and A&M College 2007

Current Employer Southern University Law Center

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 General Appropriation/Grant

Identify Budget: State Location 311001-31120 61002-36000
 Form Code: BOR10 Page J Item # 1

Change of: From To
 Position Analyst for Institutional Effectiveness Director of Institutional Accountability & Professional Development
 Status ___
 Salary Adjustment \$78,750.00 \$90,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
311001-31120-61002-36000	\$90,000.00
Total	\$72,000.00

*See Reverse Side

Graduate School signature (if, applicable):

John K. Pierre 7/25/22
 Supervisor Date
Trace L. Woodruff 8/3/22
 Vice Chancellor Date

John K. Pierre 7-25-22
 Director Date
John K. Pierre 7-25-22
 VC for Fin. and Administration Date
John K. Pierre 7-25-22
 Chancellor Date
 Vice President/Finance Date
 Business Affairs/Comptroller

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Hispanic or Latino Non-Hispanic or Non-Latino

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- 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: New Position for Samantha A. Thompson, Director of Institutional Accountability and Professional Development. Effective September 01, 2022.

EMPLOYEE REGULAR WORK SCHEDULE: Daily
 EMPLOYEE DIRECT SUPERVISOR: V/C Regina James
 NUMBER OF EMPLOYEES SUPERVISED, (if any) 4

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-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
 EMPLOYED / FUNDS AVAILABLE

DOC. ID. # 7/25/22
 DATE RA
 BY JJ
 FI
 FO

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Director of Institutional Accountability and Professional Development AS DESCRIBED BELOW

2022 AUG - 21 A 8:11h
Institutional Accountability and Accreditation
 (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Director of Institutional Accountability and Professional Development is responsible for ensuring that fulltime and parttime faculty fulfill their responsibilities to Southern University Law Center (SULC) in a manner and to such an extent that the American Bar Association (ABA) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Standards, as well as the Association of American Law Schools (AALS) Bylaws are met. In addition, the Director will work closely with the Vice Chancellor For institutional Accountability and Accreditation to implement institutional and non-academic unit-specific best practices to ensure ABA, SACSCOC, and AALS compliance; regularly audits the activities for faculty and staff for areas that may need improvement

Salary/Range: <u>\$80,000-\$100,000</u>	Previous Incumbent (if replacement):	
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>John K. Pierce</i>	<i>7/14/22</i>
	Department Head	Date
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Garry K. Hall</i>	<i>7-13-22</i>
	Dean/Director/Supervisor of Budget Unit	Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>DMG</i>	<i>7/25/22</i>
Signature	Date
Budget Number	<i>311001-31120-61002-36000</i>

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	
Employee Class:	<i>MU</i>	Job Class:	<i>32840</i>
Verified By:	<i>Michael Williams</i>	Date:	<i>8/2/22</i>

<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>John K. Pierce</i>	<i>7/13/2022</i>
	Vice Chancellor	Date
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>John K. Pierce</i>	<i>7/14/22</i>
	Chancellor/Vice President	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	President	Date

An Equal Opportunity Employer



SOUTHERN UNIVERSITY LAW CENTER

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF INSTITUTIONAL ACCOUNTABILITY & ACCREDITATION

(225) 771-4900

(225) 771-5913 FAX

To: Chancellor John K. Pierre

From: Regina L. Ramsey

Vice Chancellor

Institutional Accountability and Accreditation

Date: July 11, 2022

RE: Request Creation of New IAA Position; Hire Samantha Thompson for the Position

This letter is to request the creation of a new position within the Office of Institutional Accountability & Accreditation. The position is Director of Institutional Accountability and Professional Development. The person in this position will work closely with both the Vice Chancellor for Institutional Accountability & Accreditation and the Vice Chancellor for Academic Affairs with respect to ensuring that all full-time and part-time faculty fulfill their responsibilities to Southern University Law Center (SULC) in a manner and to such an extent that the American Bar Association (ABA) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Standards as well as Association of American Law Schools (AALS) Bylaws are met. A detailed description of the position is attached.

This letter is also to request that this new position be filled by promoting Dr. Samantha Thompson into the position. Dr. Thompson is the ideal candidate for the position based on her doctorate level credentials and the knowledge, skills, and abilities that she has displayed since she joined the Office of Institutional Accountability & Accreditation in March 2020.

Based on Dr. Thompson's education and experience, I am requesting a starting salary of \$90,000 for the position beginning August 1, 2022. I reviewed salaries at universities for similar positions. The average salary is \$93,757 as of June 30, 2022, but the salary range typically falls between \$84,460 and \$106,713. Salary ranges can vary widely depending on many important factors, including education, certifications, additional skills, the number of years you have spent in your profession.

Thank you in advance for your consideration. If you have any questions or need additional information, please advise.

Approval:

John K. Pierre

7-25-22
Date

POSITION DESCRIPTION

Position Title:	Director of Institutional Accountability & Professional Development
Organization:	Southern University Law Center
Location:	Baton Rouge, Louisiana
Reports to:	Vice Chancellor for Institutional Accountability & Accreditation
Hours:	Full time, 40+ hours/week
Conditions of Employment:	Administrative (Unclassified Employee)

Position Description:

The Director of Institutional Accountability & Professional Development is responsible for the ensuring that full-time and part-time faculty fulfill their responsibilities to Southern University Law Center (SULC) in a manner and to such an extent that the American Bar Association (ABA) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Standards, as well as the Association of American Law Schools (AALS) Bylaws are met. In addition, the Director of Institutional Accountability & Professional Development works closely with the Vice Chancellor for Institutional Accountability & Accreditation to implement institutional and nonacademic unit-specific best practices to ensure ABA, SACSCOC, and AALS compliance; regularly audits the activities faculty and staff for areas that may need improvement.

Essential Functions:

15% of time involves: hiring (in consultation with the Vice Chancellor for Institutional Accountability & Accreditation and the Associate Vice Chancellor for the Evening Division & Emerging Initiatives), training, supervising, and evaluating the Analyst for Institutional Effectiveness.

10% of time involves: ensuring that faculty and staff complete annual required trainings. This function involves researching and distributing regularly (at least monthly) information to individual faculty and staff, based on areas of interest and expertise, information about upcoming seminars and/or workshops regionally, nationally, and internationally. This function also involves developing, planning, coordinating, and facilitating at least one local training event or program for faculty and staff.

15% of time involves: monitoring and coordinating faculty initiatives and projects to ensure SULC's compliance with ABA and SACSCOC Standards and AALS Bylaws. This function involves meeting regularly with the chair of the Professional Development Committee to discuss research and

publication goals and objectives of faculty and to devise strategies and definitive steps to achieve these research and publication goals and objectives. This function also includes identifying potential areas of concern based on annual review of faculty activity reports (FAR) and other relevant information related to individual faculty members' activities throughout the year, and, based on identified concerns, meeting regularly with the Vice Chancellor for Academic Affairs and the Vice Chancellor for Institutional Accountability & Accreditation to develop and implement individual action plans as needed to address areas of concern with respect to faculty members' activities and responsibilities.

10% of time involves: developing and maintaining a profound understanding of ABA, AALS and SACSCOC processes and procedures, the ABA and SACSCOC Standards of Accreditation, the AALS Bylaws by attending trainings, institutes, workshops, and annual meetings conducted by these accrediting bodies.

5% of time involves: regularly discussing institutional, departmental, and unit requirements per the ABA and SACSCOC Standards and AALS Bylaws with the Chancellor, Vice Chancellors, and faculty to ensure SULC's compliance with ABA and SACSCOC Standards and AALS Bylaws.

10% of time involves: regularly monitoring and reviewing faculty activity reports (FAR) and evaluations of faculty by students and senior faculty. Based upon review of faculty activity reports and conferences with faculty, regularly reporting to the Vice Chancellor for Academic Affairs concerns with respect to faculty fulfilling their obligations to SULC. In conjunction with the Vice Chancellor for Academic Affairs, developing, recommending, and implementing appropriate trainings, workshops, and procedures as needed to ensure that faculty are fulfilling their obligations associated with teaching effectiveness, research and scholarship, professional development, and service.

10% of time involves: performing quantitative and qualitative data collection to inform continuous improvement; analyzing of faculty-to-student ratios, and faculty completion of their responsibilities as full-time faculty; preparing statistical reports.

10% of time involves: On an annual basis, developing the Faculty Annual Unit Plan based on ABA and SACSCOC Standards, as well as SULC Strategic Plan Goals and Objectives specifically applicable to the faculty. Using these Standards, Goals, and Objectives, ensuring that objectives and expected outcomes established as part of the Faculty Annual Unit Plan are achieved. Based on data collected for the prior year tied to the prior year's objectives, expected outcomes, and assessment criteria, determines whether changes should be made each year in order to ensure that the faculty is compliant with requisite accreditation standards and, at the end of each fiscal year, completing the Annual Unit Plan and Narrative for the faculty, paying particular attention to whether objectives and expected outcomes were achieved.

5% of time involves: completing the faculty portion of the ABA Questionnaire annually.

5% of time involves: together with the Vice Chancellor for Academic Affairs, drafting, revising, editing, and completing the necessary narratives and ensuring that related documentation and

supporting evidence are collected and compiled for SACSCOC Fifth Year Review and Quality Enhancement Plan Impact Report, SACSCOC reaffirmation, ABA accreditation, and AALS membership with respect to the faculty. NOTE: The percentage of time associated with this function increases significantly during the fifth and tenth year of the ten-year accreditation cycle.

5% of time involves: performing other duties as assigned by the Vice Chancellor of Academic Affairs, the Vice Chancellor for Institutional Accountability & Accreditation, and the Chancellor of Law Center.

Qualifications:

J.D, or Ph.D. degree in Business Administration. At least 3 years of experience in higher education working directly with senior level administrators, faculty, and staff in a position that required proficient problem-solving, technical writing and communication skills, and collaboration with other units and departments within the institution. Experience must include the following: institutional effectiveness planning; qualitative and quantitative data collection and analysis; accreditation compliance; proficiency with Microsoft Office products, Adobe Pro, and Excel.

Salary Range: Commensurate with experience.

Vaccination Requirements:

The Southern University System requires employees to become fully vaccinated for COVID-19 and new employees must provide proof of vaccination prior to their first day of employment. Individuals may seek a medical or a religious exemption to the vaccination requirement.

SAMANTHA A. THOMPSON, PH.D.

ANALYST FOR INSTITUTIONAL EFFECTIVENESS

QUALIFICATIONS PROFILE

AREAS OF EXPERTISE

Data Evaluation

Policy Analysis

Process Improvement

Program Management

Research and Development

Statistical Analysis

Strategic Engagement

Dynamic mission-driven leader who drives operational excellence through strategic thinking, effective communication and the implementation of best practices. Established ability to create and maintain relationships, manage complexity, and develop proactive and innovative solutions. Demonstrated ability to meet commitments while working in a fast-paced, highly collaborative environment requiring creative thinking. Proven reputation for the application of Decision Sciences for the development of strategies and improvement of core competencies. Honed understanding of cross-cultural dynamics, stakeholder engagement, executive-level writing, and mission-driven task execution.

EDUCATION

- **Doctor of Philosophy in Public Policy (GPA: 4.0/4.0) (2018)**
SOUTHERN UNIVERSITY AND A&M COLLEGE, NELSON MANDELA SCHOOL OF PUBLIC POLICY ▪ BATON ROUGE, LA
- **Master of Public Administration with Specialization in Public Policy (GPA: 4.0/4.0) (2014)**
SOUTHERN UNIVERSITY AND A&M COLLEGE, NELSON MANDELA SCHOOL OF PUBLIC POLICY ▪ BATON ROUGE, LA
- **Master of Business Administration with Specialization in International Business (GPA: 4.0/4.0) (2010)**
SOUTHERN UNIVERSITY AND A&M COLLEGE, COLLEGE OF BUSINESS ▪ BATON ROUGE, LA
- **Bachelor of Science in Business Management – Graduated *cum laude*. (GPA: 3.6/4.0) (2007)**
SOUTHERN UNIVERSITY AND A&M COLLEGE, COLLEGE OF BUSINESS ▪ BATON ROUGE, LA
College of Business Student Marshal | Honors College Academic Scholarship
- **Diversity, Equity, and Inclusion in the Workplace Certification (May 2021)**
UNIVERSITY OF SOUTH FLORIDA MUMA COLLEGE OF BUSINESS
- **Course Certificate- Business Metrics for Data-Driven Companies (2016)**
DUKE UNIVERSITY ONLINE

RELEVANT EXPERIENCE

SOUTHERN UNIVERSITY LAW CENTER (SULC) ▪ BATON ROUGE, LA

Analyst for Institutional Effectiveness

2020-Present

- Reports to the Vice Chancellor for Institutional Accountability and Accreditation
- Responsible for training SULC employees on Annual Unit Planning procedures
- Coordinates with SULC faculty to ensure compliance with faculty governance components and submission of timely reports
- Responsible for reviewing, researching, and processing data related to institutional compliance

SAMANTHA A. THOMPSON, PH.D.

-
- Organizes the required reporting for SULC's accrediting bodies: Southern Association of Schools Commission on Colleges (SACSCOC), American Bar Association (ABA) Accreditation, and Association of American Law Schools (AALS)
 - Assists with the development of a comprehensive, integrated system of data collection, research, assessment, evaluation, and reporting that supports strategic, academic, and operational planning
 - Coordinates the creation and implementation of the Office of Institutional Accountability and Accreditation procedures to ensure that all external reporting mandates for SULC are met
 - Evaluates SACSCOC and ABA reports and other institutional accountability related activities

OAK RIDGE ASSOCIATED UNIVERSITIES (ORAU) ▪ OAK RIDGE, TN

Postdoctoral Researcher

2019-2020

-
- Member of the Planning Committee for the inaugural *Oak Ridge National Laboratory HBCU/HSI Research Collaboration Workshop*- November 2019
 - Author of white paper on barriers to underrepresented minorities (URM) participants at Department of Energy (DOE) laboratory
 - Co-author of white paper on early engagement strategies for STEM (URM) students
 - Organizer of an *HBCU Workshop for National Renewable Energy Laboratory (NREL)* - July 2019
 - Analyzed research on Department of Energy Laboratories' minority participation
 - Reviewed and investigated longitudinal data for current underrepresented minorities (URM) recruitment strategies at Oak Ridge National Laboratory
 - Conducted assessment of capabilities/STEM Competencies for HBCU/MEIs to assist in the refinement of research alignment strategies

SOUTHERN UNIVERSITY OFFICE OF RESEARCH AND STRATEGIC INITIATIVES ▪ BATON ROUGE, LA

PhD Research Associate

2015-2018

-
- Conducted research for special projects under the guidance of the Vice Chancellor of Research
 - Assisted with the development, coordination, university engagement, and organization of special events for the Vice Chancellor of Research- *SU Futures Commission, SU/TMCF 1890's Global Engagement Initiative Delegation*
 - Developed program reports, summaries and presentations for key stakeholders
 - Transmitted confidential documentation for approval on behalf of the Vice Chancellor of Research
 - Prepared supplementary materials for submission to funding agencies and foundations
 - Utilized statistical techniques to collect and analyze data for grant proposals
 - Spearheaded the submission of materials for required IRB, IACUC, and IBC reviews
 - Strategic Plan Committee member and Graduate Student Contributor for Southern University's 2016-2021 Strategic Plan
 - Maintain Office of Research and Strategic Initiatives databases and records

LOUISIANA OPTIC NETWORK INITIATIVE ▪ BATON ROUGE, LA

Research Associate

2010-2012

-
- Leveraged analytical skills in assessing statistical data for comprehensive program review reports
 - Directed strategic effort in preparing comprehensive program review reports
 - Oversaw the LA-SiGMA project budget and research activities
 - Managed and directed undergraduate student research activities

SOUTHERN UNIVERSITY A& M COLLEGE, COLLEGE OF BUSINESS ▪ BATON ROUGE, LA

Program Coordinator

2008-2010

-
- Held accountability over the planning, budgeting vendor selection, and quality assurance for annual conference



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

August 2, 2022

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

Dennis J. Shields

President/Chancellor

Southern University System and Baton Rouge Campus

J. S. Clark Administration Building

4th Floor

Baton Rouge, LA 70813

RE: A request for salary adjustment for additional duties

Dear President Shields:

The enrollment of non-resident students that plan to return to jurisdictions outside of Louisiana, and therefore take Common Law Bar examinations continues to rise. Approximately 50% of incoming first-year law students are non-resident and have chosen to pursue the common law track option as law students. This means that the Southern University Law Center (SULC) must increase its capacity to prepare these law students for common law bar examination upon graduation.

Therefore, I would like to have Professor Shandrea Williams assume the role as Co-director of the Common Law Bar Preparation Program in addition to her regular faculty teaching load. To compensate her for these additional duties, I would like to increase her salary by \$15,000, effective September 1, 2022. Professor Williams has years of experience in preparing students for common law bar exams in Arizona and California and is the ideal candidate.

I respectfully ask that this request be placed on the August 19, 2022, Southern University Board of Supervisors board agenda for review and approval. The required documentation is attached.

Should you have any questions, please let me know.

Sincerely,

John K. Pierre, Esq.

Chancellor and Vanue B. Lacour Endowed Law Professor

APPROVED: _____

Dennis J. Shields

President/Chancellor

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Co-director of Common Law Bar Prep AS DESCRIBED BELOW

Common Law Bar Program

(Department or Unit)

Replacement
 Civil Service
 Tenured

New Position
 Temporary
 Probationary (For Faculty this is same as tenure track)

Unclassified
 Faculty

Source of Funds
 State
 Grant -in-Aid
 System Revenue
 Agency Fund State

VACANCY DESCRIPTION AND JUSTIFICATION

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

Coordinates and implements the bar prep programs' services, handles the programs' communications, and plans programs' events that provide essential support to all law students and graduates that plan to sit for a common law bar exam. Serves as a professional resource for faculty teaching in the common law curriculum and students who are completing the common law curriculum. Coordinates and manages bar prep resources and continues to enhance the design of 31, bar prep courses and the supplemental bar prep programs. Tracks program participation, bar passage data for Aba reporting standards, and other reporting metrics as needed.

Salary/Range: \$130,000 - 150,000

Previous Incumbent (if replacement):

Approved Disapproved

John K. Pierre
 Department Head

8-3-22
 Date

Approved Disapproved

Garry K. Hall
 Dean/Director/Supervisor of Budget Unit

8-3-22
 Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

<u>Imborge</u>	<u>8/3/22</u>
Signature	Date
Budget Number <u>311001 - 32020 - 61002 - 31000</u>	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

Employee Class:	Job Class:
Verified By:	Date:

Approved Disapproved

Donald W. North
 Vice Chancellor

8-3-22
 Date

Approved Disapproved

John K. Pierre
 Chancellor/Vice President

8-3-22
 Date

Approved Disapproved

President
 An Equal Opportunity Employer

Date

JOB CLASS 3	8	0	4	0
JOB CODE	F			
CAL ID	M			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	F	9	9	4	6
-----------------	---	---	---	---	---	---

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

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

X Academic _____ Non Academic _____ Civil Service _____
 Temporary _____ Part time (_____ % of Full Time) _____ Restricted _____
 Tenured _____ Undergraduate Student _____ Job Appointment _____
 Tenured Track _____ Graduate Assistant _____ Probationary _____
 Other (Specify) _____ 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 09/01/2022 To 05/31/2023
 Effective Date 09/01/2022

Name Shandrea P. Williams SS# XXX-XX 3935 Sex F Race* B
 (Last 4 digits only)

Position Title: Associate Professor/Co director of the Common Law Bar Preparation Program Department: Law Center Instruction

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

--	--	--

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

Years Experience 27 Southern University Experience 2
 Degree(s): Type/Discipline (BA Education): B.A. Institution/Location (SU Baton Rouge): Southern Agricultural & Mechanical University Year: 1991
J.D. Loyola University School of Law 1994

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$ 132,936.00 Salary Budgeted \$ 132,936.00

Source of Funds General Appropriation

Identify Budget: State _____ Location 311001-32020-61003 31000
 Form Code: BOR10 Page 1 Item # 1

Change of:
 Position Associate Professor From Associate Professor/Co director of the Common Law Bar Preparation Program To
 Status _____
 Salary Adjustment \$117,936.00 \$132,936.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
311001-32020 61003-31000	\$132,936.00

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

*See Reverse Side

Graduate School signature (if, applicable):

[Signature] 8/3/22
 Supervisor Date
[Signature] 8/3/22
 Vice Chancellor Date
[Signature] 8/3/22
 Director/Personnel Date

[Signature] 8-3-22
 Dean/Unit Head Date
[Signature] 8-3-22
 V/C for Finance & Admin. Date
[Signature] _____
 Chancellor Date
 Vice President/Finance Business Affairs/Comptroller Date

President

Date

Chairman/S.U. Board of Supervisors

Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino

Non-Hispanic or Non Latino

RACE (Please check all that apply):

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

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:

Associate Professor Shandrea Williams will assume the role as Co director of the Common Law Bar Preparation Program. Salary adjustment for additional duties, effective September 01, 2022.

EMPLOYEE REGULAR WORK SCHEDULE:

Daily

EMPLOYEE DIRECT SUPERVISOR:

V/C Shawn Vance

NUMBER OF EMPLOYEES SUPERVISED, (if any)

100

HR USE ONLY: STATUS (circle one):

EXEMPT

NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-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 RA

H1

BY JJ

F1

F0

8/3/22
JMcGeorge

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

SOUTHERN UNIVERSITY LAW CENTER
Position Description

Co-Director of Common Law Bar Prep

General Responsibilities:

Co-Director of Common Law Bar Prep coordinates and implements the bar prep programs' services, handles the programs' communications and plans programs' events that provide essential support to all law students and graduates that plan to sit for a common law bar exam. The Co-Director also serves as a professional resource for faculty teaching in the common law curriculum and students who are completing the common law curriculum. The Co-Director coordinates and manages bar prep resources and continues to enhance the design of 3L bar prep courses and the supplemental bar prep programs. The Co-Director also tracks program participation, bar passage data for American Bar Association reporting standards, and other reporting metrics as needed.

Minimum Qualifications:

- A. Juris Doctor degree and strong academic credentials;
- B. Ability to work collaboratively and independently;
- C. Possess a creative approach to problem solving;
- D. Possess excellent communication (written and oral) and interpersonal skills;
- E. Experience working with confidential information;
- F. Demonstrated success in collaborating within all levels of an institution;
- G. Proficiency in use of Microsoft Office, including Word, Excel, PowerPoint, and Publisher;
- H. Availability to travel; and
- I. Availability to work during the normal work day and occasionally during evening hours and/or weekend hours.

Preferred Qualifications:

- A. Licensed to practice law;
- B. Bachelor or Masters degree in education (or related degree);
- C. Experience teaching law students (including experience during law school); and
- D. Experience teaching, coaching, or working with at-risk students.

Primary Job Duties and Responsibilities:

- A. Provide support to the SULC Director of Common Law Bar Preparation Program;
- B. Teach courses or conduct workshops to instruct students on the analytical skills necessary bar preparation;
- C. Work with bar prep vendors to create and enhance curriculum materials;
- D. Assist in the collection and compiling of academic support, counseling, and bar exam-related data, to include academic assessment information regarding students enrollment in courses designed to assist the students who have exhibited academic difficulties;
- E. Assist with the collection of faculty feedback, comments, and/or critiques of bar exams and provide that information to the relevant state committee on bar admissions; and

- F. Assist with the collection of faculty and student feedback about SULC's bar prep services.

Knowledge, Skills, and Abilities Required:

- A. Strong interpersonal, organizational, and analytical skills;
- B. Knowledge of academic programs pertaining to law school students;
- C. Knowledge of educational theories and learning styles/disabilities;
- D. Knowledge of and ability to perform research and statistical analysis;
- E. Ability to collect, compile, and extract data from Excel documents and/or various database;
- F. Ability to work independently and be a self-starter, and demonstrate initiative; and
- G. Ability to relate to students, faculty, University personnel, and external constituents.

ADMINISTRATIVE & TEACHING EXPERIENCE

Southern University Law Center, Baton Rouge, Louisiana

Associate Professor (2021 - Present)

Visiting Professor of Law (2020 – 2021)

Adjunct Professor, Academic Support and Bar Prep Summer Pre-Law Program (2015, 2020, 2021)

- Carry a primary teaching load of first year courses: Torts I & II; Basic Civil Procedure; Contracts I & II; Federal Jurisdiction & Procedure
- Taught and counseled students as a professor in the Summer Pre-Law Program. Introduced participants to law school case briefing, legal writing, legal analysis, and pedagogy.
- SUS Online Strategic Planning Committee Member
- SULC Accreditation Committee
- Law Review Student Advisor
- SULC Louisiana Early Bird Bar Prep Presenter

Concord Law School at Purdue University Global, Los Angeles, California

Professor of Law (2017-2021)

- Carried a primary teaching load of first year and advanced courses: Contracts I & II; Torts I & II; Criminal Law I & II; Evidence I & II; Real Property I & II
- Faculty Lead: Torts I & II; Fundamentals Pre-Start Program that provides insight into the law school's course platform and foundational information regarding core concepts and strategies for success
- Faculty Senate Member (Purdue University Global)
- Faculty Course Evaluation Survey Committee Member
- Center for Teaching & Learning Conference Crew Member
- Served on several committees to review educational goals and policies consistent with the requirements of the law school's governing bodies

Wilberforce University, Wilberforce, Ohio

Professor, Credentials for Leadership and Management in Business (CLIMB) Program (2016–2020)

Vice President of Institutional Advancement, Office of Institutional Advancement (2016)

- Taught and counseled students as a professor in the Credentials for Leadership and Management in Business (CLIMB) Program.

- Primary Teaching Load: Criminology; Principles of Forensic Sciences; The Law and You; Values & Organizational Ethics; Ethics and the Administration of Justice
- Developed and implemented a long-range fundraising strategy for the University
- Grants administrator
- Lead an integrated fundraising program, including planning and implementing a comprehensive capital campaign
- Ensured the quality and effectiveness of the programs for major gifts, leadership giving, annual fund, planned-giving, foundation and corporate relations, stewardship, alumni engagement, communication, and advancement services
- Developed an energizing accountability culture for meeting or exceeding clear goals for core activities and giving metrics
- Served as a contributing member of the President's Cabinet for University-wide planning, budgeting, policy development, and issue resolution
- Developed strong teamwork and accountability among the Institutional Advancement staff and assist them in their continued growth and professional development

Southern University Law Center, Baton Rouge, Louisiana

Adjunct Professor, Academic Support and Bar Prep Summer Pre-Law Program (2016, 2020, 2021)

- Taught and counseled students as a professor in the Summer Pre-Law Program. Introduced participants to law school case briefing, legal writing, legal analysis, and pedagogy.
 - Primary Teaching Load: Civil Procedure, Contracts, Criminal Law, and Torts

Lamar Institute of Technology, Beaumont, Texas

Coordinator, Student Enrollment Services/Academic Advisor (2016)

- Developed and implemented strategic and operating plans
- Advised, coordinated, and integrated policies and procedures
- Responsible for maintenance of academic records and processes and coordinated staff participation of reports (i.e., Clearinghouse and State Licensure Board)
- Created office forms and procedures including State and Federal mandated guidelines
- Reviewed and evaluated score reports from nationally administered college readiness and program admissions tests
- Liaison/coordinator between LIT departments, Lamar University and the Student Services team relating to student testing requirements, commencement, and other student-related guidelines
- Monitored student TSI compliance by updating the student information database, analyzing reports, auditing student compliance status, and researching and notifying students of TSI compliance and remediation requirements.
- Oversaw the daily operations of student advisors and recruiters including cross-training student services staff members
- Conducted admissions presentations and on-site visits

- Developed recruiting schedule for and participated in high school and college fairs community based, and business events
- Resolved student concerns

University of LaVerne College of Law, Ontario, California
Assistant Professor of Law, Student Advisor (2014 2015)

Taught and counseled students as a member of the Center for Academic & Bar Readiness which is an innovative and constantly evolving program that employs sound educational principles to help La Verne Law students achieve their highest academic potential by cultivating and enhancing their academic skills.

- Primary teaching load: Strategic Legal Methods I and II (concentration Evidence and Criminal Procedure); White Collar Crime
- Developed programs and curriculums to enhance law student performance gains
- Responsible for developing and implementing academic support workshops in doctrinal subjects and holistic learning, including time management and integrative study skills

Arizona Summit School of Law (formerly Phoenix School of Law), Phoenix, Arizona
Associate Professor of Law (2013-2014); Assistant Professor of Law (2005 2009)

- Carried a primary teaching load of seven courses: Transactional Practice I & II (Property & Contracts), Criminal Procedure, White Collar Crime, and Sports and Entertainment Law. Personally taught more than 750 different Juris Doctor students
- Served as one of five faculty members of InfiLaw Corporation's inaugural evaluation team that was developed to provide recommendations for improving relationships between all interested parties at Phoenix School of Law, Charlotte School of Law, Florida Coastal School of Law, and InfiLaw Corporation

Associate Dean for Academic Affairs (2010-2013)

- Responsible for the law school's academic curriculum, providing leadership to the faculty and managing policies and processes of teaching, and overseeing student affairs academic related issues
- Member of Consortium's Admissions, Academic Affairs, Student Affairs, and Academic Support Best Practices Team

Lead Curriculum Specialist & Faculty Liaison, Student Affairs (2012-2014)

- Responsible for overseeing the process for developing a new first year law school curriculum
- Responsible for conducting the "front semester" course committee meetings and guiding the committee through the process of developing a new course proposal and scheduling focus groups to seek input from interested constituencies
- Responsible for drafting new course proposals for faculty review and approval

- Responsible for making policy recommendations to the PSL administration and the Board
- Responsible for working with the Dean of Student Affairs regarding programs, services, and initiatives to promote active student engagement throughout the law school and community

Faculty Liaison, ABA Accreditation & Academic Affairs (2006-2008)

- Key role in drafting the school's Self-Studies (required for ABA accreditation); Lead drafter Chapter V, Admissions and Student Services
- Co drafted Honor Code and Student Handbook, (adopted February 2006)

Interim Director of Academic Success (2005-2006)

- Responsible for developing programs and curriculums to enhance law student performance gains
- Developed and implemented academic support workshops in doctrinal subjects and holistic learning, including time-management and integrative study skills

Edward Waters College, Jacksonville, Florida

Vice President Student Affairs, Adjunct Professor (2002-2004)

- Responsible for supervision and evaluation of admissions and records functions, enrollment and financial aid, students' activities, including athletics, special programs and services, off-campus student services, and honors program
- Hired personnel in the Student Affairs Office
- Oversaw budget directives for each department, and developed reports for state and federal auditing purposes
- Taught Criminal Justice course

University of Florida Levin College of Law, Gainesville, Florida

Director of Admissions & Special Programs, Adjunct Professor (1998-2002)

- Responsible for supervision of admissions and records functions, including support staff on daily office management issues
- Responsible for day-to day operations of the Department of Student Affairs
- Directed the creation and development of candidate files including candidate follow up programs
- Planned, developed, and administered recruitment and retention programs and student activities
- Developed reports for auditing purposes
- Taught first-year law courses in front semester summer program

University of Mississippi School of Law, Oxford, Mississippi

Assistant to the Dean, Academic Advisor, Adjunct Professor (1994-1996)

- Planned, developed, and administered recruitment and retention programs and student activities
- Supervised Academic Success Tutorial Program, including developing teaching assistants' curriculum and workshops
- Managed secretarial services
- Managed Department of Student Affairs
- Wrote Dean's speeches and reports
- Taught Employment Discrimination Law course

Williams Tutorial & Training Program

Teacher (1996-1998)

Instructor (2005-2010)

Instructor On-Call (2010-2021)

- Conducted training for new and experienced tutors for Orleans and Jefferson Parish School System
- Provided diversity affairs consulting services for Orleans Parish School System
- Tutorial services for high school, university, and law school students

OTHER PROFESSIONAL EXPERIENCE

Worked as a tutor with Sylvan Learning Center and as an admissions representative at Isidore Newman Independent School from 1996 to 1998. Worked as an admissions representative with the University of Phoenix from 2004 to 2005.

CONSULTING SERVICES

S.Williams Consulting Group, LLC

Founder and CEO of S.Williams Consulting Group, LLC, a consulting firm offering motivational speaking, team building workshops, life coaching, grant writing, and business and public relations consulting services.

- Currently engaged with the Housing Authority of the City of Westwego to provide General Business Consulting to assist the Agency with achieving its overarching goals.

LEGAL EXPERIENCE

Robert L. Jenkins L.L.P, New Orleans, Louisiana
Associate (1996-2018)

Practice at a law firm specializing in criminal defense including high profile criminal cases and various civil matters in the areas of employment, construction, and commercial representation and liability litigation.

- Prepare a variety of motions and memoranda in support of criminal defense litigation and civil litigation including education law including preparing and responding to discovery requests
- Draft complaints and answers to complaints filed in state and federal courts
- Perform client interviews and factual investigations in contract and property matters

Minnesota Vikings Football Club, Eden Prairie, Minnesota
Summer Legal Intern (1993-1994)
Associate to Assistant Head Coach & Director of Player Personnel (1993 1994)

- Coordinated recruiting programs for NFL draft; assisted with drafting and negotiating player's contracts, developed Pop Warner coaching clinics
- Analyzed data, conducted meetings, supervised travel arrangements, and other scheduling responsibilities

Mitchell J. Landrieu Attorney at Law, State Representative, New Orleans, Louisiana
Legal Intern (1992-1993)

- Prepared a variety of motions and memoranda in support of commercial and products liability litigation
- Prepared research for legislative matters
- Drafted complaints and answers to complaints filed in state and federal courts
- Performed client interviews and factual investigations in contract, tort, and property matters
- Prepared and responded to discovery requests

Jefferson Parish District Attorney's Office, Gretna, Louisiana
Summer Law Clerk, (1992)

- Researched substantive issues of state and federal law, drafting legal memoranda, opinions, and orders, and attending court proceedings
- Interacted with staff, court personnel, litigants, and the public
- Assisted in settlement conferences
- Provided trusted legal support to District Attorney and Assistant District Attorneys

EDUCATION

Loyola University School of Law, New Orleans, Louisiana
Juris Doctor

Class leader, member of Moot Court Council. Recognized as an outstanding student leader for Class of 1994

- Shell Oil Law Academic Scholarship
- Faculty & Administrative Liaison, Black Law Students' Association
- Member, Moot Court Council
- Dean's Student Ambassador

Southern Agricultural & Mechanical University, Baton Rouge, Louisiana
Bachelor of Arts, English

- Honors Graduate
- Member, Lambda Iota Tau National English Honor's Society
- Captain, Southern A&M University Cheerleaders (1989-1991)

LICENSURES

Louisiana State Bar Association, 1996

Eastern District of Louisiana, 2015

CERTIFICATIONS

University of Phoenix
Certified Instructor, Criminal Justice and Graduate Business Management

Journal of National Medical Association
Certified Manuscript Reviewer

Six Sigma Certified

PUBLICATIONS

Shandrea P. Williams, *National Consensus, Retributive Theory, and Foundations of Justice and Morality in Eighth Amendment Jurisprudence: A Response Advocates of the Child Rape Death Penalty Statute* in Kennedy v. Louisiana, 13 SCHOLAR 583 (2011).

Shandrea P. Williams, *The Equalizer: Balancing the Scales of Justice from the Classroom to the Courtroom through Emotional Intelligence* (work in progress)

Shandrea P. Williams, *All Athletes Are Created Equal, But Some Are More Equal Than Others: How Winning at Any Cost is Affecting the Integrity of American Sports* (work in progress)

Shandrea P. Williams, *Everyone Doesn't Deserve a Blue Ribbon: The Illusion of Inclusion* (work in progress)

Dye, D., Smith, P., Williams, S., Willrich, P., "Overrepresented in Lockup – Underrepresented on the Home Front: Creating a Blueprint for Quality Reintegration into Home and Family After Incarceration", Ninth Annual National Fatherhood & Families Conference, Phoenix, Arizona, Program Booklet (2008).

PRESENTATIONS AND INTERVIEWS

- 2022** Presenter, "Do I Belong?", Purdue University Global, Center for Teaching and Learning, May 2022
- 2022** Presenter, "Building Emotional Intelligence (EQ): Self-Awareness, Empathy, and Compassion in the Law", Concord Law School, Raising the Bar, CLE Webinar, May 2022
- 2022** Presenter, "Becoming Fierce in the Practice of Law: Emotional Intelligence (EQ) and the Law", SULC, CLE Webinar, March 2022
- 2021** Co-Presenter, "Diversity within Emergency Management: The Illusion of Inclusion", Black History Month Program, Purdue University Global Center for Teaching and Learning, Chicago, Illinois, February 2021
- 2020** Presenter, "Building Emotional Intelligence (EQ): Self-Awareness, Empathy, and Compassion in the Law", Concord Law School, Raising the Bar, CLE Webinar, August 2020
- 2019** Co-Presenter, "Walking in My Shoes: Communicating in a Multicultural, Diverse Environment, Purdue Global Village, Purdue University Global Center for Teaching and Learning, Chicago, Illinois, November 2019
- 2018** Panelist, Southern A&M University Law Center Professionalism Orientation, Louisiana State Bar Association, Baton Rouge, Louisiana August 2018
- 2017** Panelist, Southern A&M University Law Center Professionalism Orientation, Louisiana State Bar Association, Baton Rouge, Louisiana August 2017
- 2017** Keynote Speaker, University of Kansas, Men's Football Team Season Opening Retreat, Lawrence, Kansas, August 2017
- 2017** Keynote Speaker, UNCF Annual Mayor's Luncheon, Columbus Ohio, February 2017
- 2016** Keynote Speaker, UNCF Freedom Fund Banquet, Springfield Ohio Chapter, November 2016

- 2016** Keynote Speaker, UNCF Freedom Fund Banquet, Youngstown Ohio Chapter, October 2016
- 2014** Executive Committee Member, Program Co-Chair, Panelist, and Moderator, Southeast/Southwest People of Color Law Conference, Thurgood Marshall School Law, Houston, Texas February 2014
- 2013** Panelist, Gladiators in the 21st Century-Violence and Injuries in Athletics, Center for Sports Law and Policy, Thomas Jefferson School of Law, San Diego, California, November 2013
- 2012** Panelist, Gladiators in the 21st Century Violence and Injuries in Athletics, Center for Sports Law and Policy, Thomas Jefferson School of Law, San Diego, California, November 2012
- 2011** Participated in a debate with Professor Dan Subotnik of Touro Law School, sponsored by the Federalist Society, Phoenix School of Law Chapter. The debate was about racism in law schools, affirmative action in law school admissions, and related topics.
- 2010** Panelist, Women's Leadership Symposium, Delta Sigma Theta Sorority, Inc., Baton Rouge, Louisiana
- 2008-09** Participated in a debate for Rotary 100, the local Phoenix chapter, about the relative merits and demerits of internet censorship. Following the annual Rotary sponsored debate contest for high school students, a pair of local professionals are invited to debate for the students' entertainment.
- 2008** Guest on "The Terry Gilberg Show," on KFYI (550 AM), in Phoenix – a political/social commentary talk show. Provided legal expert opinion for 30 45 minutes about the Carol Gotbaum case. Mrs. Gotbaum died while in police custody at the Phoenix airport, and her family sued the City of Phoenix. Discussed the basics of the family's case, the necessary proofs, and the City's potential defenses.
- 2008** Ninth Annual National Fatherhood & Families Conference, Arizona Fathers and Families Coalition, Phoenix, Arizona. Title: "Overrepresented in Lockup – Underrepresented on the Home Front: Creating a Blueprint for Quality Reintegration of Fathers into Home and Family After Incarceration" (with Professors Daniel J. Dye and Penny L. Willrich, and Pamela Smith)

HONORS

- Co-Teacher of the Year**, Arizona Summit School of Law (formerly Phoenix School of Law), 2010
- Dean Jon Mills Excellent Service Award**, University of Florida Levin College of Law, 2002
- Rahim Reed Outstanding Service Award**, University of Florida Levin College of Law, Black Law Student Association, 2001
- Outstanding Service Award, Dean's Recognition**, Admissions Office Prospectus, University of Florida Levin College of Law, 2000 2002
- Senior Class Student Appreciation Award**, Edward Waters College, Jacksonville, Florida, 2001
- Outstanding Achievements in Education**, *Ebony Magazine*, 1995
- Dean Louis Westerfield Leadership Award**, Loyola University School of Law (awarded to the outstanding leader of each graduating class)
- Member**, Moot Court Team, Loyola University School of Law, 1992-1994
- Street Law Outstanding Service Award**, Loyola University School of Law, 1994

Student Member, Loyola University School of Law Admissions Recruiting Team, 1993-1994
Outstanding Service Award, Delta Sigma Theta Sorority, Inc., Alpha Tau Chapter, Baton Rouge, Louisiana, 1991

PROFESSIONAL AND EDUCATIONAL SERVICE

Judge, Jessup International Moot Court Competition (2011 - Present)
Coach, National Moot Court Teams (2007, 2008)
Coach, ABA Appellate Advocacy Teams (2008)
Coach, San Diego Criminal Procedure Moot Court Teams (2008)
Coach, Gibbons National Criminal Procedure Moot Court Teams (2006, 2007)

LEADERSHIP AND COMMUNITY SERVICE

Volunteer, Election Protection (National Campaign for Fair Elections), 2006-Present
Volunteer, Hurricane Katrina Relief Efforts, 2005-Present
Volunteer, "A Voteless People is a Hopeless People", 2004 Present
Volunteer, W. Steven Martin Police Toy Drive, 2004-Present
Volunteer, Go-To-High-School, Go-To-College Program, Pilgrim Rest Baptist Church, 2004-Present
Volunteer, Pro Bono Legal Services, Mr. Pilgrim Rest Baptist Church, 2004-Present
Volunteer Cheerleading Coach, Alliance Youth Sports, PW Kings Football, 2012-2014
Volunteer, Hurricane Isaac Relief Efforts, 2012
Volunteer, Kyrene de las Lomas Elementary (Art Masterpiece and Jamba Juice Rep), 2010-13
Member, Board of Directors, Literacy Volunteers of Maricopa County, 2008-2011
Coordinator, Pilgrim Rest Baptist Church Vacation Bible School, Pre K Youth Division, 2008
Faculty Volunteer, Family Advocacy Pro Bono Project, 2006-2010 (over 150 hours' service)
Chair, Arizona Wives and Significant Others Scholarship Fund Brunch Organizing Committee, 2006
Member, Arizona Cardinals Community Service Wives Foundation, 2004-2008
Volunteer, Phoenix Women's Sports Foundation, 2004
Volunteer, Boys & Girls Club, Alachua County, 2002-2004
Member, Minnesota Vikings Wives and Significant Others Foundation, 2000-2002
Volunteer, Leukemia & Lymphoma Society, 1999-Present
Volunteer, Dress for Success, 1998 Present
Volunteer, New Orleans AIDS Foundation, 1994-1998
Member, Delta Sigma Theta Sorority, Inc., 1990-Present
Graduation Mistress of Ceremonies, West Jefferson High School, 1987
Student Body President, West Jefferson High School, 1987
Homecoming Queen, West Jefferson High School, 1987
Top-Ten Finalist, Miss Teen Louisiana, 1986



"Linking Citizens of Louisiana with Opportunities for Success"

Southern University and A & M College System
AGRICULTURAL RESEARCH AND EXTENSION CENTER
and the COLLEGE OF AGRICULTURAL, FAMILY, AND CONSUMER SCIENCES
Ashford O. Williams Hall
P. O. Box 10010
Baton Rouge, LA 70813
(225) 771-2242
(225) 771-2861 Fax
www.suagcenter.com

OFFICE OF THE CHANCELLOR-DEAN

August 1, 2022

Dennis J. Shields, President-Chancellor
Southern University System
4th Floor J. S. Clark Admin Bldg.
Baton Rouge, LA 70813

Re: Request for SU Board Approval to Waive the Search for an Executive Assistant to the Chancellor-Dean

Dear President Shields:

This correspondence is to request your approval and the approval of the Southern University Board of Supervisors to waive the search for the position of Executive Assistant to the Chancellor-Dean in the Southern University Agricultural, Research, and Extension Center (SUAREC).

It is my pleasure to recommend Mrs. Jacqueline Dixon for this position. Mrs. Dixon has over 18 plus years of experience. Also, she has carried out the duties assigned to this position since the resignation of Mrs. Lisa Williamson in January of this year.

I further recommend a salary of \$75,000 and that this appointment is effective September 1, 2022. The position is funded 100% with state funds.

Please let me know if you have any questions. Your consideration of this request is greatly appreciated.

Sincerely,

Orlando F. McMeans, PhD
Chancellor-Dean

Approval:

Tracie Woods
Associate Vice President for Human Resources

Date

Dennis J. Shields
President-Chancellor

Date

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	6	M	9	7	4	9
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CAMPUS: SUS _____ SUBR _____ SULAC _____ SUAREC X _____ 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 Lisa Williamson Reason Left Resigned
 Date Left January 31, 2022 Salary Paid _____

Profile of Person Recommended

Length of Employment July 1, 2022 To June 30, 2023
 Effective Date September 1, 2022

Name Jacqueline Dixon SS# XXX-XX-3485 Sex Female Race* AA

Position Title: Executive Assistant to the Chancellor-Dean Department: SUAREC

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

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

Years Experience 20+ Years Southern University Experience 13 Years

Degree(s): Type/Discipline (BA-Education): BS-Business Administration Institution/Location (SU-Baton Rouge): University of Southwestern LA(ULL)-Lafayette, LA Year: 1987

Current Employer Southern University Agricultural, Research and Extension Center

Personnel Action

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

Recommended Salary \$75,000 Salary Budgeted \$75,000

Source of Funds State Funds

Identify Budget: 611001 61210 66000 - \$75,000 Location _____
 Form Code: _____ Page _____ Item # _____

Change of: From _____ To _____
 Position Special Assistant to the Chancellor-Dean Executive Assistant to the Chancellor-Dean
 Status Full-time Full-Time
 Salary \$68,250 \$75,000
 Adjustment _____

Financial Aid signature (if applicable):

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

Source of Funds	Amount
611001 61210 66000	\$68,250

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

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

CL 8/1/2022
 Supervisor Date

CL 8/1/2022
 Dean/Unit Head Date

Theresa J. Wood 8/13/22
 Director/Personnel Date

James D. McCall 8/1/2022
 Vice President/Finance Business Affairs/Comptroller Date

President Date

Chairman/S.U. Board of Supervisors Date

RGD
8/2/2022

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

White, not of Hispanic origin. A person having origins in any of the original 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 Phillipine Islands, and Samoa.

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: Monday – Friday / 8:00 am – 5 pm

EMPLOYEE DIRECT SUPERVISOR: Dr. Orlando F. McMeans

SUPERVISOR/DEPARTMENT CONTACT NUMBER (225) 771-4310

NUMBER OF EMPLOYEES SUPERVISED, (if any) N/A

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

GUIDELINES:

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

CLASS OF EMPLOYMENT (VISA STATUS):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
The 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/Fact/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 SYSTEM

I certify that the above purchase(s) is (are) allowable under the terms and conditions of the appropriation, budget or award agreement and in accordance with federal, state, local, and university policies.

Allowability/Compliance Verified/Encumbered/Funds Available

Doc. I.D. #:

By:

RGD

Date:

8/2/2022

Exp:

6/30/2023

POSITION DESCRIPTION

Executive Assistant

This is a full-time, twelve-month position. The incumbent reports directly to the Chancellor/Dean for the Southern University Agricultural Research and Extension Center and the College of Agriculture, Family and Consumer Sciences. Major responsibilities include coordination and execution of administrative services and functions that require a thorough knowledge of University Policies, procedures and operations. The incumbent is responsible for assisting the Chancellor/Dean with the day-to-day administrative logistical support and office management to carry out the Land-grant Mission of Teaching, Research and Extension, to include International Agricultural Programs., and must exercise professionalism, confidentiality and a high degree of discretion while troubleshooting conflicts with little guidance; make judgements and recommendations to ensure smooth operations. More specifically, the incumbent will:

- Serve as the liaison for the Office of the SUAREC/CAFCS with the liaisons for the Offices of the SUS President and Board of Supervisors.
- Maintain Chancellor/Dean's calendar, emails, travel schedule/arrangements/expense, other correspondence, etc., electronically
- Directly supervise the Administrative Assistant and Office staff within the immediate office of the Chancellor/Dean, and serve as the executive supervisor to administrative, budgetary and clerical staffers directly via the respect supervisors
- Prepare required reports and respond to requests relative to the SUAREC/CAFCS, and determine which reports and requests should be delegated to appropriate supervisors or staff members. Review outgoing correspondence to insure relevance, conformity and internal consistency, as well as, proper clearance.
- Attend meetings on behalf of the Chancellor/Dean, and record and report proceedings -
- Exercises signatory authority as authorized by the Chancellor/Dean
- Initiate all correspondence required to set up internal and external meetings, conferences, trainings, etc. and supervise the preparations for each activity.
- Assist with the development and review of proposals and budget
- Coordinate Student Support Services Program in conjunction with SUAREC/CAFCS
- Assist with assignments within the CAFCS Department of Agricultural Economics, if needed
- Serve as Secretary to the Chancellor/Dean's SUAREC/CAFCS External Advisory Council
- Carry out other duties and responsibilities as assigned

GENERAL DUTIES:

- Maintains punctual, regular and predictable attendance
- Works collaboratively in a team environment with a spirit of cooperation
- Displays excellent communication skills and remains calm and courteous under pressure
- Displays engaging interpersonal skills, including the ability to think and act strategically
- Provides systematic follow-up, as well as a high level of organization and preparedness

Objectives

To obtain a position affording me the opportunity to utilize my work/life experiences in a university environment while providing a positive impact for internal and external clients.

Employment History

Special Assistant to the Chancellor-Dean

2019 – Present – Southern University Agricultural Research and Extension Center and the College of Agricultural, Family & Consumer Sciences, Baton Rouge, LA

- Perform office management and administrative support duties and responsibilities.
- Welcome visitors and identify purpose and provide direction.
- Manage and coordinate Outlook calendars and meetings.
- Handle requests for information and data.
- Originate and coordinate electronic personnel action forms.
- Work with offices such as finance, human resources, and college departments to complete tasks.
- Prepare travel requests, purchase requisitions, and other documents as necessary.
- Schedule and coordinate virtual and in person meetings and events.
- Maintain the filing system.
- Order and maintain office supplies.

Administrative Assistant

2018 - 2019 - Southern University College of Agricultural, Family & Consumer Sciences – Associate Dean's Office, Baton Rouge, LA

- Respond to requests for information that requires good judgment and knowledge of department rules and regulations.
- Compile and type reports and/or documents by gathering relevant data from different sources.
- Organize, schedule and prepare materials needed for departmental meetings, such as agendas, handouts, etc.
- Organize and maintain files, ensures confidentiality of information as necessary.
- Prepare annual budget requests for submission.
- Compose and/or prepare correspondence as needed.
- Establish and maintain electronic files of data to be stored for future use.
- Prepare travel requests, purchase orders and expense reports.
- Answer phones and greet guest.

Administrator/Director

2001 - 2016 - Greater Mount Olive Christian Academy (Closed-2016 Flood)
Nursery*Preschool*Elementary, Baton Rouge, LA

- Provided direction in the Day-to-Day Operations of the Child Care Center and Non-Public Private Elementary School.
- Established an environment that seek to meet the total needs of the both the children and families, while preparing each child with the educational abilities and life skills to excel to the next level.

- Established an environment that seek to meet the total needs of the both the children and families, while preparing each child with the educational abilities and life skills to excel to the next level.
- While enhancing the growth potential of our Child Care Center (3-Star Center) we became a Non-Public Private School for East Baton Rouge Parish, State of Louisiana.
- Provided leadership to Professional and Ancillary staff totlly 20, while helping them obtain any needed Certifications.
- Maintained all annual standards required for Child Care Centers and Non-Public Private Schools.
- Successfully provide Financial Accountability on the Federal and State Level for Child and Adult Food Program, Nursery/Preschool Licensing and the Louisiana Student Scholarship Program.
- Coordinate a Summer Enrichment Program which included both Academic and Recreational Activities for 100 Children and Youth.

Accountant

1998 – 2001 - Louisiana Department of Justice (Attorney General's Office), Baton Rouge, LA

- Maintained accurate expenditures and reimbursements
- Prepared and assisted in Monthly and Annual Financial Reports
- Approved Departmental Expenditures

Education

Thomson/Ashworth College – Child Care Management Diploma – July, 2003

University of Southwestern Louisiana, Lafayette, LA

Bachelor of Science, Business Administration 1987

Certifications

State of Louisiana-Early Childhood Ancillary Certificate – February, 2016

NECPA Commission-National Administrator Credential – October, 2015

References

Available Upon Request



"Linking Citizens of Louisiana with Opportunities for Success"

Southern University and A & M College System
AGRICULTURAL RESEARCH AND EXTENSION CENTER
and the COLLEGE OF AGRICULTURAL, FAMILY, AND CONSUMER SCIENCES

Ashford O. Williams Hall
P. O. Box 10010
Baton Rouge, LA 70813
(225) 771-2242
(225) 771-2861 Fax
www.suagcenter.com

OFFICE OF THE CHANCELLOR-DEAN

August 1, 2022

Dennis J. Shields, President-Chancellor
Southern University System
4th Floor J. S. Clark Admin Bldg.
Baton Rouge, LA 70813

Dear President-Chancellor Shields:

As Chancellor of the Southern University Agricultural Research and Extension Center and Dean of the College of Agricultural, Family and Consumer Sciences, I am requesting approval of a salary adjustment for Ms. Saturn Douglas, Director for Recruitment and Retention. Ms. Douglas brings over ten years of experience in student recruitment.

The College of Agricultural, Family, and Consumer Sciences has experienced an increase in enrollment and retention since Ms. Douglas assumed this role. For the 2022-2023 Academic Year, the college will embark upon even more aggressive recruitment, retention and graduation placement plan. The plan includes the extra duties listed below:

- Planning and coordinating follow-up and retention activities for at-risk students and those on probation and dismissal for the College of Agricultural Family and Consumer Sciences (CAFCS).
- Gathering and maintaining data and statistical information (student enrollment, classifications, major, et.) are needed to ensure appropriate services are provided to students in compliance with Southern University.
- Provide daily training and supervision to students involved in student services activities.
- Assist with professional development activities for faculty and staff to support student success.
- Provide support services for students to assist them in achieving their goal of receiving their degree, certificate, or continuing their education at Southern University within the CAFCS as prescribed

Currently, her annual salary is \$71,321 and I am proposing that Ms. Douglas' salary change to \$73,000 due to additional duties. This position is funded 100% by State Funds.

If additional information is needed please let me know. Thank you for your consideration of this request.

Sincerely,

A handwritten signature in black ink, appearing to read 'O. F. McMeans'.

Orlando F. McMeans, PhD
Chancellor-Dean

Page 2
Saturn Douglas

Approval:

Tracie Woods/ma 8/3/2022

Tracie Woods Date
Associate Vice President for Human Resources

Dennis J. Shields Date
President-Chancellor

SOUTHERN UNIVERSITY SYSTEM
Personnel Action Form

POSITION NUMBER	6	M	9	7	2	5
-----------------	---	---	---	---	---	---

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

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

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

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

Profile of Person Recommended

Length of Employment July 1, 2022 To June 30, 2023
Effective Date September 1, 2022

Name Saturn Douglas SS# _____ Sex Female Race* AA
(*3" number)

Position Title: Director of Recruitment and Retention Department: Academic Student Support Services

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

U		S
---	--	---

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

Ycns Experience 5 Southern University Experience 5 Years
Degree(s): Type/Discipline (BA-Education): BS-Science Institution/Location (SU-Baton Rouge): California State Year: 2008
MS-Communication Southern University and A&M College 2011

Current Employer Southern University Agricultural Research and Extension Center

Personnel Action

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

Recommended Salary \$73,000 Salary Budgeted \$73,000

Source of Funds General Fund

Identify Budget: 611001 61210 60000 Location _____
Form Code: _____ Page _____ Item # _____

Change of: From _____ To _____
Position Director of Recruitment and Retention Director of Recruitment and Retention
Status Full-time Full-Time
Salary \$71,321 \$73,000
Adjustment _____

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

Source of Funds	Amount
611001 61210 60000	\$71,321

Comments: (Use back of form)

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

Supervisor *Kenita Marshall* Date 08/01/2022 Dean/Unit Head *Kenita Marshall* Date 08/01/2022

Vice Chancellor *Kenita Marshall* Date 08/01/2022 Vice President/Finance *Ch L* Date 8/1/2022
Business Affairs/Comptroller *Ch L*

President _____ Date _____ Chairman/S.U. Board of Supervisors _____ Date _____

RGD
8/2/2022

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino _____ Non Hispanic or Non-Latino

RACE (Please check all that apply):

_____ White, not of Hispanic origin. A person having origins in any of the original 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:

Monday – Friday 8:00am – 5pm

EMPLOYEE DIRECT SUPERVISOR:

Dr. Renita Marshall

SUPERVISOR/DEPARTMENT CONTACT NUMBER

(225) 771 0252

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

EXPIRES

United States Citizen/Certificate of Naturalization

US

Resident Alien

RA

H 1 Visa (Distinguished Merit & Ability)

H1

J 1 Visa (Exchange Visitor Program)

J1

F 1 Visa (Student Emp. FT Student at S.U.)

F1

OPT (F-1 Visa-INS Prior Approval "Practical Work Experience")

F0

Do Not Write Below This Area
For Human Resource 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/Fact/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 SYSTEM

that the above purchase(s) is (are) allowable under the terms and conditions of the appropriation, budget or award agreement and in accordance with federal, state, local, and university policies.

Allowability/Compliance Verified/Encumbered/Funds Available

Doc. I.D. #:

By: [Signature]

Date: 8/4/2023

Expiration Date: 6/30/2023

Director for Recruitment and Retention

Southern University Agricultural Research & Extension Center College of Agricultural, Family and Consumer Sciences

Duties/Responsibilities

The Director for Recruitment and Retention will work directly with the office of the Chancellor-Dean and the Vice Chancellor for Academics-Associate Dean. The Director Recruitment and Retention provides leadership and direction in the creation, establishment, and coordination of retention and student success initiatives at the Southern University Ag Center and the College of Agricultural Family and Consumer Sciences. The position requires outreach and collaboration with deans and academic departments to support educational efforts and retention and working closely to develop reporting systems for collecting, analyzing, and disseminating retention data to all stakeholders, The Director for Recruitment and Retention, in conjunction with the Vice Chancellor for Academics-Associate Dean, will be expected to set a strategic direction for “student success” initiatives aimed at increasing student retention and graduation rates with a focus at the Undergraduate and Graduate level. The responsibilities of the Director are to develop and grow a culture of student success; develop an integrated approach and plan for the delivery of academic support services in support of the institution’s commitment to student success; and work in collaboration with multiple campus constituents to implement campus-wide student success and retention initiatives. The Director will be responsible for monitoring student outcomes and retention, researching best practices in instruction, retention, and student support, coordinating College wide efforts to improve retention, and overseeing multiple initiatives aimed at improving student success and retention.

- Plan and execute recruitment activities for the College of Agricultural, Family and Consumer Sciences (CAFCS), which include but not limited to:
 - Visiting community colleges and high schools and meeting with advisors, faculty and other individuals or organizations to identify and connect with prospective/potential students;
 - Managing strategic communications with community college counselors and high school advisors, including email, print, and other media;
 - Coordinating prospective student visits to the University;
 - Counseling prospective students through the application for admission and working collaboratively with the admissions office in admitting the students into the university and into their respective degree programs;
 - Participating in college fairs and transfer days to recruit and promote the University.

- Acts as a liaison between the student and the university (Student Affairs) to ensure all aspects of enrollment are complete.
- Work closely with the Southern University USDA/1890 Liaison and the 1890 Scholar’s Program.
- Tracks student’s progression to completion of their degree programs and tracking of graduate’s job placement

- Assist in developing and implementing a marketing plan for the CAFCS which include distributing marketing materials, giving presentations and advising stakeholders on-campus and elsewhere;
- The incumbent will also participate in the following areas: alumni and public events for the CAFCS, including open houses, campus tours, alumni/friend events etc.;
- Assist with the recruiting, planning and implementing the BAYOU Program and the College Ambassador Program
- Assist with the management of the College website content and function and maintain regular social media promotional postings;
- Develop databases for tracking outreach activities for the College to include: Jags in Ag, job placement of students, internships, 4-H, FFA, MANRRS, etc.;
- Facilitate coordination and development of 2+2 programs with community colleges;
- Development of the CAFCS alumni chapter;
- Coordinate development of the Agriculture University College program
- Establish and maintain Junior MANRRS Chapters across the State of Louisiana.
- Performs other related duties as assigned

SATURN A. DOUGLAS



EDUCATION

MA	Southern University and A&M College Mass Communications	May 2011
BA	California State University, Northridge Communication Studies Minor in Social Science	August 2008

ACADEMIC & PROFESSIONAL EXPERIENCE

Director for Recruitment and Retention June 2021-Present
Southern University-CAFCS Baton Rouge, LA

I work closely with the office of the Chancellor-Dean and the Vice Chancellor for Academics-Associate Dean to support student success. I collaborate with academic departments to develop educational strategies for recruitment and retention.

- Serve as a liaison between students and the university to ensure all aspects of the enrollment process are complete.
- Work closely with the Southern University USDA/1890 Liaison and the 1890 Scholar's Program.
- Oversee the Jag STARS scholarship program and manage approximately 120 students and their eligibility.
- Coordinate events to support retention and professional development.
- Track student's progression to completion of their degree programs and tracking of graduate's job placement.
- Assist with recruiting, planning and implementation of the BAYOU Program and the College Ambassador Program.
- Assist with the management of the college website content and function and maintain regular social media promotional postings.
- Develop databases for tracking outreach activities for the college to include: Jags in Ag, Job placement of students, internships, 4-H, FFA, MANRRS, etc.
- Travel to college and career fairs to identify and recruit prospective students for CAFCS.

Recruitment and Retention Counselor July 2020-June 2021
Southern University- College of Agricultural Family and Consumer Sciences Baton Rouge, LA

- Planned and executed recruitment activities for the College of Ag.
- Responsible for visiting high schools and community colleges to meet with advisors to identify and connect with potential students.
- Work closely with the Southern University USDA/1890 Liaison and the 1890 Scholar's Program.

- Oversee the Jag STARS scholarship program and manage approximately 45 students and their eligibility.
- Coordinate events to support retention and professional development.
- Assist with recruiting, planning and implementation of the BAYOU Program and the College Ambassador Program.
- Assist with the management of the College website content and function and maintain regular social media promotional postings

Outreach Recruiter/Counselor
TRiO-Educational Talent Search

May17-July 2020
Baton Rouge, LA

I worked alongside a team of six individuals on a federal grant program to provide approximately 1500 students from economically disadvantaged backgrounds the support needed to pursue higher education. In addition, I assessed the needs of the student population served, determine the best method for providing services and develop a regular schedule of program activities in target schools. I performed and maintained the following essential functions within this role:

- Recruited students to the program by promoting the advantages of participation.
- Assisted students with applying and choosing secondary and post-secondary programs of study.
- Shared information about the Educational Talent Search Program goals and activities with school personnel
- Maintained excellent communication and interpersonal skills to effectively communicate with diverse groups and individuals at various levels within the organization and the public.
- Explained how, when, and where to apply for financial aid.
- Organized tutorial services, career exploration, aptitude assessments, counseling, and academic centered workshops.
- Maintained accurate records of advising activities and kept track of student success utilizing the BLUMEN module.
- Utilized social media platforms to engage students.
- Provided exposure to college campuses and cultural experiences through campus visits both in and out of state.
- Facilitated workshops on study skill development and ACT preparation.
- Provided 1-on-1 guidance and mentorship to students.

Academic Advisor/Retention Coordinator
Southern University- SUSLA Connect

August 2014- Jan 2016
Baton Rouge, LA

As the retention coordinator and academic advisor, I managed a case load of approximately 800 students. I worked in collaboration with other campus-based SUSLA Connect staff to ensure academic success of students on the SU Baton Rouge Campus. Ensured students understood the parameters of the Connect program and assisted in declaring and/or changingmajors. I was responsible for providing guidance for students transferring to four-year programs. I made students aware of the appropriate academic support services available at their targeted university.

- Coordinated all academic advisement for students facing challenges with Satisfactory Academic Progress (SAP) for financial aid purposes.
- Assisted with the admissions, registration, and transfer processes for all students
- Accurately prepared and maintained records and reports of student contacts and

semester summaries both electronically and printed.

- Applied student development and career development theories to properly address the needs of my students.
- Developed programs and events to promote student retention and increase enrollment.
- Lead seminars that provided tips on effective study skills and techniques to create a seamless transition from high school to college and beyond.
- Served as the initial point of contact for faculty in regards to student issues such as scheduling conflicts, behavior and attendance.

Admissions Recruiter

Southern University and A&M College

May 2011-August 2014

Baton Rouge, LA

As an admissions recruiter, I was responsible for representing the university and its program to constituencies throughout the state and nation. I established academic rapport by actively serving as the university's liaison at college fairs, visits to individual schools and community-based organizations, receptions, information sessions, and presentations.

- Evaluated high school and college transcripts as well as ACT and SAT scores to determine student's admission status.
- Processed applications and entered them via the applicant tracking system ORACLE BANNER.
- Collaborated with the director of admissions to create marketing campaigns and stay current with communication trends.
- Developed promotional material for print, advertising and online use.
- Planned and coordinated recruiting events, guidance counselor receptions, college nights, preview days, and scholarship banquets.
- Developed social media campaigns to assist with the application process and network with prospective students.
- Facilitated academic workshops, tours, new student orientation and other events on various topics such as registration, campus resources, software usage, degree requirements, and learning strategies.
- Prepared statistical and narrative reports on applicant data metrics, as well as, the operation and quality of the recruitment objective.
- Researched student enrollment, retention history and trends for the support of enrollment targets.
- Demonstrated regular and predictable attendance and worked in addition to normal business hours to meet workload demands.

COLLEGIATE TEACHING EXPERIENCE

Adjunct Professor

Southern University-SUSLA Connect

Fall 2014- Spring 2016

DEVELOPMENTAL ENGLISH 90, an undergraduate course averaging 60 students per semester, covering the following topics: grammar usage, mechanics of punctuation, sentence structure and the writing process. Developed quizzes, exams, and homework.

SPEECH 200, an undergraduate course averaging 50 students per semester, covering the following topics: interpersonal communication, public speaking techniques, and proper outline

for speech preparation. Created workshops and public speaking opportunities for students to utilize their learned skillset.

COLLEGE SUCCESS SKILLS, a zero hour course required for all students participating in the SUSLA Connect program. Students would meet bi-weekly for seminars and workshops to assist with first year matriculation. Some topics discussed were, time management, study skills, getting involved and stress management.

PROFESSIONAL TRAINING

Financial Aid for Secondary Education Professionals New Orleans-March 2019
Brittani Williams (LOSFA)

Description: Learn about financial aid and best practices for FASFA completion, TOPS, and scholarships, as pre-college professionals.

How to Help Students Keep Their Financial Aid New Orleans-March 2019
Once they are on Campus
Brittani Williams (LOSFA)

Description: Learn the basics about FASFA verification, SAP, student loans and more so that they can best assist the students enrolled in post-secondary institutions.

Student Integration Model for Success: A Retention Model New Orleans-March 2019
Dr. Kevin Bastian

Description: Student Integration model for success at Dillard University states that academic, administrative, career, financial psychological, social, and spiritual integration are essential to student retention and success. The theoretical model draws heavily from the work of Tinto and Astin. Consequently, the seven themes serve to integrate students into the life of college.

Statistics Lie: Change the Numbers Shreveport-April 2018
Dr. Marquita Whitehead, Shreveport, LA, April 18, 2018.

Description: According to statistics, I should be a welfare and SNAP benefits recipient, low-income, behind bars, or even deceased. Looking back at my story, I am proud, yet humbled, to say that statistics were wrong. Those numbers presented in studies are only that – numbers. However, I also realize that I changed those numbers and others can do the same. My goals in life were far broader than imagined by those who viewed me as the lesser vessel because of the situations that I faced since birth. The objective of this study is to show students that they have the ability, strength, and capabilities to achieve goals beyond those that are expected according to their socioeconomic standings or community upbringing. Although their circumstances may seem unfair, it is not the end of the road. The question remains: are you willing to change the numbers?

Create Your Own Curriculum Baton Rouge-Nov. 2017
Xong Lor, Academic Advisor at University of Arkansas

Description: Providing unique and engaging workshops to 7th-12th grade students under a tight

budget can be a challenge. In this session, we will discuss sources of inspiration and strategies for thinking outside the box during the development of curriculum. Participants will experience how to transform basic college readiness topics into innovative hands-on workshops for today's student.

College Prep Step-by Step
Ryan Eller, Co-Founder, Paradigm Shift

Baton Rouge-Nov. 2017

Description: The best kind of learning occurs when our whole self is involved. Our physical, mental, and social selves all play an important part of capturing what we have learned and applying it moving forward. In this session, you will learn how to use more experiential based practices in your TRiO program! Join us as we show you how to invest fun and teamwork into your TRiO program. You will experience a wide range of new and classic activities allowing counselors to facilitate name games, icebreakers, leadership initiatives and team building activities centered around TRiO's core curriculum. You will leave being able to use these nearly prop-less activities at your next school meeting or workshop, gaining rapport with your students and creating an environment of success and achievement.

Persisting Against the Odds

Baton Rouge-Nov. 2017

Josh Howard, Director of Persistence and Partnerships, Baton Rouge Youth Coalition
Lauren Robinson, Managing Director of Academic Programs, Baton Rouge Youth Coalition

Description: The odds are stacked against a huge part of our students in the southern United States. Minority students and those who identify across the LGBTQIA+ spectrum are attending college in droves, and while that's exciting, they need increased support. How can we support them on our universities? Better yet, how can we give them the supportive tools before they step foot on college campuses? We'll use data and discuss some best practices at how these amazing students - often marginalized and forgotten - can thrive and be their best.

PROFESSIONAL AFFILIATIONS

Louisiana Association of Student Assistance Programs, 2017-Present
Southwest Association of Student Assistance Programs, 2017-Present

PROFESSIONAL SERVICE

Former Member- Recruitment and Marketing Task Force	2014
Editorial Assistant- <i>Urban Education</i> , A Scholarly Journal	2010-2011

COMPUTER SKILLS

Applications: Oracle Banner, Blumen, Microsoft Suite, Social Media, Photoshop, ENPS, Remind Messaging, Zoom Video Conferences

Platforms: Mac OS, Windows XP

MECHANICAL ENGINEERING

EMERITUS PROFESSOR

NOMINATION & RECOMMENDATION

FOR

SAMUEL IBEKWE, Ph.D., P.E.

Mechanical Engineering Department

College of Sciences & Engineering

Southern University

Baton Rouge, LA 70813

December 2021

TABLE OF CONTENTS OF THE CURRICULUM VITA OF S.I. IBEKWE

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	(P.E., Ph.D., M.S., and B. Engr)	
3.	Research Interests	1
4.	Employment	1
5.	Awards and Honors	2
6.	Administrative Responsibilities	2
	(Ten-year tenure as ME chair)	
7.	Teaching, Mentoring and Advising Activities	3
	(Taught 16 undergraduate classes & 5 graduate classes, Directed 6 Honors Thesis, Faculty Advisor & Major Prof. for 26 LSLAMP students, 16 MS Thesis and Served on 35 MS Thesis Committee, 7 Ph.D. Committee, and 4 Post-Docs.)	
8.	Funded Research Projects: Grants, Contracts,	11
	Cooperative Agreements. (Participated either as a PI or Co-PI on 44 Sponsored Projects totaling more than \$38m.)	
9.	Research and Educational Instrumentation Acquired Through Funded Grants (Totaled close to \$1m.)	14
10.	Scholarly Work (One US Patent)	16
11.	Publications (2 book chapters and 90 publications	17
	Refereed journal & Proceedings)	
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COLLEGE OF SCIENCES & ENGINEERING
OFFICE OF THE DEAN

Post Office Box 9969
Baton Rouge, LA 70813
Office: (225) 771-5290
Fax: (225) 771-5721

February 22, 2022

Dr. Bijoy Sahoo
Executive Vice-Chancellor/Provost
Southern University and A&M College
Baton Rouge, LA 70813

Re: Professor Emeritus Nomination for Dr. Samuel Ibekwe

Dear Dr. Sahoo:

I am pleased to recommend the nomination for **Professor Emeritus** status to Dr. Samuel Ibekwe. He has a long and outstanding record and resume of service to both Southern University and the state of Louisiana. He has significant and sustained achievements, contributions, and scholarly pursuits appropriate for an individual to be nominated for this award. Dr. Ibekwe has made significant contributions to the improvement, visibility, and advancement of Southern University and A&M College, particularly the Baton Rouge campus. Dr. Ibekwe offered his talents, experiences, expertise, and dedication to SUBR and to the Southern University System for twenty (20) years. He has served as a mentor to both students and faculty, and has served as department chair for the Department of Mechanical Engineering, guiding the program through two successful reaccreditations.

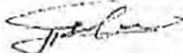
Dr. Ibekwe has a great love for teaching and research, and has quite an extensive and impressive list of accomplishments:

- he has received over \$38M in research grants
- he has refereed over 25 publications in national and international journals
- his scholarly activity has resulted in over 90 publications
- he was awarded Outstanding Faculty of the Year, Mechanical Engineering

- he has collaborated with other researchers at various state and national agencies

The Southern University System and the Baton Rouge campus have benefited greatly from the achievements of Dr. Samuel Ibekwe. The attached letters of recommendation and curriculum vita demonstrate that Dr. Ibekwe is more than deserving of being bestowed the title of **Professor Emeritus** of this University. I therefore offer his name for your approval of this recognition and entreat you to bring this request to the Council of Deans for their consideration and approval.

Sincerely,



Patrick Carriere, Ph.D. P.E.,
Professor and Dean



COLLEGE OF SCIENCES & ENGINEERING
OFFICE OF THE DEAN

Post Office Box 9969
Baton Rouge, LA 70813
Office: (225) 771-5290
Fax: (225) 771-5721

December 4, 2021

RE: Nomination and Recommendation of Dr. Samuel Ibekwe for Emeritus Professorship in Mechanical Engineering Program

Dear Dean Carriere,

I am submitting a letter of nomination and recommendation on behalf of Dr. Samuel Ibekwe for Emeritus Professorship position in the Mechanical Engineering program. I have the honor and pleasure of being a colleague of Dr. Ibekwe since we both started our academic careers in 1991. I must say that awarding him an Emeritus Professorship will be a meritorious honor that would be befitting for his distinguished, tireless dedication to research, excellence in teaching and service at Southern University and beyond.

I partnered with Dr. Ibekwe on several projects and thus can give testimony to the fact that Dr. Ibekwe is detail-oriented and dedicated to his work. Underneath his quiet and humble disposition is a fervent passion for scholarship and a determined commitment to contribute to knowledge in the area of his expertise. He has a proven distinguished grantsmanship and research record on the subject of advanced polymer matrix composites. He has relentlessly reached out to federal and state agencies, private corporations and companies while seeking funding opportunities and partnerships for his research, education and mentoring programs. He received over \$38m either as a PI or Co-PI in grants to support research, infrastructure build up and development, undergraduate and graduate education, as well as the support and development of other faculty he collaborated with both at Southern University and other institutions such as Louisiana State University. For example, in the last ten years, he devoted a great amount of his time in mastering the fundamental science engineering of novel emerging self-healing composites materials, which resulted in over 25 refereed publications in internationally and nationally recognized refereed journals and proceedings of several conferences, where he also had the opportunity to present his work on this specific subject. It was amazing that he found time to be active in research when he rendered his outstanding service as the mechanical engineering chair during a 10-year tenure (2003 – 2012) in which he led the program through two successful reaccreditations.

Overall, Dr. Ibekwe's brilliant scholarly activity resulted in more than 90 publications. The impact of his scholarly activities at Southern University definitely contributed significantly in fulfilling the mission of the university, for example, attracting superior students and/or scholars to work in related activities.

Dr. Ibekwe possesses the character and ability to work within both the academic setting at Southern University and outside community. He could confidently address challenging technical problems from both a fundamental scientific basis and practical approach that resulted in outstanding scholarship. His keen insight and lucidity of thoughts have been often put to use in untangling knotty technical issues. Something appealingly endearing about Dr. Ibekwe is his down-to-earth nature, his level-headedness, modesty, and openness, which created a conducive atmosphere for students and faculty to interact with him. He was unflagging in his support of the success of his undergraduate students and others he mentored. This often comes at a sacrifice of his time, which he generously gave to his students. His students consistently rated him excellent and superior in their teaching evaluations. The university and college recognized this in a ceremony that rewarded his accomplishments with the spectacular "***Outstanding Faculty of the Year, Mechanical Engineering***" award. Dr. Ibekwe cherished mentoring and imparting knowledge and character to undergraduate, graduate students and post-doctoral associates. He supervised and supported more than 100 undergraduate research assistants whom he engaged in his research projects. He equally supervised and co-advised than 50 MS students some who have gone on for their Ph.D. programs and others employed in the field of engineering in the industry. His record shows that he jointly supervised 4 post-docs. While serving in this capacity, Dr. Ibekwe offered encouraging guidance to the students while they matriculated in their field of study. Throughout his tenure as Mechanical Engineering Program chair, he stimulated and supported many faculty members to seek successful research funding, which prominently featured mentoring as integral part of the project. His clear thinking and communication skills are superlative. These have contributed in distinguishing him as a great educator, scholar, mentor, and chair of his program. Dr. Ibekwe is a 'peoples-person', who had the ability to befriend and connect relevant people across disciplines and programs that proved a blessing to his program. His services to ME program and the university in various committees including accreditation committee were exceptional. He voluntarily played a pivotal role that helped the mechanical program to comfortably scale through the recent accreditation exercise despite his retirement. He is indeed a humane individual, and a team player who delights in the success of others and his obligations. He is much loved and admired here by students, faculty, and staff.

His outside collaboration with other researchers include department of mechanical and industrial engineering at Louisiana State University, The Boeing Company, NASA, Department of Defense, etc. As a result of research prowess and measurable scientific contributions, he received numerous outstanding service awards from the American Society of Mechanical Engineers such as ASME International Eckart Service Award,

ASME International TEN PAPER CUP AWARD. In addition, he was recognized **nationally in 2010 as a National Role Model with a befitting award by Minority Access, Inc.** and Boeing Senior Design Project Mentor Award. As a result of Dr. Ibekwe's prodigious capacity for excellent work and enviable grantsmanship, he meritoriously also received the following noteworthy awards and recognitions at Southern University:

- 2012 and 2003 Louisiana Engineering Foundation Professional Award
- 2007 Southern University's Millionaire Research Club
- 2005/2006 Southern University Mentor
- 2002 Nominee Southern University Outstanding Research Investigator
- SU SMART Excellent in Research Mentoring
- 1999 SU SUGA (Southern University Grantsmanship Award) Recipient.

He contributed in building our community through his dedicated service at the East Baton Rouge Engineer Selection Board where he utilized his experience as a Louisiana Registered Professional Engineer (PE), East Baton Rouge High School for Engineering Program (HSEP), and leadership and active participation in religious and social activities. He proficiently served his professional societies, American Society of Mechanical Engineers (ASME), American Society for Engineering Education (ASEE), International Conference on Composites and Nano Engineering (ICCE) as technical paper reviewer as well as presenter of scientific and technical papers.

Indeed, it is my sincere belief that based on Dr. Samuel Ibekwe's diligent, dedicated and positive disposition, he **will** be a worthy recipient of the Emeritus Professor of Mechanical Engineering that Southern University will be proud of. This **status** will also enable him serve in the committee of MS and Ph.D. students, participate in research efforts, securing grants and represent Southern University as a NASA/Boeing contractor as the only certified Louisiana Professional Engineer (PE) in Mechanical Engineering program, etc. Obviously, he is a very brilliant professor who strove for excellence in everything he did and attained the status of Dow Chemical/Gulf Coast Mechanical Engineering Endowed Professor. For the aforementioned reasons, I am honored to highly recommend Dr. Samuel Ibekwe be appointed as Emeritus Professor of Mechanical Engineering program.

Sincerely,

Patrick Mensah

Digitally signed by Patrick Mensah
DN: cn=Patrick Mensah, o=Southern University and A&M
College, ou=College of Sciences and Engineering,
email=patrick_mensah@southsu.edu, c=US

Patrick F. Mensah, Ph.D. ASME Fellow

Fomosa Endowed Professor &

Associate Dean of College of Sciences & Engineering

Director LS LAMP Program and Director NSF CREST Center



**MECHANICAL ENGINEERING DEPARTMENT
OFFICE OF THE CHAIR**

College of Sciences & Engineering
Post Office Box 9969
Baton Rouge, LA 70813
Office: (225) 771-3580
Fax: (225) 771-4877
www.subr.edu/ME

Monday, November 29, 2021

Members of the SUS Board of Supervisors
Southern University System (SUS)
Southern University and A&M College
4th Floor, J. S. Clark Administration Building
Baton Rouge, LA 70813

**NOMINATION AND RECOMMENDATION for DR. SAMUEL IBEKWE for EMERITUS
PROFESSOR OF MECHANICAL ENGINEERING**

I have known Dr. Samuel Ibekwe very well for about 30 years to date, and had the privilege of being his colleague for more than 20 years and 10 of these as his program chair. Having had a close professional affiliation with him, I am therefore delighted to write a letter of nomination/recommendation for him for the Emeritus Professor of Mechanical Engineering (ME) program. Dr. Ibekwe is a humble man who aims at excellence in all his endeavors. Underlying his quiet bearing and simplicity is a fervent passion for scholarship and a determined commitment to contribute to knowledge in materials engineering, especially in his primary research area of polymer composites. His experience has been enriched by his industrial, consulting, and academic research work. His research work has always afforded him the opportunity to mentor undergraduate and graduate students in research methodology and activities. This has earned him a Faculty Teaching Excellence Award in ME department, as well as a national honor of Minority Role Model. His projects have also enabled him to supervise graduate students, as well as employ post-doctoral fellows who assisted him in completing the work. I have had the privilege of working with him on several research projects and was impressed with his focused vision and sterling leadership skills that translated into carrying the work to a very successful end. Dr. Ibekwe's work ethics is remarkable and exemplary. The superlative works he has performed in research and mentoring are reflected in numerous journal and conference proceeding publications and, in presentations, he has rendered to advance science and engineering. Dr. Ibekwe has not narrowed his outreach, always reaching across town, and states to collaborate with others for the singular purpose of enhancing scholarship. He has given his best to Southern University and has not slowed down in his desire to promote excellence and the best for his students. He has supervised more than 15 graduate students and served in the committee of many others.

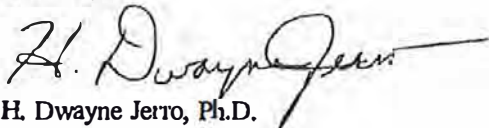
It was a great pleasure to have Dr. Samuel Ibekwe serve as the ME program chair for 10 years. Consequently, he has been my mentor and forerunner. He guided the program through 2 successful accreditation processes and created an atmosphere that promoted collegiality, amity and prodigious scholarship amongst the faculty. The department had several multiple funded research projects that ran into millions of dollars during his tenure than during the previous administration. His erudition, perseverance, encouragement and motivation of faculty were amply rewarded by the vigor and success of the program's activities. He left giant footsteps for me to step into when he stepped down as the program chair to focus more on scholarship. Dr. Ibekwe has a quiet, pleasing and affable personality. He is polite, humble, and cheerful. His character is exemplary as well as his interpersonal skills. He is a man of integrity whose character is like an open book. His warmth and openness have endeared him to his colleagues, students, and others.

He is not deterred by challenges and difficulties; rather he sees opportunities in them. One had thought that after his tenure as the department chair that he will just relax and slow down. Rather, he has redirected his energy in faculty research, mentoring, teaching and service with a renewed tempo. He has supervised and co-supervised several Master's and Doctoral students. He has added international outreach to this, thereby promoting Southern University all over the world.

Dr. Ibekwe has mentored over 100 undergraduate students in research methodology while providing financial assistantship that enabled these students to complete their education, and are now contributing members of the community. His passion for the success of his students and his impartation on them, the very best at his disposal, is unquantifiable. A man who sees the good in everyman, and tries to develop and cultivate that, he has touched many of his students, not only by the excellent scholarship he proffered, but by the influence of his sound character and demeanor. His classroom work was equally attended to with the same vigor. He has spent unlimited time tutoring students after class hours. He continually challenges students, who would often complain, but at the end would appreciate the knowledge they gain from him.

Therefore, Dr. Ibekwe receives my highest recommendation for the Mechanical Engineering Professorship Emeritus conferment. His qualifications, experience, personality, and demeanor clearly make him well suited for this position. It is a humble way to recognize him for his scholarly efforts and immense contribution to Southern University. In addition, this status will enable him continue to make contributions to the progress and success of the program. I will be available to talk to you about Dr. Ibekwe if you need further information. My telephone number is (225) 771-3580. Thank you in advance for your time and kind consideration of this recommendation and request.

Sincerely,



H. Dwayne Jerro, Ph.D.
Professor and Chair



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

November 29, 2021

Members of the Board
Southern University System (SUS)
Southern University and A&M College
Baton Rouge, LA 70813

Dear Members of the Board: Re: **Nomination and Recommendation of Dr. Samuel I. Ibekwe for Mechanical Engineering Professor Emeritus**

I am very delighted to nominate and recommend Dr. Samuel I. Ibekwe, who is currently Dow Chemical Company Endowed Professor, for Mechanical Engineering Professor Emeritus. I have known Dr. Ibekwe, professionally, for over ten years in my capacities as the Department Head, Civil & Environmental Engineering Department at Prairie View A&M University, Prairie View, TX, and Department Chair, Civil & Environmental Engineering at Southern University and A&M College (SUBR), Baton Rouge, LA. Dr. Samuel Ibekwe is an excellent nominee for the Mechanical Engineering Professor Emeritus because he meets and exceeds all the qualifications for this award and status with regard to his research and publication record, the impact of his work in his area of research, and the contributions he has made to the academy, Southern University and the engineering profession as a whole.

With regard to his research and publication record, Dr. Ibekwe has compiled a remarkable record of research activity, and has published and presented his research findings widely. His record in regard to research includes: a research award record of over \$38 million (as Principal Investigator or Co-Principal Investigator), an outstanding publication record of over 90 publications in referred journals and conference proceedings, and a registered US patent (of which there have been 13 claims). He has also received numerous awards and recognitions that point to the impact of his work and his impact within his spheres of influence locally at the University and externally in the profession. Notably, he has won the ASME International Eckart Service Award, the ASME International Ten Paper Cup Award, Southern University's Millionaire Research Club recognition, and the Southern University Grantsmanship Award (SUGA), to name a few. His record is truly impressive considering that he served as the Department Chair of Mechanical Engineering (SUBR) for almost 10 years! In other words, Dr. Ibekwe has excelled in attracting research funding, completing the research quests awarded him, and in the dissemination of research results through presentations at nationally and internationally recognized conferences - and in reputable journals in his field.

Dr. Ibekwe has also actively collaborated with individuals within the University and researchers external to the SUBR campus. For example, he has worked closely with investigators at Louisiana State University, and internationally, with researchers in Ghana and Nigeria. In addition, he has supervised over 100 undergraduate students, 15 graduate students and 4 post-doctoral researchers. In doing so, he has attracted quality graduate and undergraduate students to the University through the support he provides students as a result of his research.

Department of Civil & Environmental Engineering

P.O. Box 519 – Mail Stop 2510, Prairie View, Texas 77446

Phone (936) 261-1658/1665 [CEE Office] Fax (936) 261-1662

www.pvam.edu

Page 2 of 2 – Dr. Samuel I. Ibekwe – ME Professor Emeritus: Nomination & Recommendation

In short, Dr. Ibekwe's influence and research prowess has been a significant contribution to the SUBR campus and to the Mechanical Engineering profession at large. Dr. Ibekwe is exemplary in the manner in which he guides students and interacts with colleagues – within the University and outside the University. He is collegial in all his interactions and ensures that students and colleagues are treated with utmost respect and dignity. He is an accomplished researcher, educator and a gentleman.

I reiterate that Dr. Ibekwe is truly deserving of this recognition and honor and should be awarded *Professor of Mechanical Engineering Emeritus* at SUBR. He has earned it and it would only be fitting to acknowledge his contributions in research in Mechanical Engineering and allied fields, and to the University by recognizing him in this fashion.

Again, I enthusiastically nominate and recommend Dr. Samuel I. Ibekwe for the Emeritus Professorship in the strongest terms. I hope you will agree with my assessment and recommendation.

I would be happy to respond to any questions you may have. Please do not hesitate to contact me if there is anything that I can add as you consider Dr. Samuel Ibekwe's package for the Emeritus Professor of Mechanical Engineering.

Sincerely,



Emmanuel U. Nzewi, Ph.D., P.E.
Professor
Department of Civil & Environmental Engineering
Prairie View A&M University
eunzewi@pvamu.edu



LOUISIANA STATE UNIVERSITY

Department of Mechanical & Industrial Engineering

November 28, 2021

To: Members of the Board, Southern University System (SUS)

Re: Letter of support for Dr. Samuel Ibekwe's nomination for the position of "Professor of Mechanical Engineering Emeritus"

Dear Members of the Board:

I am very delighted to provide this letter of reference in order to strongly offer my recommendation and support for Dr. Samuel Ibekwe, who is currently the holder of the "Dow Chemical Company Endowed Professorship", who is seeking the position of Emeritus Professor of Mechanical Engineer. I have known Dr. Ibekwe for more than 23 years, and 16 of those as his colleague here at Southern University. Having worked closely with him as a co-principal investigator on various projects and co-author on a number of publications over the years, which afforded me the opportunity of observing him closely, I am truly delighted to tell you about him.

Writing about an extraordinary humble achiever like Dr. Ibekwe that manifests the best in character and scholarly accomplishments is very pleasing, however, it is much more gratifying to know Dr. Ibekwe personally and observe him live out this. Dr. Ibekwe is an outstanding research scientist with a demonstrable distinguished scholarly ability characterized by his humanity and unfeigned desire to really contribute to the solutions of scientific challenges. His commitment to further the frontiers of knowledge, and the education and academic excellence of his students is profound and with a depth of feeling that constantly drove him to amass available resources in developing better programs and methods to achieve this end.

Dr. Ibekwe is a disciplined scholar whose ability to identify, and independently develop new research areas is demonstrated by his widely regarded publications and professional accomplishments. He has received and participated in more than 40 funded projects and grants as PI, co-PI, or key investigator, to the tune of over \$38 million for his projects.

He has reached out to the industrial community, government agencies, private corporations and companies as he sought opportunities to contribute towards advancement of science, and provide mentoring and educational opportunities for his students that otherwise would not have been possible. His base of potential funding sources is quite extensive. As a result of Dr. Ibekwe's prodigious capacity for excellent work and enviable grantmanship, he has been on the constant list of inducted Millionaire Research Club members. His cutting-edge research on composite materials and structures has resulted in over 90 refereed journal/conference publications. Not only the number of publications is very competitive nationally in mechanical engineering, the quality of the publications is also very high. Several of his journal papers published in *Smart Materials and Structures*, *International Journal of Solids and Structures*, etc., are among the most cited or most downloaded papers based on either Google Scholar and/or SCOPUS, a quantitative index of showing the impact of research on the scientific community. I am very proud that his research has achieved international attention and has made such a great impact. His academic achievement is well above the national average and is very competitive in major research universities.

Dr. Ibekwe brings the same zest to his teaching and interaction with students as he does in his research activities. His students have consistently rated him excellent and superior in their teaching evaluations. He is very passionate about imparting knowledge to his students. The patience he exercises, and the length he goes to bring this about have endeared him to his students and colleagues. Something appealingly admirable about Dr. Ibekwe is his down-to-earth nature, his modesty, and openness, which

have created a conducive atmosphere for students and faculty to relate to him. He is unflagging in his support of the success of his students, which is reflected in about 50% of his publications being with his students. This often comes at a sacrifice of his time, which he generously gives to his students. Dr. Ibekwe is a role model of faculty, who has devoted unlimited time to stimulate his students to push their boundaries and attain higher goals. He has contributed tremendously in enhancing the quality of education, and positively molding the character and perspective of ME students and faculty members. His research projects have always included mentoring aspects where both undergraduate and graduate students are included to be tutored on the subject at hand. Thus he equips his students with skills they need to succeed in their careers, motivating them for graduate education as well as providing them needed financial support.

As the previous department chair, he has also devoted his time and effort to remold the department and to promote the standing of the department. For example, the ME department has consistently ranked one of the top departments in terms of research funding and refereed journal publications at SU. Under his leadership, the Composite Materials and Structures Lab has grown into one of the lead labs in Louisiana and also has an impact nationally. A number of state-of-the-art equipment has been purchased and about 50% of the graduate students in this department has conducted research in this area.

He is an achiever, a leader par excellence and a distinguished scholar. His brilliant scholarship in Smart Composites has further enshrined SU in the comity of reputable institutions of higher learning. He gets along very well with people, and exhibits a high sense of maturity in his activities. His warmth and openness has endeared him to those of us who are his colleagues, students and others he served. His treatment of others, including his students, with reverential care and profound respect shows the unfeigned human nature of such a remarkable achiever. He is much loved and admired here by students, faculty, and staff. I think very highly of Dr. Ibekwe's professional, personal and family characteristics. His clear thinking, diction and communication skills are superlative, which have contributed in distinguishing him as a great educator, scholar and mentor.

In closing, Dr. Ibekwe is an internationally accomplished scholar repute in the field of Composite Materials. His academic and professional accomplishments as summarized here speak for itself and evince him as an erudite scholar, great educator, mentor, collaborator, and researcher of international repute. Dr. Ibekwe's remarkable work ethics, humane-nature and blossoming potential would continue to be great assets to your program and institution. The enduring value and resourcefulness of his commitment to outstanding productive work at SU has continued to increase its momentum, and show no sign of abating. The award of status of Professor Emeritus of Mechanical Engineering is a fitting meritorious recognition of the unflagging efforts and productivity of this eminent professor, who has not restrained himself in sharing with humanity his richly endowed gifts. I am therefore very pleased to provide my highest and enthusiastic recommendation for Dr. Ibekwe's nomination for Mechanical Engineering Professorship Emeritus. Kindly bring it to my attention if you require additional information. Thank you very much.

Sincerely,



Guoqiang Li, Ph.D.

LSU Alumni Professor and John W. Rhea, Jr. Professor of Mechanical & Industrial Engineering

Associate Vice President of the Office of Strategic Initiatives

Louisiana State University

Baton Rouge, LA 70803

Tel.: (225) 578-5302

Fax: (225) 578-5924

E-mail: lguoqi1@lsu.edu



SAMUEL I. IBEKWE, Ph.D., P.E.
Dow Chemical/Gulf Coast Mechanical Engineering
Endowed Professor
4418 Rue Splendeur
Baker, LA 70714
(225) 205-7939 (Cell)
(225) 771-2525 (Office)
(225) 771-2525 (Fax)
E-mail: samuel_ibekwe@subr.edu; and siibekwe@gmail.com

2 EDUCATION AND CERTIFICATION

- P.E. Licensed & Registered Louisiana State Professional Engineer, July 1999.
The Mechanics-Materials Linkage, Institute for Mechanics & Materials, 1997
- Ph.D. Materials Engr. & Science, South Dakota School of Mines & Tech., May 1991.
- M.S. Mechanical Engineering, South Dakota School of Mines & Tech., Dec. 1986.
Wireline Oil Logging, Schlumberger, A.T.C., Billere, France, 1980
- B.Engr. Mechanical Engineering, University of Nigeria, Nsukka, June 1979

3. RESEARCH INTERESTS

Shape Memory Composites; Bio-mimetic Self-Healing Composites; Fabrication, testing and evaluation of advanced composite materials; Impact Response of Composites, and Experimental Mechanics.

4. EMPLOYMENT

- 08/15 Present. **Dow Chemical/Gulf Coast Mechanical Engineering Endowed Professor**
- 7/12- 07/15 **Professor, ME Dept., Southern University**
- 8/03 7/12 **Professor and Chair, ME Dept., Southern University**
- 8/97 7/03 **Associate Professor, ME Dept., Southern University**
- 8/91 - 7/97 **Assistant Professor, ME Dept., Southern University**
- 1989-1990 **Instructor, Mechanical Engineering Dept., South Dakota, School of Mines**
- 1985-1989 **Teaching/Research Assistant, M.E. Dept., South Dakota, School of Mines**
- 1982-1995 **Assistant Lecturer/Tech. M.E. Dept., Anambra State Univ. of Technology**
- 1980-1982 **Oil Well Junior Service Engineer, Schlumberger Nig. Ltd, Warri, Nigeria**
- 1979 1980 **National Youth Service Engineer, Ajaokuta Steel Mills Co.**

5. AWARDS AND HONORS

1. 2012 & 2003 Louisiana Engineering Foundation Professional Award;
2. 2010 National Role Model Award, Minority Access, Inc
3. 2007 Southern University's Millionaire Research club
4. Nominated 2005/2006 Southern University Mentor
5. ASME INTERNATIONAL Eckart Service Award
6. ASME INTERNATIONAL TEN PAPER CUP AWARD
7. 2002 Nominee Southern University Outstanding Research Investigator
8. BOEING SENIOR DESIGN PROJECT MENTOR AWARD, 1998-2000.
9. SU SMART Excellent in Research Mentoring 2001
10. 1999 SU SUGA (Southern University Grantsmanship) AWARD RECEIPIENT
11. 1st PLACE (Undergraduate and graduate) Paper Award – 1999 ASEE –GSW conference.
12. 2nd PLACE Student Best Paper Award – 1999 LAMP CONFERENCE
13. 2nd PLACE Student Best Paper Award – 1998 LAMP CONFERENCE
10. U.S. Patent No. 5,498,134 on Electro-hand fan – 13 claims.
11. 1995 Outstanding Mechanical Engineering Faculty of the Year
12. Cited in several Who's Who
13. Dean's Excellent and Consistent Academic Record: M.S. – 4.0/4.0; Ph.D., 4.0/4.0
14. Member, East Baton Rouge Engineers Selection Board 2001 - 2003
15. Member, Engineering Advisory Board, High School for Engineering Program, East Baton Rouge Parish

6. ADMINISTRATIVE RESPONSIBILITY

M.E. Department Chair, August 2003 through July 2012

Dr. Ibekwe guided the program through 2 successful accreditation processes and created an atmosphere that promoted collegiality and scholarship during his 10-year tenure as the program chair. The department's funded research program took an exponential growth during this time and the program received several multiple funded research projects that ran into millions of dollars. As a result, undergraduate and graduate students were mentored in research programs and extra funding were available to support these students. At one of the most difficult periods of the university existence when it faced severe financial exigency, mechanical engineering program was buoyant and considered one of the "star programs". The program was noted in a national study during the chairmanship tenure of Dr. Ibekwe as one of the few that graduated more than average minority female engineers

7. TEACHING, MENTORING AND ADVISING ACTIVITIES**COURSES TAUGHT**

UNDERGRADUATE COURSES TAUGHT AND ENHANCED		
	COURSES	DESCRIPTION
1	ENGR 120	Freshman Engineering I
2	ENGR 130	Freshman Engineering II
3	CIEN 224	Statics
4	MEEN 225	Dynamics
5	MEEN 227	Mechanics of Materials
6	MEEN 221	Numerical Methods for Engineers
7	ENGR 340	Engineering Mathematics
8	MEEN 335	Materials Processing
9	MEEN 336	Composite Materials
10	MEEN 338	Fracture Mechanics
11	MEEN 343	Mechanical Vibrations
12	MEEN 350	Mechanics of Machines
13	MEEN 365	Machine Design
14	MEEN 450	ME Senior Design I
15	MEEN 451	ME Senior Design II
16	MEEN 497	Senior Projects
GRADUATE COURSES TAUGHT AND ENHANCED		
1	ENGR 520	Mathematical Methods in Engineering
2	MEEN 551	Fracture Mechanics and Fatigue in Materials
3	MEEN 563	Composite Materials
4	ENGR 599	Engineering Project (Non Thesis Option)
5	ENGR 600	Thesis

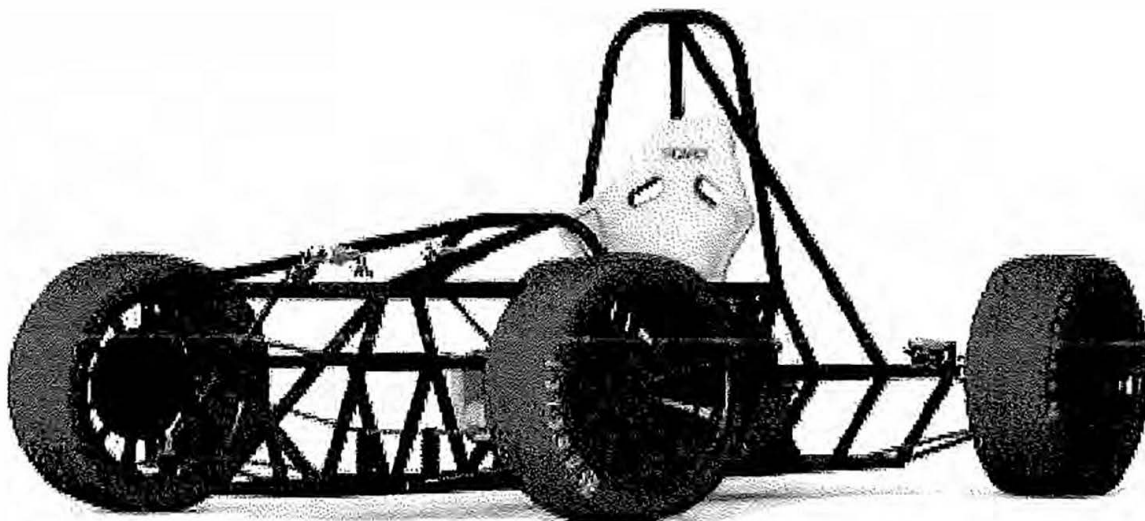
SUPERVISED HONORS THESIS

1. Khadijah Ahmed: (Graduated 2020)
Thesis Title: Design and Optimization of FSAE Drivetrain
2. Daria Bentley: (Graduated 2020)
Thesis Title: "Design, Analysis and Model of an Optimal Low Cost Suspension System for The First Southern University FSAE Motor Vehicle."
3. Ja'Nae McGee: (Graduated 2018)
Thesis Title: "Design, Thesis Title: "The Design and Manufacture of a Quadcopter That Cleans Windows Named FLISWIPE."

4. TaQuincy Alexander (Graduated 2017)
Thesis Title: "The Triathlon Robot"
5. Kamrie Dillard: (Graduated 2016)
Thesis Title: "Shea Butter Production Machine and Related Benefits for African Women."
6. Adetola Anifalaje: (Graduated 2016)
Thesis Title: "Healing Characteristics of Shape Memory Polymers reinforced with Syntactic foam."

**SUPPORTED AND SUPERVISED
FIRST SOUTHERN UNIVERSITY FORMULA SAE**

Team won 2nd prize award at February 2020 The Black Engineer of the Year Award (BEYA) Project Presentation.



Estimated Budget

By assessing the necessary specifications of the design plan, we estimate that the total cost of the kick start of this new team will be in the range of \$100,000 to \$150,000.

This cost will not only cover the assembly and design of the vehicle, but also will help solidify the team as a true competitor.

For example:

- ❖ ECU
- ❖ Wiring
- ❖ Drexler Differentials
- ❖ ECU readers
- ❖ Design software
- ❖ Project Management
- ❖ In-house fabrication
- ❖ Carbon Body Kit and Paint

70813, Robert Smith Blvd
Baton Rouge, LA 70807
Phone: 281.923.0409
E-mail address:
Jaguar.Motorsports@sou.edu

Instagram: @jagsmotorsports
Face book: @jagsmotorsports

GoFundMe Search:
"Southern University FSAE"



Southern Univ. Formula SAE



Sponsorship Levels:

	Bronze \$100-499	Silver \$500-999	Gold \$1,000-4,999	Platinum \$5,000-9,999	Diamond \$10,000+
Monthly Updates	✓	✓	✓	✓	✓
JM Shirt	✓	✓	✓	✓	✓
JM Shirt w/ Logo	✓	✓	✓	✓	✓

Our Purpose

The purpose of the team is to propel the first HBCU Team to enter a whole new level of academic competition. The competition gives the team a chance to demonstrate and prove both their creativity and engineering skills by developing a working vehicle.

Team Goals

- ❖ To create a working Formula SAE car, that will compete in all phases of the competition in Michigan
- ❖ Develop a well-rounded engineering team dedicated to achieving an objective
- ❖ To increase each student's engineering design attributes
- ❖ Shine a light onto the Engineering and Science departments at Southern University
- ❖ Creating an intergenerational program of engineering excellence



Design Plan

The estimated design plan proscribed by the team consists of the different systems below:

- ❖ Chassis
 - The first process is to completely design a chassis that complies with the Formula SAE competition rules.
- ❖ Suspension
 - This section of the design process will focus on creating a suspension that keeps the vehicle low to the ground and has a balanced overall weight due to most of the weight being at the rear of the vehicle
- ❖ Engine/Drivetrain
 - The Yamaha Yzf R6 motor must first be incorporated with a newly designed drivetrain which will be the first section of the process.
- ❖ Wiring/Electrical
 - This process will require the routing and configuration for the ECU of the vehicle along with sensors and feedback.
- ❖ Body Kit
 - The car must have a researched aero design, that will also hug the ground upon travel.

**LIST OF LSLAMP ENGINEERING SCHOLARS MENTORED IN FALL 2020/SPRING
2021 AS COLLEGE OF ENGR LS LAMP FACULTY ADVISOR**

	NAME		DEPARTMENT
1	Dorlus	Dondy	Mechanical Engineering
2	Edwards	Theo	Mechanical Engineering
3	Gathernight	Nya	Civil Engineering
4	Hall	Kristopher	Mechanical Engineering
5	Jones	Terrance	Mechanical Engineering
6	Minor	Janae	Civil Engineering
7	Nash	Christopher	Mechanical Engineering
8	Reed	Trinity	Electrical Engineering
9	Smith	Jelani	Civil Engineering
10	Stokes	Morganne	Computer Science
11	Thomas	Dailynn	Mechanical Engineering
12	Davis	Kyle	Electrical Engineering
13	Ellis	Cole	Electrical Engineering
14	Falodun	Michael	Mechanical Engineering
15	Henderson	Raelyn	Mechanical Engineering
16	Jones	Chad	Electrical Engineering
17	Paul	Khristian	Electrical Engineering
18	Porter	Waynecia	Mechanical Engineering
19	Precciley	Elijah	Mechanical Engineering/Physics Conc.
20	Richard	Makenzie	Civil Engineering
21	Sam	Ethan	Civil Engineering
22	Savoy	Quovadis	Electrical Engineering
23	Shy	Zachary	Civil Engineering
24	Smith	Wilson	Electronics Engineering Technology
25	Thomas III	Henry	Mechanical Engineering
26	Williams	Bryce	Mechanical Engineering

UNDERGRADUATE RESEARCH ASSISTANTS

Dr. Ibekwe has supervised and supported more than 100 undergraduate research assistants and received a national award for mentorship.

These students were mentored on undergraduate research where they assisted and understudy graduate students, and post-docs, as well as the supervising professor. In addition, financial provisions were made to the students via the funded projects. These offers enabled the students to pay their school fees, meet other financial obligation while remaining in school.

MAJOR PROFESSOR AND MS GRADUATE ADVISER

1. Emmanuel Igbokwe, MS (Spring 2022)
Thesis Title: The Effect of Microbiological Agent (*Lysinibacillus Sphaericus*) Incorporated with Cellulose Fiber as a Bacteria Carrier in Self-Healing Concrete and 3D Polymer Scaffold.
2. Chinem Ayaugbokor, MS (Graduated Spring 2021)
Thesis Title: "Self-Healing Poly (Ethylene-Co-Methacrylic Acid) And Polybutadiene Blend Via Tow Way Shape Memory Effect."
3. Obinna Nwokonkwo, MS (Graduated 2020)
Thesis Title: Numerical Evaluation of an Indirect Heating Method for Self-Healing in Shape Memory Fiber-Reinforced Polymers Using High Intensity Focused Ultrasound.
4. Henry Afful, MS (Graduated Summer 2020)
Thesis: "Effect of Uniaxial Compression on the Shape Memory Behavior of Unidirectional Vitrimer Composite Embedded With Tension Programmed Shape Memory Polymer Fibers"
5. Hasan Suslu, MS (Graduated 2018)
Thesis Title: Self-Closure of Fractured Surfaces of A Composite Material during the Healing Process.
6. Gorkhan Dursun, MS (Graduated 2017)
Thesis Title: "Effects of Main Processing Parameters on the Surface Characteristics of 316L Stainless Steel Fabricated by Selective Laser Melting."
7. Odunayo Aluko, MS (Graduated 2017)
Thesis Title: "Ionomer Fiber Reinforced Polymer Composite for Damage Healing"
8. Che Tuma, MS (Graduated 2017) "STAAD P PRO Dynamic Analysis/Design of a Largely Finite Element Modeled Retrofitted Open Frame Industrial Structure."
9. Blessing Aluko, MS (Graduated December 2016)
Thesis Title: "Ionomer Fiber Reinforced Polymer Composite for Damage Healing."
10. Everest Ejigiri, MS (Graduated 2015)
Thesis Title: "Investigation into Properties of Ionomer Fiber"
11. Michael Arowolo, MS (Graduated 2015)
Thesis Title: "Steel Tube Reinforced Aluminum Metallic Composite Foam Characterization.
12. Ukeamezhim Ayaugbokor, MS (Graduated 2015)
Thesis Title: "Self Healing Efficiency of A Grid Stiffened Carbon Fiber and Artificial Muscle Reinforced Ionomeric Composite."
13. Mark Gabriel, MS (Graduated 2015) Development and characterization of self-healing carbon fabric/ionomer composite through stitched polymeric artificial muscle
14. Chidinma Imediogwu, MS (Graduated 2015)
Thesis Title: "An Ionomer Particle-Based Self-Healing Particulate Composite."
15. Babatunde Ogunmekan (SU, MS), (Graduated December 2014)
Thesis Title: "Healing Efficiency of Shape Memory Polymer Reinforced Syntactic Foam under Applied Load";

16. Fareed Dawan, MS (Graduated 2007)
Thesis Title: "Fabrication and Analysis of a Polymer Nanocomposite for Functional HARMS/MEMS Applications."

GRADUATE Ph.D. DISSERTATION COMMITTEE MEMBER

1. Caroline Akinrinwoye: (Expected Graduation 2022)
Dissertation: "Assessment of Land Cover, Atmospheric Data, Human Population, and Water Quality Changes: The Case of River Niger."
2. Temitope Haastrup: (Expected Graduation 2022)
Dissertation: "Integrating Green, Blue and Grey Infrastructure to Mitigate the Effects of Climate Change: Case Study Lagos Nigeria."
3. Temitope Dauda (Expected Graduation 2022)
Dissertation: "Biomass and Land-use-land cover changes in some Wetlands in Louisiana."
4. Ogad Agu, Ph.D. (Graduated Fall 2019)
Dissertation: "Studies on Oxidation of Select Olefinic Organic Pollutants by Ozone, Hypohalous Acids and Chlorinated Cyanuric Acid Derivatives"
5. Olushola Falodun, Ph.D., (Graduated Fall 2019)
Dissertation: "The Impact of Biochar Urban Soil Amendment on Soil Carbon Dioxide Flux and Shoot Growth of Live Oak Saplings in Louisiana State USA."
6. Dorcas Falodun, Ph.D., (Graduated Fall 2019)
Dissertation: "Urban Forest Ecosystem Analysis for Baker, Louisiana Using i-Tree Eco Model."
7. JohnBosco Namwamba, Ph.D. (Graduated 2014)
Dissertation: "Effect of Classical Instrumental Background Music Volume on Performance in Algebra Tests, Self-Efficacy, and Test Anxiety of College Students."

GRADUATE THESIS COMMITTEE MEMBER

1. Abraham Adu, MS-Mills (Fall 2021)
2. Foster Feni, MS (Graduated Summer 2021)
3. Martin Gamesu, MS (Graduated Summer 2021)
4. Ozioma Nwachukwu, MS (Graduated Summer 2021)
Thesis Title: "Synthesis of Zeolite from Coal Fly Ash for Application in Wastewater Treatment."
5. Ngozi Asonye, MS (Graduated Spring 2021)
6. Selami Emanet, MS (Graduated Fall 2020)
Thesis Title: "Experimental and Deterministic Characterization of Coefficient of Thermal Coefficient of Thermal Expansion of SLM Processed Material: 316L Stainless Steel, Ti6Al4V and AlSiMg10."
7. Kristen Hypolite, MS (Graduated Fall 2020)
8. John Konlan, MS (Graduated Summer 2020)
9. Austin Ekuase, MS (Graduated Summer 2020)

10. Monroe Willis, MS (Graduated Spring 2020)
Thesis Title: Fabrication and Characterization of Boron Boron Nitride Nanotube (BNNT) Polymer Composite Films.
11. Nigel Amofo-Yeboah (Graduated Summer 2019)
12. Emmanuel Amoako, MS (Graduated Summer 2019)
13. Kojo Osafor, MS (Graduated Summer 2019)
14. David Lee, MS (Graduated Spring 2019)
Thesis Title: "Fatigue Fracture Energy Generation Analysis at Crack Initiation."
15. Angela Davis, MS (Graduated 2015)
Thesis Title: "Thermo-Mechanical Characterization of a Shape Memory Polymer"
16. Mac Whitmore, MS (Graduated 2015)
Thesis Title: "Self-Healing Concrete";
17. Redeemer Nutsugah (2015)
Thesis Title: "Experimental Investigation of the Effect of High Pressure on the Thermal Conductivity of A Porous Insulating Material."
18. Chukwuebuka Eweni, MS (Graduated 2015)
Thesis Title: Using LEDS to Reduce Energy Consumption
19. Abraham King, MS (LSU; Graduated 2013)
Thesis Title: "Two-stage Biaxial Thermomechanical Cycle of Shape Memory Polymer Based Syntactic Foam."
20. Shandra Rudra, MS (Graduated 2013)
Thesis Title: Improving The Performance of Adhesively Bonded DCB Specimen – An Experimental Study of Brittle Adhesives Under Mode-I Loading
21. Savyasree Bejgum, MS (Graduated August 2013)
Thesis Title: "Shape memory polymer fiber reinforced self-healing composites";
22. Oludayo Ajisafe, MS (Graduated December, 2012)
Thesis Title: "Effect of Fiber Pre-strain on the Healing Efficiency of Thermoset Polymers".
23. Swammy Nandikolla, MS (Graduated 2012)
Thesis Title: "Investigation of the role of $Gd_2Zr_2O_7$ (GZ) powders in thermal cycling behavior of thermal barrier coatings."
24. Jay Kumar Perneedi, MS (Graduated December, 2011)
Thesis Title: "Mixed Mode Programming and Shape Memory Functionality of Thermosetting SMPs"
25. Orlandis Smith, MS (Graduated 2011)
Thesis Title: "Design and Fabrication of Low Cost Microfluidic Device."
26. Bernahu Demmisie, MS (Graduated 2010)
Thesis Title: "Hygrothermal Characterization of Nano-Reinforced Vinyl Ester Syntactic Foam"
27. Leela Gullapalli, MS (Graduated 2010)
Thesis Title: "Flexural Characterization of Integrated Functionally Gradient Syntactic Foam Sandwich Structures"

28. Rediat Abierra, MS (Graduated 2010)
Thesis Title: Understanding of The Stress Distributions, Stress Concentration Factors and the Debonding Behaviors along the Interface between the Matrix and Hollow Microspheres of Syntactic Foams in Microstructural Level.”
29. Naveen Uppu, MS (Graduated December, 2009)
Thesis Title: “3-D Confined Thermomechanical Characterization of a Shape Memory Polymer Based Self-Healing Syntactic Foam”.
30. Kamissia Stampley, MS (Graduated 2009) Integrated Syntactic/Nanoparticulate Grid Foam Composites
31. Chorondalette Moore, MS (Graduated 2009) “An Investigative Study of the Compressive and Impact Properties of Nanoclay Enhanced Vinyl Ester Foams.”
32. Tiffany Augustine-Brown, MS (Graduated 2009)
Thesis Title: “NanoParticulate Functionally Gradient Syntactic Foam Composite.”
33. Samuel Adeoye, MS (Graduated July, 2007)
Thesis Title: “Fabricating, Testing, and Modeling of FRP Grid Reinforced Concrete Slab.”
34. Jones Nji, MS (Graduated July, 2007)
Thesis Title: “Development of Rubberized Syntactic Foam”;
35. Amanuel Ghebreyesus, MS (Graduated December, 2005)
Thesis Title: “Grid Stiffened FRP Reinforced Concrete Beams”;

POST MS and DOCTORAL SUPERVISION (CO-SUPERVISED WITH DR. LI)

1. Mr. Hasan Suslu – *Post MS Research Assistant* (2019)

Post-Doctoral Supervisions

2. Dr. Harper Meng (SU) (2011-2014);
3. Dr. Manu John (SU) (2010-2012);
4. Dr. Zhenyu Ouyang (SU) (2008-2010);
5. Dr. Gefu Ji (LSU) (2015)

8. FUNDED RESEARCH PROJECTS: Grants, Contracts, Cooperative Agreements.

Participated in more than 40 funded Research and Educational Project as Pi/Co-PI.
Total funding at more than \$38 million.

CURRENT FUNDED PROJECTS (PI/Co-PI)

1. "RII Track-1: Louisiana Enabled Materials Design Alliance (LAMDA)" \$20m; 08/20 – 07/25; NSF and LABoR.
2. "Tailorable Universal Feedstock for Forming (TuFF) NASA - University Leadership Initiative - Collaboration with University of Delaware" \$400,000.00; 09/2020 – 08/2024; NASA/University of Delaware
3. "CREST Center for Next Generation Multifunctional Composites" \$5m 7/17 – 7/22 NSF HRD 1736136

COMPLETED FUNDED PROJECTS (PI/Co-PI)

4. "Investigating Autonomous Healing of Cracks in Lightweight, Aerospace-Grade Materials Systems." \$53,100.00; NASA-MFSC 2020/21
5. Damage Healing of Polymer Composite Structures Under Service Conditions." \$1.5m 8/16 – 8/19 NASA/LEQSF
6. Consortium for Innovation in Manufacturing and Materials (CIMM) \$1,714,957m 8/15 – 7/20 LA-BoR – NSF-EPSCoR
7. "Acquisition of Materials Research Equipment Accessories." TrueBlue Southern University System Foundation: \$10,000.00 7/18 – 12/18.
8. "The Enhancement of Materials Research and Education through the Acquisition of High Performance Servo-Hydraulic Tensile and Fatigue Test System." \$200,000.00 06/18 – 07/20. LA-BoR.
9. International Research Experiences for Students (IRES): U.S.-Ghana Collaboration Providing Opportunities for Global Research Activities on Sustainable Water Purification (GRA-SWP) Funded by National Science Foundation 09/01/2014 - 08/31/2017 \$249,262
10. 2015 MURE/SEAP Scholarship funded by NASA/Shared Services Center, \$11,019, 09/01/14 – 08/31/2017
11. "Bio-inspired Shape Memory Polymer Fiber Reinforced Thermosetting Polymer Composite for Self-healing Structural-length Scale Damage," Funded by Army Research Office, 05/01/2013-04/30/2016, \$563,246, 05/01/2013-04/30/2016.
12. Alternate Gas Trap Assembly and Material Compatibility Test funded by Boeing Space Center, \$210,999, 12/1/2013 – 11/30/2015.
13. "Bio-mimetic Self-healing Composite Sandwich for Impact Tolerant NextGen Aerospace Structures," Funded by National Aeronautics and Space Administration/EPSCoR, 07/08/2011 – 07/07/2014, \$1,410,000.

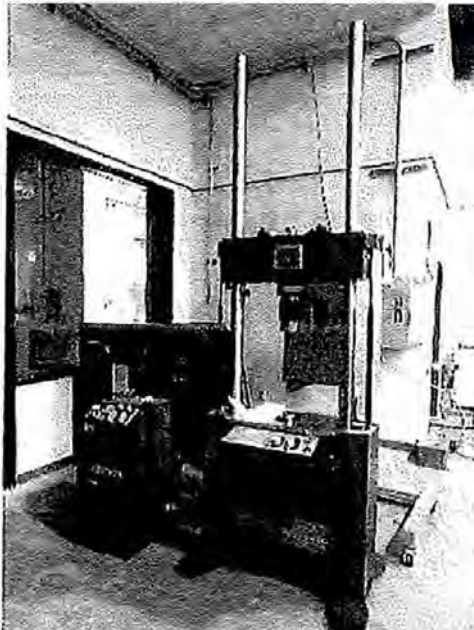
14. "Negative Poisson's Ratio and SMA Based Metallic Foam Reinforced Adhesive Layer in Bonded Joints for Aerospace Structures," funded by Louisiana Space Consortium/REA, 3/01/11-02/29/12, \$75,000.
15. "Smart Adhesively Bonded High-Performance Joints for Composite Structures," funded by National Aeronautics and Space Administration/EPSCoR, 10/01/07-09/30/11, \$1,434,000.5.
16. "HBCU-RISE Advanced Infrastructure Composites (AIC)," funded by National Science Foundation, 10/01/07-09/30/10, \$996,612.
17. Improving Career Preparedness of Students in Fiber Sciences through Experiential Learning and Undergraduate Research Mentorship, US Dept of Agriculture, \$199,999, (9/01/2007 – 8/30/2009)
18. "Towards Miniaturization of the Naval Nuclear Propulsion Reactors: Novel Processing Routes of Fabricating Microstructures on Pressurized Water Reactors," funded by the Department of Energy, 10/01/2005-09/30/2009, \$1,500,000.
19. "Testing and Modeling of Blast Response of Functionally Graded Composite Armor," funded by the Department of Defense, 10/01/06-09/30/10, \$300,000.
20. "High Strength and Impact Damage Tolerant Syntactic Foam for High Performance Sandwich Structures," Funded by Army Research Office/Short Term Innovative Research (STIR) program, 09/01/05-05/31/06, \$50,000.
21. Enhanced NDE Development: Adhesive Bond Integrity Assessment for Industry, Louisiana Board of Regents and Bell Helicopters, \$215,000, (07/01/03-06/31/06).
22. Collaborative E-Business Management (CEM): Roadmap for Louisiana Businesses, Louisiana BoRSF/ITRS Subprogram, \$100,000 (07/2002-06/2004)
23. Development of a Smart Material Integrated Sensor Thermal Switch for Cryogenic Systems, NASA Kennedy Space Research Center , \$100,000 (2002 – 2003)
24. Industry Sponsored Senior Design Projects, The Boeing Corporation, \$180,000, 1996 – 2003
25. Enhancement of Engineering Design and Manufacturing Courses Through the Acquisition of Rapid Prototyping Equipment, LA Board of Regents (LEQSF), \$40, 475, (06/2001 – 06/2002) Typing Equipment, SU Tech Fee Support, \$20, 000, (06/2001 – 06/2002),
26. High Temperature Materials (HTM) Research: Correlating Dynamic Creep Rate to Continuously Varying Microstructure and to Rafting in Superalloys, LASPACE, \$10, 000, (2002 – 2003)
27. Undergraduate Research Experience in Composite Materials for Petrochemical and Offshore Applications, National Science Foundation, \$264,194, (07/01/99 - 06/30/02)
28. Operator Impact Assessor: (OIA) Program Enhancements, NASA Stennis Space Center, \$30,000, (05/01 - 05/02)
29. High Temperature Materials (HTM) Research: Study of Elastic Anomaly and Grain Agglomeration Features In the Superalloy IN739LC, \$10, 350, (2000 – 2001)
30. Enhancement of Research in Material Science through the Acquisition of Non Destructive Investigative Equipment, Louisiana Board of Regents, \$57,000, 06/01/00 - 05/31/01

31. Mechatronics Experiments in Mechanical Engineering Laboratory, NSF, \$57,815, (06/97 07/01)
32. Acquisition of Material Testing Extensometer, Business and Industry Cluster – Cluster Award, \$3,800, (2001)
33. Research and Educational Experiences for Minority Undergraduates in Composite Materials, NASA, \$400,000,
34. Enhancement of Mechanical Engineering Laboratories with Mechatronics Component (LABOR) \$66,100 (1997 – 2000)
35. Mechatronics Experiments in Mechanical Engineering Laboratory. (NSF) \$57,815 (1997 – 2000)
36. Enhancement of DOD Related Research Through Acquisition of Impact Testing Equipment. (DOD) \$93,250 (1997 – 1998)
37. Research and Education Experience for Minority Undergraduates in Composite Materials (NASA KSC) \$400,000 (1998 – 2000)
38. Determination of the Damage Tolerance of Laminated Composites Due to Low Velocity Impact. LA Board of Regents, \$113,666.00 (1996 – 2000).
39. Enhancement of Manufacturing Engineering Through Acquisition of CNC equipment. (NSF) \$100,000, (1994 – 1995)
40. Acquisition of Manufacturing Engineering Software. Society of Manufacturing Engineering Education (SME), \$145,212, (1994 – 1995)
41. Development of Advanced Composite Piping Systems with Improved Fire Resistance and Smoke Toxicity Characteristics” LA Board of Regents (LEQSF) \$155,000, (1994 – 1997)
42. Development of a New Generation of Composite Piping Systems Using Multi-Angle Filament Winding Technology Advanced Development of Energy-Conserving Composite Pipe Using Corrugated Layers LA Board of Regents (LEQSF) \$28,500, (1995 – 1998)
43. Comparative Studies on Textile and Laminated Composites (ONR & N.C. A&T.), \$28,000, (1995 – 98)
44. Strength Evaluation of Composite Laminates with Various Holes Under Bending, Aerospace Research and Education Program (AREP) – NASA/DOE, 1994 - 1995
45. Braided Nozzles for NASA, (NASA – KSC, & N.C. A. & T.), \$42,000, (1993 – 1995)
46. Enhancement of Engineering Education and Research Through the Acquisition of Material Testing Equipment. LA Board of Regents (LEQSF) \$39,600, and Aerospace Research and Education Program (AREP) \$80,400. 1994 - 1995
47. Critical Evaluation of Tension-Test Specimens for Graphite/Epoxy Laminates. OLIN Foundation \$3000, 1993

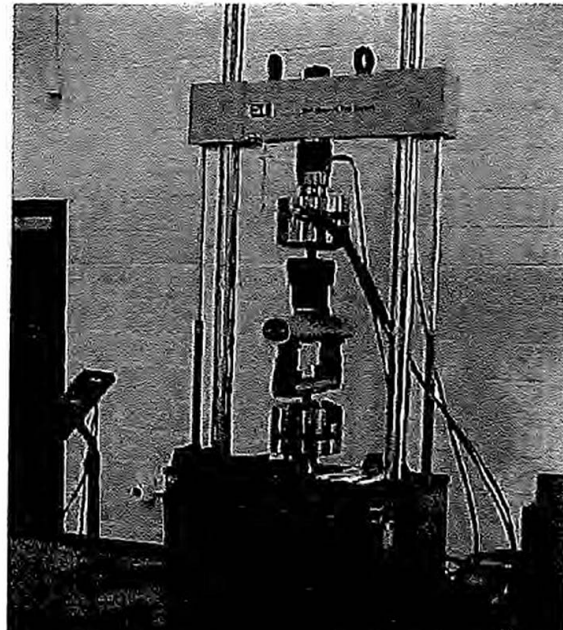
9. RESEARCH AND EDUCATIONAL INSTRUMENTATION ACQUIRED THROUGH FUNDED GRANTS (SAMPLE) (Total cost is close to \$1m)

1. MTS Landmark™ 250kN Servohydraulic Test System (for static, fatigue, dynamic and temperature controlled tests of materials and structures);
2. MTS 810 system (for various static tests of materials and structures);
3. Instron DYNATUP Model 8250HV Impact Machine and accompanying data acquisition system (Pneumatically assisted low-medium velocity impact test; speed up to 14m/s and hammer weight up to 100lb);
4. 16mm/40mm Two Stage Light Gas Gun by Physics Applications Inc. (capable of velocity of 8,000m/s using hydrogen or 4,000m/s using helium) (for high velocity impact tests);
5. RSA III Dynamic Mechanical Analyzer (for determining glass transition temperature, loss modulus, and storage modulus);
6. Computer Numerically Controlled Cincinnati Milacron Machine
7. Environmental Test Chambers
8. Rapid Prototyping Equipment
9. Lab equipment appliances and instrumentations, etc

A few of the above-mentioned facilities and equipment are shown below:



MTS Landmark™ 250kN Servohydraulic Test System



MTS 810 Equipment



Dynatup 8250 Impact Tester



RSA III Dynamic Mechanical Analyzer

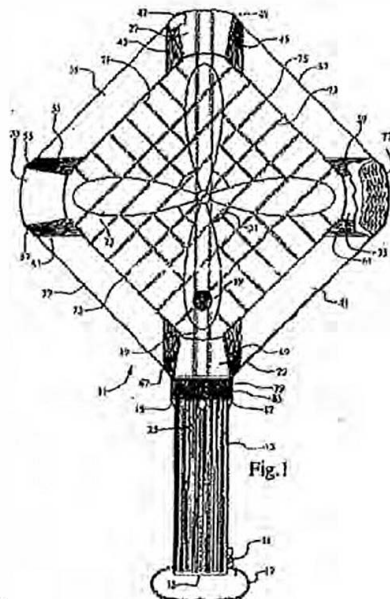


16mm/40mm Two Stage Light Gas Gun by Physics Applications Inc.

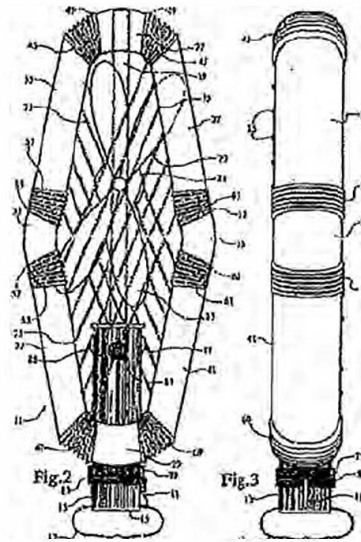
10. SCHOLARLY WORK

U.S. Patent No. 5,498,134 on Electro-hand fan 13 claims.

U.S. Patent Dec. 12, 1994 Sheet 1 of 3 5,498,134



U.S. Patent Mar. 12, 1996 Sheet 2 of 3 5,498,134



Abstract

A cover assembly is attached to a shaft extending upward from a handle. The cover assembly includes a plurality of cross guards that cross in front of and behind the fan blade to prevent injury. A pair of supports hold the cover assembly in an open position, and automatically shut the fan off if the fan is closed.

11. PUBLICATIONS

Over **90 publications** in Refereed Journals and Conference Proceedings.

BOOK CHAPTERS (SUBMITTED AND APPROVED FOR PUBLICATION)

1. S. Ibekwe and G. Li: "Low Velocity Impact Damage on Laminated Polymer Composites Encyclopedia of Materials: Plastics and Polymers." Elsevier Ltd, 2021
2. J. Konlan, G. Li, S. Ibekwe, K. Crosby "SMA z-pinned polymer composite laminate with delamination healing capability," Encyclopedia of Materials: Plastics and Polymers, Elsevier Ltd, 2021

SUBMITTED FOR JOURNAL PUBLICATION

1. R. Abedin, X. Feng, J. Pojman, S. Ibekwe, P. Mensah, I. Warner, G. Li, "A thermoset shape memory polymer based syntactic foam with flame retardancy and 3D printability" Journal of Smart Materials and Structures (Submitted 2021)

PUBLICATIONS

1. O. Nwokonkwo, P. Mensah, S. Ibekwe, G. Li. Numerical Study of the Heating Effects of High Intensity Focused Ultrasound on Shape Memory Polymer Fiber Reinforced Self-healing Polymer Composite. Smart Materials and Structures, Vol. 30, No. 8, paper number 085026, (August 2021). <https://doi.org/10.1088/1361-665X/ac0dd0>
2. H.Q. Afful, S. Ibekwe, P. Mensah, G. Li. Influence of Uniaxial Compression on the Shape Memory Behavior of Vitrimer Composite Embedded with Tension-programmed Unidirectional Shape Memory Polymer Fibers. Journal of Applied Polymer Science, Vol. 138, No. 20, paper number 50429, (May, 2021). <https://doi.org/10.1002/app.50429>
3. J. Konlan, P. Mensah, S. Ibekwe, K. Crosby, G. Li. Vitrimer Based Composite Laminates with Shape Memory Alloy Z-pins for Repeated Healing of Impact Induced Delamination. Composites Part B: Engineering, Vol. 200, paper 108324, (November, 2020). <https://doi.org/10.1016/j.compositeb.2020.108324>.
4. Ekuase Okunzuwa, Dawan Fareed, Ibekwe Samuel, and Mensah Patrick, "ThermoMechanical Characterization of a Hybrid Reinforced Photopolymer Composite via DLP 3D Printing," Paper No. 147, American Society of Composites 35th Technical Conference September 14-17, 2020
5. G. Dursun, S. Ibekwe, G. Li, P. Mensah, D. Jerro. "Influence of Laser Processing Parameters on the Surface Characteristics of 316L Stainless Steel Manufactured by Selective Laser Melting." Materials Today Proceedings, Elsevier, Vol. 26, Part 2, 2020, Pages 387-393, doi.org/10.1016/j.matpr.2019.12.061G
6. X. Feng, S. Ibekwe, G. Li; "Recylable Thermoset With Flame Triggered Shape Memory Effect." International conference on Composite and Nano-Materials ICCE-27 Proceedings, Granada, Spain, July 2019
7. J. Konlan, S. Ibekwe, K. Crosby, P. Mensah, G. Li; "Investigating the Degree of Autonomic Sustainable Healing of Hybrid SMA and Carbon Fibers Reinforcement in a Suitable SMP." Proceedings of CREST Center for Next Generation Multifunctional Composites symposium, June 2019.

8. O. Nwokonkwo, S. Ibekwe, G. Li, P. Mensah; "Athermal Triggering of Self-healing in Shape Memory Polymer Materials using High Intensity Focused Ultrasound." Proceedings of CREST Center for Next Generation Multifunctional Composites symposium, June 2019.
9. N. Amofo-Yeboah, P. Mensah, S. Akwaboa, S. Ibekwe, G. Li; "Effect of SLM Processing Parameters on the Thermal Properties of Titanium Alloy (Ti6Al4V) Printed Objects." Proceedings of Louisiana EPSCoR RII CIMM Symposium, Baton Rouge, LA, June 2019
10. U. Bhandari, C. Zhang, S. Uppu, Z. Gu, G. Richard, L. Spurlock, E. Khosravi, P. Mensah, D. Jerro, S. Ibekwe, G. Li, S. Guo, and S. Yang; "Investigation of Mechanical, and Phase Properties of Refractory High Entropy Alloy MoNbTaTiW." Proceedings of Louisiana EPSCoR RII CIMM Symposium, Baton Rouge, LA, June 2019
11. E. Amoako, P. Mensah, S. Akwaboa, S. Ibekwe, G. Li; "Transient FEM Simulation of 316L Stainless Steel Fabricated by Selective Laser Melting with Different Processing Parameters." Proceedings of Louisiana EPSCoR RII CIMM Symposium, Baton Rouge, LA, June 2019
12. C. Zhang, U. Bhandari, S. Uppu, Z. Gu, G. Richard, L. Spurlock, E. Khosravi, P. Mensah, D. Jerro, S. Ibekwe, G. Li, S. Guo, and S. Yang; "The Design of High Temperature and Pressure Multicomponent Alloy." Proceedings of Louisiana EPSCoR RII CIMM Symposium, Baton Rouge, LA, June 2019
13. A. Adjaottor, L. Gbologa, P. Mensah, S. Ibekwe and F. Momade "Fixed-column studies on fluoride remediation from contaminated water by adsorption on alumina-modified laterite", UDS-DRI/CIWAS International Wash Conference, University of Development Studies (UDS), Tamale, Ghana 16-17th January, 2019
14. J. Fan, S. Ibekwe, and G. Li; "A Thermoset Polymer with Giant Rubbery State Stress and Energy Output," 26th International Conference on Composites or Nano Engineering; Paris, France July 15 - 21 2018
15. N. Amofo-Yeboah, J. Williams, P. Mensah, S. Akwaboa, S. Ibekwe; "Effects of Varying Processing Parameters on the Thermo-Physical Properties of 316L Stainless Steel Fabricated by Selective Laser Melting." Proceedings of Louisiana EPSCoR RII CIMM Symposium, Baton Rouge, LA, July 2018.
16. E. Amoako, T. Gould, P. Mensah, S. Akwaboa, S. Ibekwe, G. Li; "FEM Simulation of 316L Stainless Steel Fabricated by Selective Laser Melting with Different Processing Parameters." Proceedings of Louisiana EPSCoR RII CIMM Symposium, Baton Rouge, LA, July 2018
17. T. Delasbour, O. Starovoytov, E. Khosravi, G. Li, P. Mensah, D. Jerro, S. Ibekwe, G. Joshi, B. Zhang, S. Guo, S. Yang; "High Pressure Synchrotron X-Ray Diffraction of Polycrystalline W." Proceedings of Louisiana EPSCoR RII CIMM Symposium, Baton Rouge, LA, July 2018
18. Osei, J., Momade, F., Adjaottor, A., Ibekwe, S. and Mensah, P. (2018). "Development of Laterite-Alumina Composite for use in Fluoride Removal from Fluoride-Contaminated Water". International Conference on Water: From Pollution to Purification. ICW 2018, Kottayam, Kerala, India, 2018
19. J. Fan, S. Ibekwe, G. Li: "A Tunable Polymeric Artificial Muscle With Large Stroke at Low Actuation Temperature" International conference on Composite and Nano-Materials Proceedings ICCE 25, Rome, Italy, July 2017.

20. O. Starovoytov, D. Gangavaram, S. Devarapally, D. Young, E. Khosravi, G. Li, P. Mensah, D. Jerro, S. Ibekwe, G. Joshi, B. Zhang, S. Guo, and S. Yang; Synchrotron X-ray Diffraction Shear Press Study of MoNbTaVW. Proceedings of Louisiana EPSCoR RII CIMM Symposium, Baton Rouge, LA, July 2017.
21. P. Zhang, B. Ogunmekan, S. Ibekwe, D. Jerro, S.S. Pang, G. Li; "Healing of Shape Memory Polyurethane Fiber Reinforced Syntactic Foam Subjected to Tensile Stress." *Journal of Intelligent Material Systems and Structures*, Vol. 27, No. 13, pp. 1792-1801, (August, 2016)
22. P. Zhang, U. Ayaugbokor, S. Ibekwe, D. Jerro, S.S. Pang, P. Mensah, G. Li; "Healing of Polymeric Artificial Muscle Reinforced Ionomer Composite by Resistive Heating." *Journal of Applied Polymer Science*, Vol. 133, No. 28, paper number 43660, (July, 2016)
23. S. Lande, E. White, F. Dawan, P. Mensah, S. Ibekwe, G. Li; "Thin-Metal Film Study for E. Coli Sensitive 3-D Printed Biosensor," Proceedings of Louisiana EPSCoR RII CIMM Symposium, Baton Rouge, LA, July 2016
24. Y. Yang, E. Khosravi, G. Li., P. Mensah, D. Jerro, S. Ibekwe, G. Joshi, B. Zhang, S. Guo, and S. Yang; "Ab Initio Density Functional Theory Method Study on the MoNbTaVW Alloy System." Proceedings of Louisiana EPSCoR RII CIMM Symposium, Baton Rouge, LA, July 2016
25. J. Hanson, E. Khosravi, G. Li., P. Mensah, D. Jerro, S. Ibekwe, G. Joshi, B. Zhang, S. Guo, and S. Yang; "Electronic Structure and Mechanical Property of CoCrFeMnNi Alloy." Proceedings of Louisiana EPSCoR RII CIMM Symposium, Baton Rouge, LA, July 2016
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35. S.I. Ibekwe, S.S. Chehl, P.F. Mensah, "Comparison of Thermo-Mechanical Characteristics of Textile Composites," *A.S.M.E. Energy, Technology, & Composites Conference*, Houston, January 1997.
36. S.I. Ibekwe, F.C. Anigbo, and R.L. Pendleton, "Analysis of Notched Epoxy-Graphite Laminates Under Cyclic Loading Using Moire Interferometry," International Conference on Composites and Nano Engineering (ICCE/2) August 1995.
37. C. Vessel, Y. Zhao, and S.I. Ibekwe, "Strength Evaluation of Composite Laminates with Various Holes Under Bending. American Society for Engineering Education/Gulf Southwest (ASEE/GSW), Beaumont, TX, March 1995
38. S.I. Ibekwe and R. Williams, "Design Experience of an Undergraduate Student at Southern University," American Society for Engineering Education/Gulf Southwest (ASEE/GSW), March 1994

13. UNIVERSITY COMMITTEES AND SERVICES (SAMPLE)

1. M.E. Department Chair, August 2003 through July 2012
2. College of Science & Engineering LSLAMP students' supervisor & advisor 2018 - 2021
3. Member, College SACS Committee on Learning Technology Resources, 2010 -2013
4. Member, Southern University Tenure and Promotion Committee 2000 - 2003
5. Co-chairperson, College of Advisory Committee Strategic Planning Teams, 1999
6. Member, Southern University Risk Committee
7. Member, Graduate Studies Faculty, 1999 –present
8. Member, Graduate Faculty Committee of the Proposed Ph.D. Degree Program in Material Science and Engineering, 1999.
9. Chair, Graduate Selection Committee of College of Engineering, 2001 – 2002
10. Donation of books to John B. Cade Library, 1994
11. Member, Joint Faculty Appointment Program (JFAP) Recruiting Committee, 1997
- 12. Chair/Member of several ME department committees:**
13. ME Graduate Committee chair
14. ME Tenure & Promotion Committee
15. ME Curriculum Committee member
16. ME Design Committee chair
17. College Chairman, 1998 Engineers Committee Week

14. TECHNICAL, SOCIAL AND COMMUNITY SERVICES

Technical Consultant for Public Agencies, Community Organizations and Private Industry.

1. Authorized Boeing/NASA contractor for Southern University, 2019 - Present
2. LABoR Speaking of Science Volunteer 2019 - Present
3. Board Chairman, Adazi-Enu Association of the Americas (AEAA).
4. Board Member: Dr. Caxton Opere's Divorce Prevention Ministry
5. Board Member High School for Engineering Program in East Baton Rouge Parish (HSEP) 2007-2011
6. Expert Consultant for Crown Equipment Corporation on 3 litigations.
7. Reviewer of Technical Papers for ASEE, ASME/ETCE, 1997 - 2002
8. Sponsored undergraduate and graduate students to attend ASME/ETCE conferences.
9. Session Chair/Co-chair of 4 Offshore technical sessions of ASME/ETCE Conferences, 1998 - 2002
10. Supervisor & Mentor, Summer Undergraduate Research Forum, LSU, 2002
11. Session Chair/Co-chair of scientific sessions at International Conference on Composites and Nano-Engineering (ICCE).
12. President, African Christian Fellowship, 1998 - 2002
13. Member, Mission Committee & worship group, African Christian Fellowship
14. NASA-Sharp Research Mentor – 1998 - 2000
15. Minority in Engineering Program Research Mentor – 1996/97, 1997/98, 1998/99
16. Member, Ronald E. McNair Faculty, LSU. 1994 - 1995
17. Judge, Scotlandville Magnet High School Science Fair
18. Judge, State High/Middle School Science Fair

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

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

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Special Presentations
 - A. Above and Beyond
6. Action Items
 - A. Request Approval of Minutes of the June 24, 2022, SUS Board of Supervisors Meeting
 - B. Request Approval of Committee Reports and Recommendations
 - C. Request Approval to Amend the By-Laws for the Membership of Student Members (SUS)
 - D. Request Approval of the Memorandum of Understanding between the Southern University Agricultural Research and Extension Center and the Wisconsin Department of Natural Resources (SUAREC)
The purpose of this MOU is to document the cooperation between the parties to guide and provide a summer internship experience for two SUAREC students in 2022, in accordance with the following provisions.
 - E. Request Approval of Memorandum of Understanding between Subcontract Agreement between Global Resource Solutions, Inc. and Southern University at New Orleans (SUNO)
Global Resource Solutions (GRS), Inc. is a premier international company providing operational, strategic, and technical security and intelligence support and solutions throughout the Federal government. As such, GRS has contracted with the United States Airforce (USAF) to provide services as a prime contractor and has selected Southern University at New Orleans as a sub-contractor.

- F. Request Approval for Business Executive Exchange Program Memorandum of Understanding between Southern University College of Business and the National Urban League.

This Memorandum of Understanding (MOU) formally re-establishes the partnership and offers students within the College of Business career readiness opportunities including, but not limited to:

- ***On campus career seminars & networking events led by corporations and their C-Suite Executives***
- ***Virtual Career Readiness events and corporate career fairs***
- ***Leadership development opportunities and internships for students***

G. Resolutions

7. Informational Item(s)

A. Medical Marijuana Updates

B. President's Report

C. Chancellor's Report

8. Other Business

9. Adjournment

ACADEMIC AFFAIRS COMMITTEE

Friday, July 15, 2022

Board of Supervisors' Meeting Room

J. S. Clark Admin Bldg.

Baton Rouge, LA 70813

MINUTES

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Attorney Edwin Shorty.

The invocation was given by Vice Chairman Dr. Rani Whitfield

The Pledge of Allegiance was led by Kalen Williams, a 7th grade student at Southern University Laboratory School.

Board Chair Atty. Edwin Shorty announced the convening of the Academic Affairs Committee. Chair Mr. Sam Gilliam called the committee meeting to order.

AGENDA ITEM 3: Roll Call

Roll Call by President Dennis J. Shields

Present: Mr. Sam Gilliam- Chairman, Ms. Arlanda Williams, Mrs. Ann Smith, Mrs. Christy Reeves, Dr. Leon Tarver, and Atty. Edwin Shorty - Ex Officio

Absent: Mr. Myron Lawson

AGENDA ITEM 4: ADOPTION OF THE AGENDA

There was a motion by Ms. Arlanda Williams and second by Ms. Christy Reeves recommending the agenda for adoption.

Motion Approved.

AGENDA ITEM 5: PUBLIC COMMENTS

None

AGENDA ITEM 6: ACTION ITEM(S)

Motion was made by Dr. Leon Tarver and second by Ann Smith to approve Action Item 6A.

- A. Request Approval to conduct a feasibility study at the Southern University Law Center to offer a Bachelor of Science in Legal Studies at its Shreveport Office Campus Instructional Site (OCIS) (SULC)
Having a feasibility study would help determine if the Law Center should follow this trend and expand legal education opportunities in the Shreveport/Bossier Metropolitan area as we build capacity to develop legal education opportunities in that region of Louisiana.

AGENDA ITEM 7: INFORMATIONAL ITEM(S)

A. Three-Year Plan for New Academic Programs and Board of Regents Summary (SUS)

This new process has a requirement that each institution will develop and submit for approval, a Three-Year Academic Plans to coordinate with the annual budget process in September.

AGENDA ITEM 8: OTHER BUSINESS

None

AGENDA ITEM 9: ADJOURNMENT

Ms. Arlanda Williams made a motion to adjourn the meeting.

FACILITIES AND PROPERTY COMMITTEE

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

MINUTES

Board Chair Atty. Edwin Shorty announced the convening of the Facilities and Property Committee. Chair Mr. Sam Gilliam called the committee meeting to order.

Roll Call by President Dennis J. Shields

Present: Mr. Sam Gilliam- Chairman, Mr. John Barthelemy, Dr. Leon Tarver, Dr. Rani Whitfield, Mr. Richard Hilliard, , Atty. Edwin Shorty - Ex Officio

Absent: Mr. Myron Lawson

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Mr. Rani Whitfield and second by Dr. Leon Taraver

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: INFORMATIONAL ITEM(S)

Mr. Dawson gave a brief summary of the current projects.

A. Facilities and Properties Updates

Southern University – Baton Rouge Campus

- Honors Dormitory Project (\$36,000,000) – Stakeholder meeting held with campus, Office of Facility Planning and Control (FPC), lender, and program representatives. Cooperative Endeavor Agreement between University and FPC being developed. Preliminary Programming Underway. Anticipated designer selection in September 2022.
- New Student Life Center/Union (\$45,000,000) - Stakeholder meeting held with campus, Office of Facility Planning and Control (FPC), lender, and program representatives. Cooperative Endeavor Agreement between University and FPC being developed. Preliminary Programming Underway. Anticipated designer selection in September 2022.

Southern University Law Center

- Renovations and Addition to Existing Law Library (\$11,400,000) – Fusion Architects, APC + Williams & Williams Architecture, LLC - A Joint Venture Partnership selected as designer. Pre-design conference held June 30th

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEM 7: ADJOURNMENT

Dr. Rani Whitfield made a motion to adjourn the meeting.

FINANCE COMMITTEE
(Following Facilities and Property Committee)
Board of Supervisors' Meeting Room
J. S. Clark Administration Bldg. 2nd Floor
Baton Rouge, LA.

MINUTES

Board Chair Atty. Edwin Shorty announced the convening of the Finance Committee. Chair Ms. Arlanda Williams called the committee meeting to order.

Roll Call by President Dennis J. Shields

Present: Mrs. Arlanda Williams- Chairman, Mrs. Christy Reeves, Atty. Domoine Rutledge, Mr. Sam Gilliam, Dr. Leon Tarver, and Atty. Edwin Shorty - Ex Officio

Absent: Mr. Myron Lawson–Vice-Chair,

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Mr. Sam Gilliam and seconded by Dr. Leon Tarver the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: INFORMATIONAL ITEM(S):

A. Interim Financial Reports

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEM 7: ADJOURNMENT

Ms Christy Reeves made a motion to adjourn the meeting.

GOVERNANCE COMMITTEE

(Following Finance Committee)

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

AGENDA

Board Chair Atty. Edwin Shorty announced the convening of the Governance Committee. Vice Chair Mr. Dr. Leon Tarver called the committee meeting to order.

Roll Call by Mr. Denis J. Shields

Present: Dr. Leon Tarver, II, Vice Chairamn, Dr. Leroy Davis, Ms. Naudia Foster, Ms. Christy Reeves, and Atty. Edwin Shorty

Absent: Mr. Myron Lawson

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Ms. Christy Reeves and seconded by Dr. Leroy Davis the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

NONE

AGENDA ITEM 5: ACTION ITEM(S):

Motion was made by Ms. Christy Reeves and seconded by Ms. Naudia Foster to approve Action Items 5A.

Motion passed.

Chancellor Pierre gave a brief summary of the policy.

- A. Request Approval to Establish a Health Equity Law & Policy Institute at the Southern University Law Center (SULC)
Recently the Law Center has developed a partnership with the Office of the Mayor President in Baton Rouge to advance health literacy in East Baton Rouge Parish. The project to advance health literacy formally known as the Baton Rouge Advancing Health Literacy (BRAHL) project is a first step towards positioning the Law Center to be a leader in doing research,

educating law students, and promoting advocacy and policy solutions to reduce health disparities and increase health equity.

Motion was made by Dr. Leroy Davis and seconded by Ms. Naudia Foster to approve Action Items 5B.

Motion passed.

Attorney Tracie Woods gave a brief summary of the policy.

B. Request Approval of Shared Leave Pool Policy (SUS)

In July 2005, this policy was originally approved by the SUBOS, however, the SUBOS never really implemented the policy or procedures. During the 2022 Louisiana House of Representatives Regular Session, House Bill No. 980/Act 649 was passed. This House Bill requires all state agencies to provide a shared leave pool for employees or for employees to care for family members when an employee does not have sufficient annual, sick or compensatory leave. The SU System will develop procedures to accompany this policy.

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEM 7: ADJOURNMENT

Dr. Leroy Davis made motion to adjourn the meeting.

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

AGENDA

Board Chair Atty. Edwin Shorty announced the convening of the Personnel Affairs Committee. Chair Dr. Leon Tarver called the committee meeting to order.

Roll Call by President Dennis J. Shields

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

Absent: None

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Dr. Tarver acknowledge several changes to the agenda. 1) Remove 5A and 2) update salary for 5B(2). Upon the motion by Mr. Fondel and second by Ms. Arlanda Williams, the agenda was recommended for adoption with the noted changes.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: ACTION ITEM(S)

- A. Request Approval of Assistant Professor (Non-Tenure Track) Positions in the School of Nursing equal to or greater than \$75,000.00 (SUBR)

Name	Position/Campus	Salary	Funding Source
1. Brandi Wicks	Assistant Professor (Non-Tenure Track) New Appointment	\$82,482.00	State

There was a motion by Mr. Raymond Fondel and second by Ms. Christy Reeves to approve action item 5B(1).

Motion Approved

There was a motion by Mr. Raymond Fondel and second by Ms. Christy Reeves to approve action item 5B(2).

Motion Approved

There was a motion by Chairman Shorty and second by Mr. Raymond Fondel to approve action item 5B (3).

Motion Approved – Voting - Abstention – Ms. Arlanda Williams

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

Name	Position/Campus	Salary	Funding Source
1. Lanetta Barthelemy	Program Coordinator/ Facilities Planning New Appointment	\$75,000.00	State
2. Jamaul Jackson	DOIT System Administrator New Appointment	\$75,000.00 \$65,000.00	State Federal
3. Allen Vital	Chief of Staff New Appointment	\$150,000.00	State

There was a motion by Mr. Raymond Fondel and second by Ms. Christy Reeves to approve action item 5C (1-2) in global.

Motion Approved

Chancellor Ammons explained these individuals are replacements. Chairman Shorty and Ms. Arlanda Williams asked about enrollment @ SUNO and the # of students graduating. Dr. Ammons informed them that he will get that information to them. It was a request to have the # of graduate students on the academic committee next month.

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

Name	Position/Campus	Salary	Funding Source
1. Willie Jones	AVC for Graduate Studies New Position	\$100,000.00	State
2. Tanya Rose	Dean of The College of Education and Human Development New Appointment	\$100,000.00	State

There was a motion by Mr. Raymond Fondel and second by Ms. Christy Reeves to approve action item 5D.

Motion Approved

Dr. Appeaning gave explanation of Interim Position and informed the board that this is temporary.

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

Name	Position/Campus	Salary	Funding Source
1. Michael Taylor	Interim Vice Chancellor of Student Affairs and Enrollment Management New Appointment (6 months)	\$60,300.00	State

There was a motion by Mr. Raymond Fondel and second by Ms. Christy Reeves to approve action item 5E.

Motion Approved

Chancellor McMeans gave explanation of New Appointment.

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

Name	Position/Campus	Salary	Funding Source
2. Harold Mellieon	Research Assistant Professor and Academic Coordinator New Appointment	\$90,000.00	Federal

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEM 7: ADJOURNMENT

Ms. Arlanda Williams made motion to adjourn the meeting.

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

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

MINUTES

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Atty Edwin Shorty.

Roll Call by President Dennis J. Shields

Present:

Atty. Jody Amedee, Mr. John Barthelemy, Dr. Leroy Davis, Mr. Raymond Fondel, Ms. Naudia Foster, Mr. Sam Gilliam, Mr. Richard Hilliard, Ms. Christy Reeves, Atty Domoine Rutledge, Atty Edwin Shorty, Mrs. Ann A. Smith, Leon R. Tarver II, Rev. Samuel Tolbert, Dr. Rani Whitified, and Ms. Arlanda Williams

Absent:

Mr. Myron Lawson

AGENDA ITEM 3: ADOPTION OF THE AGENDA

There was a motion and second to adopt the agenda minus Action Items 6H.
Motion adopted.

AGENDA ITEM 4: PUBLIC COMMENTS

Name – Ms. Gloria B. Moultrie

Organization – Retired

Agenda Item – 6H

Comment – The SUNO Foundation should remain in place. (Requested to speak)

Name – Senator Bowie

Organization – District 3

Agenda Item – 6H

Comment – Speaking on behalf of The SUNO Foundation. Will have a meeting with Chairman Shorty to discuss in more detail and come to an agreement.

AGENDA ITEM 5: SPECIAL PRESENTATION

A. Above and Beyond

The Above and Beyond Award was presented by Mr. Maurice Pitts. He presented the award to Mr. Raymond Plain who is the Superintendent of Grounds.

AGENDA ITEM 6: ACTION ITEM(S)

Motion was made by Dr. Rani Whitfield and seconded by Dr. Leroy Davis to approve Action Items 6A and 6B in global.

Motion Approved

- A. Request Approval of Minutes of the June 24, 2022, SUS Board of Supervisors Meeting
- B. Request Approval of Committee Reports and Recommendations

Motion was made by Mr. Sam Gilliam and seconded by Mr. John Barthelemy to approve Action Item 6C.

Motion Approved

- C. Request Approval to initiate the search by hiring a search firm and appointing a search committee for chancellor of Southern University at Shreveport, Louisiana. (SUS)

Motion was made by Ms. Arlanda Williams and seconded by Dr. Leon Tarver, II to approve Action Item 6D.

Motion Approved

- D. Request Approval of Memorandum of Understanding between SUNO and National Investment Division (NID) Housing Counseling Agency (SUNO) *The purpose of this MOU is to include SUNO, as one of several HBCUs, in an NID-HUD grant to perform housing counseling. The NID training will be done at SUNO's Small Business Incubator by one of the Small Business Development Management Institute (SBDMI) residents, who is a certified HUD Counseling Agent. This initiative will bring more resources to our community and stipends for our students (in the amount of \$1,000 per eligible student, up to 30 students) to complete the housing counseling internship, certification, training and exam.*

Motion was made by Mr. John Barthelemy and seconded by Ms. Arlanda Williams to approve Action Item 6E.

Motion Approved

- E. Request Approval of Memorandum of Understanding between SUNO and the California Community College (CCC) (SUNO) *The purpose of this agreement is to ensure acceptance of prior coursework and to facilitate the transfer of CCC students who have completed their Associates degree with a 2.5 or high GPA or a minimum of 30 transferrable semester units with a minimum cumulative GPA of 2.5 or higher. Through this agreement, recruitment activities will include transfer conferences, transfer fairs, professional conferences, and to visit SUNO. Additional efforts*

will be made for STEM majors.

Motion was made by Mr. John Barthelemy and seconded by Ms. Ann Smith to approve Action Item 6F.

Motion Approved

- F. Request Approval for Data Use and Registration Agreement between Vanderbilt Medical Center (VUMC) and Southern University at New Orleans (SUNO)

The purpose of this Agreement is to ensure the security and confidentiality of any information that an Authorized Data User accesses, receives, uses, discloses, transmits, maintains or creates.

Motion was made by Dr. Rani Whitfield and seconded by Mr. John Barthelemy to approve Action Item 6G.

Motion Approved

- G. Request Approval for Renewal of Accidental Insurance Policy (SUS)
Approval of the Student Accident and Athletic Insurance Proposals will provide accidental coverage for all students and provide insurance coverage for athletes. Approval will result in the fee being increased from \$20 to \$23 as it was prior to 2020 COVID reduction.

- ~~H. Request Approval to dissolve the October 1, 2020 Memorandum of Agreement between the SUNO Foundation and SUNO, to repeal Section 6-4 Southern University at New Orleans Foundation of the Bylaws and Regulations of the Board of Supervisors of Southern University and Agricultural and Mechanical College, and to encourage the SUNO Foundation and the Southern University System Foundation to engage in discussions of a possible merger of the foundations and report such efforts to the Office of General Counsel. (SUNO)
Approval of this item will dissolve SUNO's official relationship with the SUNO Foundation and encourage possible merger discussions between the SUNO Foundation and Southern University System Foundation.~~

AGENDA ITEM 7: RESOLUTIONS

Dr. Melva Williams, Chief of Staff read resolutions and commendations for the following:

Resolutions

- Ms. Willie Mae Freeman Alexis
- Rev. Dr. Huey Price Lawson
- Ms. Carrie Ponds
- Ms. Patricia Robinson
- Mr. Jimmy Ray Williams, Jr.

There was a motion by Ms. Christy Reeves to approve the read resolutions with the additions and Mr. John Barthelemy second the motion.

Motion approved.

AGENDA ITEM 8: INFORMATIONAL ITEM(S)

- a. President's Report
President Dennis J. Shields gave a brief report.
- b. Chancellor's Report
All Chancellors gave a brief report. Detail Chancellor reports are located in the Board office as well as online.

AGENDA ITEM 9: OTHER BUSINESS

Chairman Shorty recognized Senator Bowie.

AGENDA ITEM 10: ADJOURNMENT

Rev. Samuel Tolbert made motion to adjourn the meeting.

Part I

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS: CREATIN, POWERS, MEMBERSHIP AND DOMICILE

- C. **Membership.** The Board shall be composed of two members from each congressional district of the State, and three members from the State at large, all appointed by the Governor, with the consent of the Senate, and one student member. The student member is selected by and from the membership of a council composed of student body presidents of the colleges and universities under the management and supervision of the Board of Supervisors, specifically, Southern University and A&M College, Southern University Law Center, Southern University at Shreveport, and Southern University at New Orleans. The student member's institution will rotate annually, thereby allowing every institution equal representation on the Board. All of these shall be voting members. The members shall serve overlapping terms of six years, following initial terms fixed by law. The term of the student member shall not exceed one year, in accordance with applicable law; and no student member shall be eligible to succeed himself. The student member shall serve until his successor takes office.

MEMORANDUM OF UNDERSTANDING
Between The
WISCONSIN DEPARTMENT OF NATURAL RESOURCES
And The
SOUTHERN UNIVERSITY AND A&M COLLEGE
THROUGH THE COLLEGE OF
AGRICULTURAL, FAMILY AND CONSUMER
SCIENCE

This MEMORANDUM OF UNDERSTANDING (MOU) is hereby made and entered into by and between the Wisconsin Department of Natural Resources, hereinafter referred to as DNR, the Southern University and A&M College, through the College of Agricultural, Family and Consumer Sciences, hereinafter referred to as AG Center.

Title: Urban Forestry Summer Internship

- I. PURPOSE:** The purpose of this MOU is to document the cooperation between the parties to guide and provide a summer internship experience for two AG Center students in 2022, in accordance with the following provisions.

STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

The DNR and AG Center each have a desire to support the career development and education of students from the AG Center. The students are from underrepresented backgrounds and the AG Center and the DNR are both interested in broadening the experience of the students as well as supporting the diversification of the workforce in Urban Forestry.

In consideration of the above premises, the parties agree as follows:

II. THE DNR SHALL:

- A. Interview and hire two qualified students as Urban Forestry Assessment Technicians. The successful applicants will be LTE employees with the DNR, beginning work on June 6, 2022, and ending work on July 29, 2022, for an eight-week experience. The students/interns will be expected to follow all work guidelines, rules, etc and policies. as a State of Wisconsin employee.
- B. Provide pay for each intern at the rate of \$15.27/hour for the duration of the internship. Interns will be paid through normal payroll processing, with all applicable taxes, every other Thursday beginning, June 30, 2022, provided interns complete all new hire paperwork on time.
- C. Provide 1 unpaid holiday on July 4, 2022. Additional unpaid days off can be requested and require approval from their supervisor.

- D. Provide transportation to and from the local airport upon arrival in Wisconsin and to the local airport upon departure from Wisconsin, either through direct transport or reimbursement for taxi/Uber fare.
- D.
- E. Provide an office work space, work cell phone, work computer, DNR logo clothing (such as t-shirt, ball cap, fleece vest, long sleeve t-shirt, fleece jacket) and DNR logo name tag.
- F. Provide all needed PPE gear and equipment.
- G. Assign a supervisor to the interns for the duration of their work. The supervisor will hold a mid-season and end of season review for each intern.
- H. Assign lead worker(s) to oversee and provide guidance on day-to-day work.
- I. Assign an intern liaison to provide oversight to the integrity of the program to include, but not limited to the following:
 - a. Bi-weekly meetings with each intern (may be virtual or in-person) to review status of the program and address challenges.
 - b. Bi-weekly meetings with the lead workers to access status of program.
 - c. July (or sooner if needed) meeting with Intern Supervisor.
 - d. July (or sooner if needed) meeting with Southern University Dept. Chair to update on status of program and discuss any challenges.
- J. Meeting to review of the program from all perspectives (interns, lead workers, supervisor, DNR, Southern University), to include mid-program and end of program.
- K. Coordinate and participate in end of program review with Southern University Urban Forestry Leadership and DNR Forestry Leadership.
- L. Provide transportation to work sites not located as designated office, either through direct transportation or through use of state vehicles which would be contingent on interns meeting all state requirements for driving state vehicles.
- M. Immediately notify Southern University, Dr. Ning, of any significant concerns around the interns or program.

III. SOUTHERN UNIVERSITY SHALL:

- A. Promote the program to qualified students at the AG Center.
- B. Review and screen applicants for selection and movement to the interview process.

- C. Participate in the interview and final selection process of two interns.
- D. Provide SU AG Center students with participant/trainee support/stipend. Students may use the stipend to cover costs for the following:
 - a. Air fare, or other travel and deemed comparable and acceptable by AG Center to and from home location/Milwaukee, WI.
 - b. Housing costs for the summer, in UW-Milwaukee Summer Intern dorms or other location as determined by the intern.
 - c. Bus pass for Milwaukee Metro for travel to and from work location.
- E. Participate in meetings as noted in DNR section II of this MOU.
- F. Immediately notify DNR intern liaison of any concerns expressed by the interns in the program.
- G. Assist the DNR with intern's mid-season and end of program reviews which will be provided by the DNR.

H. IV. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- A. PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this instrument.

Principal Cooperator Contacts:

DNR Program Contact	Southern University Program Contact
Name: Heather Berklund Address: 107 Sutliff Ave City, State, Zip: Rhineland, WI 54501 Telephone: 608-598-9068 Email: heather.berklund@wisconsin.gov	Name: Dr. Zhu Ning Address: P.O. Box 10771 Urban Forestry Department City, State, Zip: Baton Rouge, LA 70813 Telephone: 225-771-6292 Email: zhu_ning@subr.edu

- B. NON-LIABILITY. Neither the DNR nor Southern University, assume liability for any third-party claims for damages arising out of this MOU.
- C. NOTICES. Any communications affecting the operations covered by this agreement MOU given by the DNR/DNR, or Southern University is sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail, as follows:

To the DNR, at the address specified in section IV.A. of the MOU.

To Southern University at the address shown specified in section IV.A. of the MOU.

Notices are effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

- D. PARTICIPATION IN SIMILAR ACTIVITIES. This MOU in no way restricts the DNR or Southern University from participating in similar activities with other public or private agencies, organizations, and individuals.
- E. ENDORSEMENT. *Any Cooperator contributions made under this MOU do not by direct reference or implication convey Forest Service endorsement of the Cooperator's products or activities.*
- F.E. NONBINDING AGREEMENT. This MOU creates no right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity. The parties shall manage their respective resources and activities in a separate, coordinated, and mutually beneficial manner to meet the purposes(s) of this MOU. Nothing in this MOU authorizes any of the parties to obligate or transfer funds. Specific projects or activities that involve the transfer of funds, services, or property among the parties require execution of separate agreements and are contingent upon the availability of appropriated funds. These activities must be independently authorized by statute. This MOU does not provide that authority. Negotiation, execution, and administration of these agreements must comply with all applicable law. Each party operates under its own laws, regulations, and policies, subject to the availability of appropriated funds. Nothing in this MOU is intended to alter, limit, or expand the agencies' statutory and regulatory authority.
- G. MEMBERS OF U.S. CONGRESS. Pursuant to 41 U.S.C. 22, no United States member of, or United States delegate to, Congress shall be admitted to any share or part of this MOU, or benefits that may arise therefrom, either directly or indirectly.
- H.F. FREEDOM OF INFORMATION ACT (FOIA). Public access to MOU or agreement records must not be limited, except when such records must be kept confidential and would have been excepted from disclosure pursuant to Freedom of Information regulations (5 U.S.C. 552), or Wisconsin's Open Records Law (Wis. Stats. ss. 19.31-39), or Louisiana Public Records Law (LSA-R.S. 44:1-41).
- I.G. TERMINATION. Any of the parties, in writing, may terminate this MOU in whole, or in part, at any time before the date of expiration.
- J. DEBARMENT AND SUSPENSION. The Cooperator shall immediately inform the Forest Service if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the federal government according

to the terms of 2 CFR Part 180. Additionally, should the Cooperator or any of their principals receive a transmittal letter or other official Federal notice of debarment or suspension, then they shall notify the Forest Service without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary.

K.H. MODIFICATIONS. Modifications within the scope of this MOU must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 30 days prior to implementation of the requested change.

L.I. COMMENCEMENT/EXPIRATION DATE. This MOU is executed as of the date of the last signature and is effective through December 31, 2022, at which time it will expire, unless extended by an executed modification, signed, and dated by all properly authorized, signatory officials.

M.J. AUTHORIZED REPRESENTATIVES. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this MOU. In witness whereof, the parties hereto have executed this MOU as of the last date written below.

HEATHER BERKLUND
PRESTON D. COLE,
CHIEF STATE
FORESTER SECRETARY
Wisconsin Department of Natural Resources

Date

RENITA MARSHALL
Associate Dean
Southern University and A&M College through College of Agricultural, Family and
Consumer Sciences

Date

ORLANDO MCMEANS
Dean
Southern University and A&M College through College of Agricultural, Family and
Consumer Sciences

Date



SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive
New Orleans, LA 70126
Phone: (504) 286-5311 Fax: (504) 286-5000
www.suno.edu

Office of the Chancellor

August 2, 2022

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

RE: Subcontract Agreement between Global Resource Solutions, Inc. and Southern University at New

Dear President-Chancellor Shields:

Southern University at New Orleans (SUNO) is seeking your support and approval to enter into a subcontract with Global Resource Solutions, Inc. Global Resource Solutions (GRS), Inc. is a premier international company providing operational, strategic, and technical security and intelligence support and solutions throughout the Federal government. As such, GRS has contracted with the United States Airforce (USAF) to provide services as a prime contractor and has selected Southern University at New Orleans as a sub-contractor.

One of the primary purposes of this agreement with GRS is to serve as the outsourced agency for processing vendor payments. This opportunity will allow SUNO to establish a relationship with a leading government contractor, joining the ranks of our sister campuses, paving the way for future opportunities with GRS and other major government contractors. By contracting with GRS, SUNO will gain additional exposure to a field we might not otherwise have access to. This \$294,200 contract is the perfect pathway for broadening the success of our campus through government contracting.

Thank you for considering this request and submitting it for approval at the August 2022 Southern University System Board of Supervisors meeting.

With Kind Regards,

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

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

APPROVED:

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

"An Equal Educational Opportunity Institution"



Subcontractor: **Southern University at New Orleans**
 Subcontract No: **SA-2022-2174-SUNO**

**GLOBAL RESOURCE SOLUTIONS, INC.
 SUBCONTRACT AGREEMENT**

SUBCONTRACTOR: Southern University at New Orleans (SUNO)	SUBCONTRACT NO: SA-2022-2174-SUNO
ADDRESS: 6400 Press Dr, New Orleans, LA 70126	PRIME CONTRACT NO: FA701422C0009
TYPE OF LEGAL ENTITY: University / HBCU	SUBCONTRACT TYPE: Fixed Price
BUSINESS STATUS: HBCU	PERIOD OF PERFORMANCE: 06/03/2022-06/02/2024
FEDERAL ID: N/A	DPAS RATING: N/A

INTRODUCTION

This Subcontract Agreement (The 'Subcontract' or 'Agreement'), effective as of date of execution is formed between, Global Resource Solutions, Inc. (hereinafter known as "Buyer" or "GRS") and **Southern University at New Orleans** (hereinafter known as "Subcontractor" or "**SUNO**"). The effort to be performed by the Subcontractor under this Agreement will be part of GRS's Prime Contract **FA701422C0009** issued by **United States Air Force (USAF)** (hereafter known as "Client"). The Work, defined in Part 5.0, (Statement of Work) will be performed in accordance with the terms and conditions of this Subcontract.

This Subcontract Agreement consists of this signature page and the following sections marked with an x:

<input checked="" type="checkbox"/> Part 1.0, Schedule	<input checked="" type="checkbox"/> Part 4.0, Supplemental Provisions
<input checked="" type="checkbox"/> Part 2.0, General Provisions	<input checked="" type="checkbox"/> Part 5.0, Statement of Work
<input checked="" type="checkbox"/> Part 3.0, Client Provisions	<input checked="" type="checkbox"/> Part 6.0, Attachments

Each party acknowledges having read this entire subcontract agreement and with the full power and authority to execute this subcontract, agrees to perform in accordance with the terms and conditions contained herein.

Global Resource Solutions, Inc.	Southern University at New Orleans
NAME: Michelle Rubie-Smith	NAME: James H. Ammons Jr., Ph.D.
SIGNATURE:	SIGNATURE:
TITLE: President	TITLE: Executive Vice President-Chancellor
DATE:	DATE:



Subcontractor: **Southern University at New Orleans**
 Subcontract No: **SA-2022-2174-SUNO**

	Southern University Board of Supervisors
	NAME: Edwin M. Shorty, Jr.
	SIGNATURE:
	TITLE: Chairman
	DATE:

PART 1.0 – SCHEDULE

ARTICLE 1.0 SCOPE OF WORK

Subcontractor shall, except as otherwise provided, furnish the personnel, materials, equipment, and property necessary to perform the Work identified in "Part 5.0 Statement of Work" in support of **MEC Tech Mentor-Protégé Program (MPP)**. All personnel and materials, etc provided by the subcontractor will remain the subcontractor's sole responsibility throughout the term of this Agreement.

ARTICLE 1.1 SUBCONTRACT RATES

The Subcontractor rates shall be as agreed and identified in Part 1, Exhibit 1, Subcontractor Rates.

ARTICLE 1.2 TERM OF SUBCONTRACT

The term of this Subcontract begins on **06/03/2022** and extends through **06/02/2023**. Any Option Extensions under the Prime contract will be exercised as the Client exercises the Prime contract, unless performance is terminated under the terms of the Subcontract.

ARTICLE 1.3 SUBCONTRACT ADMINISTRATOR

In regard to administrative and contractual matters relating to this Subcontract, the parties hereby appoint the below-listed persons, or their duly authorized designees, as the only persons empowered to make commitments on behalf of their respective organizations to effect changes to any portion of this Subcontract. These are the persons empowered to receive Notices in accordance with Article 2.14 below.

Global Resource Solutions, Inc.	Southern University at New Orleans
NAME: Shehan Goonewardene	NAME: James H. Ammons Jr., Ph.D.
TITLE: MPP Program Manager	TITLE: Executive Vice President-Chancellor
ADDRESS: 3701 Pender Drive, Suite 320 Fairfax, VA 22030	ADDRESS: 6400 Press Drive New Orleans, LA 70126
TELEPHONE: 202-288-6646	TELEPHONE: (504) 286-5311
FAX:	FAX: n/a
EMAIL: sgoonewardene@grsco.com	EMAIL: jammons@suno.edu

ARTICLE 1.4 TECHNICAL REPRESENTATIVE

In regard to technical matters relating to this Subcontract, the parties hereby appoint the below-listed persons as the point of contact:

Global Resource Solutions, Inc.	Southern University at New Orleans
NAME: Shehan Goonewardene	NAME: James H. Ammons Jr., Ph.D.
TITLE: MPP Program Manager	TITLE: Executive Vice President-Chancellor



Subcontractor: **Southern University at New Orleans**
 Subcontract No: **SA-2022-2174-SUNO**

ADDRESS: 3701 Pender Drive, Suite 320 Fairfax, VA 22030	ADDRESS: 6400 Press Drive New Orleans, LA 70126
TELEPHONE: 202-288-6646	TELEPHONE: (504) 286-5311
FAX:	FAX: n/a
EMAIL: sgoonewardene@grsco.com	EMAIL: jammons@suno.edu

- B. Only GRS's designated Technical Representative, as set forth above, is authorized to provide technical guidance hereunder. The GRS Technical Representative has the authority to monitor the technical progress of the services performed under the subcontract. This includes visits to the place of performance, meetings and telephone conversations with personnel; inspection, acceptance or rejection of the subcontractor's invoices and of the subcontracted items or services and other duties required to ensure superior performance. The Technical Representative cannot authorize or order the cessation of work already specified in the Agreement nor delete, change, or waive any of the technical requirements or other terms and conditions of this Agreement.
- C. Unless otherwise specified, all technical correspondence and any monthly or other reports related to the subcontract shall be delivered to GRS's technical representative.

ARTICLE 1.5 LIMITATION OF OBLIGATION

- A. This Subcontract will be incrementally funded as Prime contract is funded. Funding will be added by Modifications to the Subcontract. Any costs incurred in excess of the stated amounts without written authorization through Subcontract Modifications from GRS's Contract Administrator shall be borne solely by the Subcontractor.
- B. If any amount paid by GRS to the Subcontractor is disallowed by the Client as an item of disallowable cost under the prime contract under which the Subcontract is performed, then the Subcontractor shall, upon demand by GRS, promptly repay to GRS the disapproved amount. If GRS is required, because of any action of the Client, to refund or credit to the Client any amount with respect to an item of cost for which GRS has reimbursed the Subcontractor, the Subcontractor shall, upon demand by GRS, promptly repay to GRS the disapproved amount. If, however, GRS shall recover any disallowed amount, or part thereof, GRS shall pay such allocable amount to the Subcontractor.

ARTICLE 1.6 OTHER DIRECT COSTS

- A. TRAVEL – Travel cost shall not be allowable as a direct charge to this Subcontract without direction of the government customer and GRS's Technical Representative. When authorized, the Subcontractor shall be reimbursed for travel cost only in the event that these costs are recoverable from customer. The cost for per diem, accommodations, personal automobile shall not exceed those rates authorized by the U.S. Government Joint Travel Regulations in effect during the time of such travel. No fee will be added to travel cost.

For all Other Direct Costs, Subcontractor will be reimbursed only for expenses that are recoverable from government customer.

ARTICLE 1.7 INVOICE AND PAYMENT

- A. The Subcontractor will invoice GRS no earlier than the last day of the month for each calendar month of this contract worked. GRS will pay the Subcontractor within thirty (30) calendar days after receipt of subcontractor's invoice, approval by the GRS Technical Representative, and payment has been made by the client. However, payment will not exceed 45 days of GRS receiving an acceptable invoice from Subcontractor. Any queries on invoices must be raised by GRS in detail within five days of receipt. All invoices must be



Subcontractor: **Southern University at New Orleans**
Subcontract No: **SA-2022-2174-SUNO**

signed and approved by an authorized official of the Subcontractor, who shall certify that the invoiced amounts are accurate and that the Subcontractor has in its possession records for all amounts for which payment is requested.

- B. This is a **Firm, Fixed-Price** contract and the Subcontractor will invoice GRS for services as identified in Part 1 – Exhibit 1 which sum per CLIN represents the total obligation of GRS to the Subcontractor.

PART 1 – EXHIBIT 1

SUBCONTRACTOR RATES/PERIOD OF PERFORMANCE

This Subcontract is for a base term and, if exercised (in the sole discretion of Prime Contractor) option periods.

This Subcontract may be unilaterally extended at Prime Contractor's choice by giving written notice to Subcontractor that Prime Contractor is exercising an option period and Subcontractor hereby consents to continue performance under this Subcontract within the limits specified herein for any extensions. The period of performance for the base and each option period is identified in the tables below.

Services will be paid as deliverables are completed and accepted by the GRS MPP Program Manager in accordance with Subcontractor's proposal, which is hereby incorporated and included as Attachment A.



PART 2.0 GENERAL PROVISIONS

ARTICLE 2.1 PRIORITY RATING FOR NATIONAL DEFENSE USE

If this Subcontract is rated under the Defense Priorities and Allocations System (DPAS) (15 CFR 350), Subcontractor must follow all the requirements of that regulation.

ARTICLE 2.2 NON-DISCLOSURE OF PROPRIETARY INFORMATION

- A. Subcontractor acknowledges that, in performing this Subcontract, GRS may be required to make available to Subcontractor certain information that GRS may consider proprietary. Also, that Subcontractor may gain access to certain information that may be considered proprietary to Client. In addition, GRS acknowledges that, in administering this Subcontract, Subcontractor may be required to make available to GRS certain information that Subcontractor may consider proprietary. Also, that GRS may gain access to certain information that may be considered proprietary to Client. Such information includes without limitation, information related to patents, research, development, computer software, designs or processes, pricing, trade secrets, customer lists and technical and business information and know-how of GRS, Subcontractor, and/or of Client ("Proprietary Information"). All information to be treated as Proprietary Information shall be marked as such when it is disclosed in written form, and, in the event information that is intended to be treated as Proprietary Information is disclosed verbally, the disclosing party shall identify the Proprietary Information as such at the time of verbal discussions. Within fifteen (15) days of disclosure, the disclosing party will reduce the oral disclosure to written form, mark it as proprietary, and deliver it to the receiving party. GRS and Subcontractor agree to safeguard and hold in strictest confidence all Proprietary Information.
- B. GRS and Subcontractor agree not to make use of nor disclose to third parties any Proprietary Information except in performance hereunder or as expressly authorized in writing by disclosing party or, where Client's Proprietary Information is being used or disclosed, by Client. The parties' obligations under the terms of this provision shall survive termination of this Subcontract for a period of five (5) years.
- C. Notwithstanding anything contained in paragraphs A and B above, GRS and Subcontractor shall not be liable for any release or use of any information if Subcontractor can demonstrate by written evidence that the information:
- i. is part of the public domain through no fault of Subcontractor; or
 - ii. is in Subcontractor's rightful possession at the time of receipt thereof; or
 - iii. is known to Subcontractor independently of GRS and Client and from a source other than one having an obligation of confidentiality to GRS or Client; or
 - iv. is independently developed by Subcontractor without violation of this or any other agreement;
 - v. has been disclosed following written authorization by the Disclosing Party, subject to any restrictions to this disclosure;
 - vi. is obliged to be disclosed by the Receiving Party by reason of any legal requirement provided that the Disclosing Party has the opportunity to challenge such legal requirement before any disclosure is made.

ARTICLE 2.3 INSPECTION AND ACCEPTANCE OF DELIVERABLES

- A. GRS's acceptance of the Work shall be deemed to have occurred upon acceptance of the same by Client, evidenced in writing by an authorized official.
- B. Inspection shall be made in accordance with, and the Technical Representative may perform any tests necessary to demonstrate compliance with, the requirements of Part 5.0,



"Statement of Work," and specifications contained in all documentation accompanying any articles furnished. Subcontractor shall facilitate performance of such tests.

ARTICLE 2.4 WARRANTY

2.4.1 WARRANTY OF SERVICES

- A. Subcontractor warrants that the Services provided under this Agreement shall be performed with that degree of skill and judgment normally exercised by recognized professional firms performing services of the same or substantially similar nature. In the event of any breach of the foregoing warranty, provided GRS has delivered to Subcontractor timely notice of such breach as hereinafter required, Subcontractor shall, at its own expense, in its discretion either: (1) re-perform the non-conforming Services and correct the non-conforming Deliverables to conform to this standard; or (2) refund to GRS that portion of the amounts received by Subcontractor attributable to the non-conforming Services and/or Deliverables. No warranty claim shall be effective unless GRS has delivered to Subcontractor written notice specifying in detail the non-conformities within 90 days after performance of the non-conforming Services or tender of the non-conforming Deliverables. The remedy set forth in this Section is the sole and exclusive remedy for breach of the foregoing warranty.
- B. SUBCONTRACTOR SPECIFICALLY DISCLAIMS ANY OTHER EXPRESS OR IMPLIED STANDARDS, GUARANTEES OR WARRANTIES, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ANY WARRANTIES THAT MAY BE ALLEGED TO ARISE AS A RESULT OF CUSTOM OR USAGE, ANY WARRANTY OF THIRD PARTY PRODUCTS.
- C. GRS represents and warrants to Subcontractor that GRS has the right to use and furnish to Subcontractor for Subcontractor's use in connection with this Agreement, any information, specifications, data or Intellectual Property that GRS has provided or will provide to Subcontractor in order for Subcontractor to perform the Services and to create required Deliverables.
- D. The above warranties shall also inure to the benefit of the Client.
- E. The forgoing remedies are in addition to all other remedies at law or in equity and shall not be deemed to be exclusive.

2.4.2 LIMITATION OF LIABILITY

- A. Subcontractor's total liability to GRS, and GRS's to the Subcontractor, for any and all liabilities, claims or damages arising out of or relating to this Agreement, howsoever caused and regardless of the legal theory asserted, including breach of contract or warranty, tort, strict liability, statutory liability or otherwise, shall not, in the aggregate, exceed the amount actually paid to the Subcontractor by GRS under this Agreement.
- B. In no event shall either Subcontractor or GRS be liable to the other for any punitive, exemplary, special, indirect, incidental or consequential damages (including, but not limited to, lost profits, lost business opportunities, loss of use or equipment down time, and loss of or corruption to data) arising out of or relating to this Agreement, regardless of the legal theory under which such damages are sought, and even if the parties have been advised of the possibility of such damages or loss.

2.5 STOP WORK

Prime Contractor, may, at any time, by written notice to Subcontractor, require Subcontractor to stop all or part of the work or delivery of supplies for a period up to ninety days and for any additional period corresponding to a work stoppage directed by Client under the Prime Contract (the "Time



Period"). Upon receiving such notice, Subcontractor shall immediately comply with its terms and take all reasonable steps to avoid incurring any additional costs associated with the stopped work during the Time Period. Prime Contractor will, prior to the end of the Time Period, either cancel the stop work order or terminate the contract in whole or in part as permitted by this Subcontract. If a stop work order is issued, Prime Contractor shall modify the delivery schedule and/or price as equitable under the circumstances, provided Subcontractor requests and provides justification to such modification within ten (10) business days of the end of the Time Period.

ARTICLE 2.6 EARLY TERMINATION

- A. Prime Contractor may, by written notice, terminate this Subcontract for its convenience and without cause, in whole or in part, at any time, and such termination shall not constitute a default.
- B. GRS may terminate performance of work under this subcontract in whole, or in part to the extent that the Prime contract is terminated by the Government or as directed by the Government.
- C. Additionally, either party may terminate this Subcontract, in whole or in part, for default based upon any of the following default conditions:
 - 1. The other party fails to fulfill one or more of its obligations hereunder; or
 - 2. The other party ceases to conduct its operations in the normal course of business; or
 - 3. The insolvency of the other party or the entering into or filing by or against the other party of a petition, arrangement, or proceeding seeking an order for relief under the bankruptcy laws of the United States, a receivership for any of the assets of the other party, a composition with or assignment for the benefit of creditors, a readjustment of debt, or the dissolution or liquidation of the other party.
- D. Prior to termination for default, the non-defaulting party shall notify the defaulting party of the default condition and shall allow the defaulting party seven (7) business days from receipt of default notice within which to effect a cure. If the condition is cured within the allowed period, this Subcontract shall remain in full force and effect. If the default condition remains uncured beyond the allowed period, the non-defaulting party may summarily terminate this Subcontract, in whole or in part by written notice of termination to the other.
- E. All notices of termination shall minimally state the basis for termination, and the date upon which such termination will become effective.
- F. Upon termination of this Subcontract for any reason, and except as otherwise directed by US Government clientele, Subcontractor shall: (i) stop work under this Subcontract on the date and to the extent specified in the notice of termination, (ii) terminate all orders and subcontracts to the extent that they relate to the performance of any work terminated by the notice of termination, and (iii) transfer all work in progress which is included in the terminated work to GRS.
- G. Upon termination for any reason, GRS will pay the Subcontractor in accordance with the Invoicing/Payment Procedures established elsewhere in this Subcontract.

ARTICLE 2.7 INDEMNITY

- A. The officers and employees of GRS and Subcontractor shall obey all pertinent rules and regulations of the other while on the premises of the other and that of the Client, including those relating to the safeguarding of classified and/or proprietary information. Both parties each shall indemnify and hold the other harmless from any and all claims, actions, damages and liabilities (including attorney's fees) arising directly and proximately out of the indemnifying party's negligence, or willful, wanton, or reckless conduct resulting in death or bodily injury to any person or damage to any real or tangible personal property. Without limiting these undertakings in any



Subcontractor: **Southern University at New Orleans**
Subcontract No: **SA-2022-2174-SUNO**

way, each Party shall maintain public liability and property damage insurance in reasonable limits covering the obligations set forth above and shall maintain proper workmen's compensation insurance covering all employees performing under this Agreement.

- B. In no event, whether through arbitration or court proceeding, shall either party be liable for special or consequential damages of any kind or nature whether alleged to be attributed to any breach by either party of this Agreement, to tort for negligence or otherwise caused, except to the extent of the indemnification set forth in paragraph A. above, for tort claims resulting in death, bodily injury, or property damage.

ARTICLE 2.8 CLAIMS RELATED TO GOVERNMENT PRIME CONTRACTS

In the event the client is the U.S. government, the provisions of this Article will apply. If a decision relating to a claim is made by the contracting officer of the government client, and such decision pertains to the subject matter of this Subcontract, then such decision shall be binding upon Subcontractor with respect to such matter. If the Subcontractor disagrees with the decision and the Contractor elects not to appeal it, the Subcontractor shall have the right to prosecute an appeal of the decision in the name of the Contractor in accordance with the Disputes clause of the Prime Contract. The expense of all appeals, suits, and claims prosecuted by the Subcontractor shall be borne by the Subcontractor. Pending any decisions, appeals, suit, or claim pursuant to this clause, the Subcontractor shall proceed diligently with the performance of this Subcontract in accordance with the decision of the Contracting Officer.

If, as a result of any such decision, GRS is unable to obtain payment or reimbursement from the U.S. Government, under the Prime Contract, or is required to refund or credit to the U.S. Government, any amount with respect to any item or matter for which GRS has reimbursed or paid Subcontractor, Subcontractor shall, on demand, promptly repay such amount to GRS. GRS's maximum liability for any matter connected with or related to this Subcontract which was properly the subject of a claim against the Government under the Prime Contract is the amount of GRS's recovery from the Government for that claim. The rights and obligations of the Contractor and Subcontractor under this clause shall survive completion of and final payment under this Subcontract.

ARTICLE 2.9 GOVERNMENT PROVISIONS AND CERTIFICATIONS

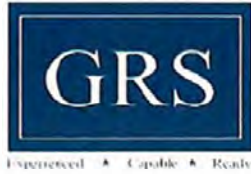
In the event this Subcontract is issued under a Government prime contract, then provisions of Part 3.0, Government Provisions, of the Subcontract shall apply.

ARTICLE 2.10 DISPUTES

- A. Both parties shall attempt in good faith to resolve disputes concerning matters of fact and/or law arising under this contract.
- B. If negotiation is unsuccessful, then disputes may be referred at the instance of either party to binding arbitration under the Commercial Arbitration rules for the time being the American Association. The Arbitration shall take place in Washington DC, Headquarters of client. The Arbitrator shall be bound to follow the applicable Subcontract provisions and U.S. law in adjudicating the dispute. It is agreed by both parties that the Arbitrator's decision is final, and that no party may take any action, judicial or administrative, to overturn this decision. The judgment rendered by the Arbitrator may be entered in any court having jurisdiction thereof.
- C. Pending resolution of any dispute, Subcontractor agrees to proceed diligently with the performance of this Subcontract.

ARTICLE 2.11 NOTICE OF DELAYS

If Subcontractor encounters difficulty in meeting performance requirements, anticipates difficulty in complying with this Subcontract's delivery schedule or dates, or has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Subcontract;



Subcontractor shall immediately notify GRS in writing, giving pertinent details. This notification shall be informational only, and compliance with this provision shall not be construed as a waiver by GRS of any delivery schedule or date or of any rights or remedies.

ARTICLE 2.12 ASSIGNMENT

Subcontractor may not, in whole or in part, assign, sell, transfer, subcontract or convey this Subcontract or any Subcontract Work without the prior written consent of GRS. Any such assignment, sale, transfer, subcontract or conveyance made without such written consent shall be void.

ARTICLE 2.13 MODIFICATIONS

No one other than the Prime Contractor's Contract Administrator, as designated in Article 1.3, has the authority to approve any modifications or changes to this Subcontract. Any action taken by Subcontractor, whether or not accomplished with the concurrence of Prime Contractor's employees, shall not entitle Subcontractor to an equitable adjustment, unless such action is specifically directed by a written notice issued by Prime Contractor's Contract Administrator.

ARTICLE 2.14 CLIENT CONTACT

All contacts with the Client with respect to the marketing and/or performance of this Subcontract shall be coordinated with the Prime Contractor Technical Representative. Any contacts made by the Subcontractor with the Client in connection with the performance of any work issued or to be issued under the Prime Contract shall be with the knowledge and concurrence of the Prime Contractor Technical Representative set forth in ARTICLE 1.4.

Subcontractor shall not engage Client in discussions relative to disputes between GRS and Subcontractor or any other matter that may adversely impact GRS relations with the Client.

Non-compliance of any provision contained in this Article will justify cause for termination of the Subcontract.

ARTICLE 2.15 NOTICES

Any notice or other communication required hereunder shall be in writing and shall be sufficiently given if personally delivered or sent by confirmed facsimile, confirmed overnight delivery, or by first class mail, return receipt requested, postage prepaid, and addressed to the other party at its respective address or facsimile number (as applicable) shown in Article 1.3, "Contract Administrator." Any notice provided hereunder shall be deemed to have been given and received as shown below:

Type of Delivery	Given and Received
Personally delivered	Immediately upon delivery
Facsimile	Immediately after transmission during normal business hours (0800 – 1700 EST)
Mailed by Overnight Delivery	24 hours after mailed and signed receipt
First Class Mail (Return Receipt)	Upon delivery and signed receipt

ARTICLE 2.16 SEVERABILITY

If any provision of this Subcontract is or becomes void or unenforceable by force or operation of law, after review other provisions may remain valid and enforceable.

ARTICLE 2.17 ORDER OF PRECEDENCE

In the event of an inconsistency in this Subcontract, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:



- A. Part 1.0 Schedule
- B. Part 2.0 General Provisions
- C. Part 3.0 Government Provisions
- D. Part 4.0 Supplemental Provisions
- E. Part 5.0 Statement of Work and/or Specifications
- F. Part 6.0 Attachments

ARTICLE 2.18 SURVIVABILITY

The terms of Article 2.2, "Nondisclosure," Article 2.4, "Warranty," Article 2.6, "Termination," Article 2.7, "Indemnity," Article 2.8, "Claims Related to Government Prime Contracts," Article 2.10, "Disputes," and Article 2.14, "Client Contact" shall survive the expiration or earlier termination of this Subcontract, as well as those provisions of Part 3.0, "Government Provisions" and Part 4.0, "Supplemental Provisions," which, by the nature of their terms, shall survive.

ARTICLE 2.19 CHOICE OF LAW

This Subcontract shall be governed by and construed in accordance with the laws of the State of Louisiana, without regard to its conflicts of laws provisions.

ARTICLE 2.20 NON-PROSELYTIZATION

Unless otherwise agreed to in writing, the parties hereto agree that during the term of this agreement and for six months after, neither party shall solicit for employment any person knowingly employed by the other party working on this Program.

This provision does not preclude either party from advertising in publications of general circulation, posting vacancy announcements, or conducting job fairs which may lead to contacts between that party and employees of the other party.

ARTICLE 2.21 PERSONNEL SUBSTITUTIONS

When the Subcontractor becomes aware that an employee will be, or is, unavailable to work under this contract for a continuous period exceeding ten working days, the contractor shall immediately notify the GRS Technical Representative or the GRS Contract Administrator. The Subcontractor shall replace such personnel with personnel of equal or superior qualifications, within thirty (30) working days of notification. Each personnel, to include replacements, shall be approved by GRS's Technical Representative and the government COTR prior to personnel starting work. Any costs associated with this clause are the responsibility of the Subcontractor.

ARTICLE 2.22 CONTRACT HOLIDAYS

The following are contract holidays. The government will not be billed for such holidays, except when services are required by the Government and are performed on a holiday.

New Year's Day	January 1
Martin Luther King, Jr. Birthday	3 rd Monday in January
Washington's Birthday	3 rd Monday in February
Memorial Day	Last Monday in May
Juneteenth National Independence Day	June 19
Independence Day	July 4
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veteran's Day	November 11
Thanksgiving Day	4 th Thursday in November
Christmas Day	December 25



ARTICLE 2.23 INSURANCE CLAUSE IMPLEMENTATION

The Subcontractor shall obtain and maintain the minimum kinds and amounts of insurance during performance of this subcontract as specified by FAR 28.307-2, Liability, and contemplated by FAR 52.228-5, Insurance—Work on a Government Installation, and/or 52.228-7, Insurance—Liability to Third Persons.

Seller's insurance policies shall be endorsed to include, for the benefit of Buyer, a 30-day advance written notice of cancellation, non-renewal, or reduction in policy limits of liability by endorsement. Seller's insurance policy shall name GRS as additional insured and shall include a waiver of subrogation in the favor of GRS. GRS requires a Certificate of General Coverage upon Subcontract execution and upon each renewal period.

Article 2.24 SUBCONTRACTOR IDENTIFICATION

- A. Subcontractor must identify themselves as subcontractors during meetings, telephone conversations, in electronic messages, or correspondence related to this subcontract.
- B. Subcontractor-occupied facilities such as offices, separate rooms, or cubicles must be clearly identified with subcontractor supplied signs, name plates or other identification, showing that these are work areas for subcontractor personnel.

ARTICLE 2.25 CONDUCT OF PERSONNEL

The Contracting Officer may direct that employees of the contractor, including employees of a subcontractor at any tier, no longer perform work under this contract on a government installation if the Contracting Officer determines that the employees' actions would be grounds for removal from the Federal civil service if the employees were civilian employees of the United States or if the employees have been ordered not to re-enter the installation by the government personnel. Any delays in or increased costs of performance resulting from the Contracting Officer's direction under this clause shall not be considered to be an excusable delay or beyond the control and without the fault or negligence of the contractor, and shall not be grounds for equitable adjustment.

ARTICLE 2.26 GOVERNMENT DOWN TIME

The Subcontractor will not be paid for work not performed. Seller shall contact GRS's Technical Representative for further instructions when Seller becomes aware that Government down time will occur.

ARTICLE 2.27 ORGANIZATIONAL CONFLICT OF INTEREST

Subcontractor represents and warrants that its performance of this Subcontract does not constitute an organizational conflict of interest as defined in FAR 9.5 or under any other applicable OCI clause or regulation. If during the course of performance, either party becomes aware that it has or may have an actual or potential organizational conflict of interest relevant to the effort of the Statement of Work, it shall promptly notify the other Party in writing of the nature of such actual or potential organizational conflict of interest.

ARTICLE 2.28 DISCLOSURE

Subcontractor shall not disclose information concerning work under this Subcontract to any third party, unless such disclosure is necessary for the performance of the subcontract effort. No news releases, public announcement, denial or confirmation of any part of the subject matter of this Subcontract or any phase of any program hereunder shall be made without prior written consent of GRS. The restrictions of this paragraph shall continue in effect upon completion or termination of this Subcontract for such period of time as may be mutually agreed upon in writing by the parties. In the absence of a written established period, no disclosure is authorized. Failure to comply with the provisions of this Clause may be cause for termination of this subcontract.



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ARTICLE 2.29 FINANCIAL RECORDS, FORWARD PRICING RATES AND INTERNAL POLICIES AND PROCEDURES

Subcontractor considers its financial records, forward pricing rates and internal policies and procedures to be proprietary; and, as such, no one, other than an authorized Government official, will be permitted to have access to any financial data and/or records as they relate to this Agreement. Any audit or review of any such information and documentation, performed in accordance with the requirements of any clause in this Agreement, shall be performed by the cognizant Defense Contract Audit Agency (DCAA) representative for the Subcontractor's facility.

ARTICLE 2.30 COMPLETE AGREEMENT

This Subcontract is the complete and exclusive statement of the understandings between the parties regarding the subject matter hereof and supersedes in its entirety any previous understandings between the parties, whether oral or written.



PART 3.0

SECTION A – FAR CLAUSES

GOVERNMENT PROVISIONS

FIRM FIXED PRICE, FIXED PRICE LEVEL OF EFFORT, LABOR HOURS, TIME AND MATERIAL AND / OR TIME AND MATERIAL/AWARD FEE

The following clauses set forth in the Federal Acquisition Regulation (FAR), as amended and modified below, are applicable to this Subcontract. Without limiting the Subcontract provisions, the FAR clauses are incorporated by reference into this subcontract with the same force and effect as though set forth in full text. The dates of the FAR clauses incorporated by reference are the same as the corresponding clause in the prime contract or higher tier subcontract. The following definitions shall apply to this Subcontract except as otherwise specifically provided.

3.1 DEFINITIONS

The following definitions apply unless otherwise specifically stated:

"Buyer" - the legal entity issuing this Order.

"Purchasing Representative" - Buyer's authorized representative.

"Subcontractor" - the legal entity which contracts with the Buyer.

"This Order" - this contractual instrument, including changes.

"Prime Contract" - the Government contract under which this Order is issued.

"FAR" - the Federal Acquisition Regulation.

3.2 FAR CLAUSES APPLICABLE TO THIS ORDER

The clauses in FAR Subpart 52.2 referenced in subparagraph (a) above and those clauses referenced and checked in subparagraph (b) below, in effect on the date of this Order, are incorporated herein and made a part of this Order. To the extent that an earlier version of any such clause is included in the Prime Contract or Subcontract under which this Order is issued, the date of the clause as it appears in such Prime Contract or Subcontract shall be controlling and said version shall be incorporated herein. In all such clauses, unless the context of the clause requires otherwise, the term "Contractor" shall mean Subcontractor, the term "Contract" shall mean this Order, and the terms "Government," "Contracting Officer" and equivalent phrases shall mean Buyer and Buyer's Purchasing Representative, respectively. It is intended that the referenced clauses shall apply to Subcontractor in such manner as is necessary to reflect the position of Subcontractor as a subcontractor to Buyer, to insure Subcontractor's obligations to Buyer and to the United States Government, and to enable Buyer to meet its obligations under its Prime Contract or Subcontract.



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(b) The following clauses are applicable to this Order:

<u>FAR Reference</u>	<u>Title of Clause</u>
52.202-1	Definitions
52.203-3	Gratuities
52.203-5	Covenant Against Contingent Fees
52.203-6	Restriction on Subcontractor Sales to the Government (if order exceeds \$100,000)
52.203-7	Anti-Kickback Procedures
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (if order exceeds the simplified acquisition threshold)
52.203-10	Price or Fee Adjustment for Illegal or Improper Activity (if order exceed the simplified acquisition threshold)
52.203-12	Limitation on Payments to Influence Certain Federal Transactions (if order exceeds \$100,000)
52.204-4	Printed or Copied Double-Sided on Recycled Paper
52.209-6	Protecting the Government's Interest when, Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (if order exceeds \$25,000)
52.215-2	Audit and Records–Negotiation
52.215-8	Order of Precedence – Uniform Contract Format
52.216-7	Allowable Cost and Payment
52.216-18	Ordering
52.216-19	Order Limitations
52.216-22	Indefinite Quantity
52.219-8	Utilization of Small Business Concerns
52.222-21	Prohibition of Segregated Facilities
52.222-26	Equal Opportunity
52.222-35	Affirmative Action for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans
52.222-36	Affirmative Action for Workers with Disabilities
52.222-37	Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans
52.222-50	Combating Trafficking in Persons



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FAR Reference

52.223-6
52.225-13
52.227-1
52.227-2
52.227-3
52.228-3
52.228-5
52.228-7
52.232-23
52.233-1
52.237-2
52.239-1
52.242-13
52.242-15
52.242-17
52.244-2
52.245-1
52.246-6
52.247-34
52.249-2
52.249-8
52.251-1
52.252-2
52.253-1

Title of Clause

Drug-Free Workplace
Restrictions on Certain Foreign Purchases
Authorization and Consent
Notice and Assistance Regarding Patent and Copyright Infringement
Patent Indemnity
Workers compensation Insurance (Defense Base Act)
Insurance – Work on a Government Installation
Insurance –Liability to Third Persons
Assignment of Claims
Disputes
Protection of Government Buildings, Equipment, and Vegetation
Privacy or Security Safeguards
Bankruptcy
Stop-Work Order
Government Delay of Work
Subcontracts
Government Property
Inspection of Services – Fixed-Price
F.O.B. Destination
Termination for Convenience of Government
Default (Fixed-Price Supply and Service)
Government Supply Sources
Clauses Incorporated by Reference
Computer Generated Forms



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PART 4.0
SUPPLEMENTAL PROVISIONS

4.1 (RESERVED)



Subcontractor: **Southern University at New Orleans**
Subcontract No: **SA-2022-2174-SUNO**

PART 5.0
STATEMENT OF WORK FOR BASE YEAR
FOR
Southern University at New Orleans

ISO 9001 Training and Certification: YEAR 1

ISO 9001 is the international standard that specifies requirements for a quality management system (QMS). The International Organization for Standardization (ISO) sets the standards worldwide for quality management systems, and ISO certification is required to do business with almost all original equipment manufacturers (OEMs). ISO 9001:2015 sets out the criteria for a quality management system and is the only standard in the family that can be certified. It can be used by any organization, large or small, regardless of its field of activity. This standard is based on a number of quality management principles including a strong customer focus, the motivation and implication of top management, the process approach and continual improvement. ISO 9001 is based on the plan-do-check-act methodology and provides a process-oriented approach to documenting and reviewing the structure, responsibilities, and procedures required to achieve effective quality management. The ISO training will include:

- Prepare a Quality Management System Manual & supporting Quality System Procedures (QSPs) to meet the requirements of ISO9001:2015. Project duration is approximately 3-6 months after the contract is approved and signed.
- Two (2) days each on site visits for Implementation Meetings/ Trainings at your 2 locations for ISO Manufacturing, during the project duration as convenience to both parties (Protégé site). Internal Auditors Training will be conducted during the onsite visits (8 Hours) to be scheduled during the project duration.
- Additional Monthly Implementation Meetings (as require) will be conducted via Conference Calls and Emails.

Southern University has been providing ISO certification for all GRS protégé firms and is experienced in providing a smooth training schedule each month till completion. The first ISO meeting will include an in-person visit by the training lead to assess the organization, identify key stakeholders, and schedule all the training sessions. We anticipate a virtual meeting after that each week until the completion and eventual certification of the protégé firm. Each task completed will be recorded and progress will be provided in the monthly report submitted to GRS.

PLACE OF PERFORMANCE: Virtual/Protégé facility

Network System Design using Artificial Intelligence: YEAR 1

The protégé firm will receive training in Artificial Intelligence (AI) related Big-Data. At the end of this training, Protege Company team members will understand the different components of Hadoop ecosystem such as Hadoop 2.7, Yam, MapReduce, Pig, Hive, Impala, HBase, Sqoop, Flume, and Apache Spark with this Hadoop course. Understand Hadoop Distributed File System (HDFS) and YARN architecture and learn how to work with them for storage and resource management. Gain an in-depth understanding of parallel processing in Spark and Spark RDD optimization techniques. In addition, Protege Company team members will understand the fundamentals and characteristics of Big Data Artificial Intelligence and various scalability options available to help organizations manage Big Data AI. Understand security implementation to secure data and clusters.

The key objective of this training is to familiarize the protégé employees with most important information technologies used in manipulating, storing, and analyzing AI big data.

PLACE OF PERFORMANCE: Virtual

Big Data Analytics Training: YEAR 1

In this Big Data training, TCS employees will become familiar with the concepts of cloud computing and its deployment models. This course covers Amazon's AWS cloud platform, Kinesis Analytics, AWS big data storage, processing, analysis, visualization and security services, machine learning algorithms and much more. It includes knowledge of cloud-based Big data solutions such as Amazon EMR, Amazon Kinesis, Amazon Redshift, and Amazon Athena. Moreover, you'll understand how to



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leverage best practices for designing Big Data environments for security, analysis, and cost-effectiveness. Hadoop is an Apache project (i.e. an open-source software) to store & process Big Data. Hadoop stores Big Data in a distributed & fault-tolerant manner over commodity hardware. Afterward, Hadoop tools are used to perform parallel data processing over HDFS (Hadoop Distributed File System).

As organizations have realized the benefits of Big Data Analytics, there is a huge demand for Big Data & Hadoop professionals. DoD and AF are looking for Big data & Hadoop experts with the knowledge of Hadoop Ecosystem and best practices about HDFS, MapReduce, Spark, HBase, Hive, Pig, Oozie, Sqoop & Flume. This training will help TCS has deep knowledge in enhancing customer integration through a proven Program Management Office (PMO), executable methods and procedures, and a providing quality assurance processes, having supported the various federal agencies.

PLACE OF PERFORMANCE: Virtual

SBIR Training: YEAR 1

Southern University will help the protégé firm employees draft an unsolicited white paper that utilizing the concepts they learn along with the combined experience of the work they have done at current government client sites, integrating the latest concepts from the school and departments at Southern University.

PLACE OF PERFORMANCE: Virtual

Accounting System Audit Training: YEAR 1

The goal of this training is to assist Protege Company in becoming more efficient in conducting incurred cost audits. This Accounting Training will assist protégé firm to have access to unparalleled project management, accounting, reporting and compliance features so they can get the exact functionality they need to increase efficiency and improve profitability.

The training will be on the industry-leading enterprise software solution for government contractors and other project-driven organizations. More than 1,000 professional services firms, project manufacturers, research and development firms, grant-based non-profits, and energy services firms use it to improve their operational efficiency and profitability, and to meet the strict compliance and audit requirements of their customers as well as government auditors such as the DCAA.

Southern University will work with the protégé firm on aligning all back-office accounting activity to be in line with Defense Contract Audit Agency (DCAA) standards and compliance. Each month the university will work with the protégé firms accounting staff to align with all DCAA guidelines.

PLACE OF PERFORMANCE: Virtual

Proposal Development Support: YEAR 1

Expert-level training and proposal services to assist in capturing federal contracts. Includes capture management, pipeline development, proposal management, technical writing and editing, reviews, and ensuring proposals are complete, compliant, and compelling.

The Protege Company will receive actual proposals that will be submitted to the specific government agencies. The end results will include a proposal template customized for the agency that the protégé will utilize the support on. We are anticipating different proposals with multiple agencies, therefore each of the unique proposals that will be produced will be stored and utilized by the protégé in the future. They will consist of electronic copies in word form that can be utilized in the future by Protégé firm to go after opportunities.

Through planned training sessions scheduled around ongoing proposal work that Protege Company will be going after, SU experts will provide both technical proposal writing and non-technical proposal writing skills. Technical proposal writers will teach how to interview subject matter experts to extrapolate the content necessary to address highly complex requirements. Non-technical proposal writers can help and train on how to develop new content with input or work with existing content to address management and past performance volumes with ease.

SU will then provide training on both technical proposal editors and non-technical proposal editors training. Technical proposal editors bring expertise in certain subject matters and can make real-time edits that directly correlate to the management, technical, or past performance proposal sections. Non-technical proposal editors focus on grammar, organization, and content structure.

PLACE OF PERFORMANCE: Virtual



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Pricing Development Support: YEAR 1

Protégé firm will receive training on customized cost analysis and pricing consulting services, tailored to the requirements of the RFP. This training includes price strategy, reasonableness & reality modeling, competitive analysis, price analysis, indirect rate management and cost accounting strategy. Through this milestone Protege Company will receive actual pricing volumes that will be submitted to the specific government agencies. The end results will include pricing volumes customized for the agency that Trust will utilize the support on. We are anticipating different pricing structures and different types of contracts (FFP, CP, CPFF, etc.) with multiple agencies, therefore each of the unique pricing volumes that will be produced will be stored and utilized by Protege Company in the future. They will consist of electronic copies in excel and word form that can be utilized in the future by the protégé firm to go after opportunities. There will be corporate templates that will be provided for Protege Company.

SU proposal pricing consultants will lead the development of a proposal's pricing strategy and will develop complex pricing models to meet the requirements. In addition to cost and price strategy experience, SU will also provide price volume management and development. SU pricing managers have worked on pricing volumes for numerous industries involving lengthy and complex spreadsheets. SU will train on price volume management, writing in-depth pricing narrative or cost justification information, interfacing with subcontractors to get pricing data, and/or building large spreadsheets of cost and price information.

PLACE OF PERFORMANCE: Virtual

BASE YEAR:

AGREEMENT 1 - COST BREAKDOWN YEAR 1: PROTÉGÉ NAME: MEC TECH:

ISO 9001 TRAINING AND CERTIFICATION: \$87,500

ARTIFICIAL INTELLIGENCE TRAINING: \$81,200

SBIR TRAINING: \$49,900

ACCOUNTING SYSTEM AUDIT TRAINING: \$11,700

PROPOSAL DEVELOPMENT SUPPORT: \$29,000

PRICING DEVELOPMENT SUPPORT: \$34,900

TOTAL FOR YEAR 1: \$294,200



Subcontractor: **Southern University at New Orleans**
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PART 6.0
ATTACHMENTS

- I. ELEMENTS REQUIRED FOR SUBCONTRACT INVOICE**
- II. PRIME CONTRACT FLOW-DOWN CLAUSES**



Subcontractor: **Southern University at New Orleans**
Subcontract No: **SA-2022-2174-SUNO**

ATTACHMENT I
ELEMENTS REQUIRED FOR SUBCONTRACT INVOICE

Each invoice shall be numbered sequentially and dated, and include the following information:

Subcontractor name and address
Subcontractor Remit to Address (if other than Name and Address listed above)
Date of invoice
Prime contract number
Subcontract number
Billing period of invoice
Total Hours worked through the period indicated on the invoice
Cumulative hours and costs invoiced to date per CLIN
Employee timesheets, and if applicable, receipts (lodging, airfare, rental car, etc.) for travel and material costs

Invoices should be submitted electronically
via email to:

Global Resource Solutions, Inc.
3701 Pender Drive
Suite 320
Fairfax, VA 22030
Attn.: Accounts Payable

Invoice should contain a written certification that the invoice is correct and that to the best of the Subcontractor's knowledge and belief, all services/supplies shown in this invoice have been performed, delivered, accepted or incorporated into an item to be delivered. Subcontractor shall certify that all costs contained in the invoice are current, complete and accurate. A duly authorized agent of the Subcontractor must sign and date the certification.

The Subcontractor shall invoice no more frequently than monthly. Invoices are due by the 5th calendar day of the month.

Subcontractor's final invoice (completion invoice) will be clearly indicated as such in accordance with FAR 52.216-07, and shall indicate the cumulative amounts incurred and billed to completion and a written certification of the total hours expended per CLIN.



ATTACHMENT II
PRIME CONTRACT FLOW-DOWN CLAUSES

The following clauses are added by reference and were not generated by the CLS system:

- 52.203-3 Gratuities (Apr 1984)
- 52.215-2 Audit and Records-Negotiation (Jun 2020)

FAR Clauses Incorporated by Reference

Number Title Effective Date

- 52.202-1 Definitions. Jun 2020
- 52.203-5 Covenant Against Contingent Fees. May 2014
- 52.203-6 Restrictions on Subcontractor Sales to the Government. Jun 2020
- 52.203-7 Anti-Kickback Procedures. Jun 2020
- 52.203-8 Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity. May 2014
- 52.203-10 Price or Fee Adjustment for Illegal or Improper Activity. May 2014
- 52.203-12 Limitation on Payments to Influence Certain Federal Transactions. Jun 2020
- 52.203-17 Contractor Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights. Jun 2020
- 52.203-19 Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements. Jan 2017
- 52.204-4 Printed or Copied Double-Sided on Postconsumer Fiber Content Paper. May 2011
- 52.204-10 Reporting Executive Compensation and First-Tier Subcontract Awards. Jun 2020
- 52.204-13 System for Award Management Maintenance. Oct 2018
- 52.204-18 Commercial and Government Entity Code Maintenance. Aug 2020
- 52.204-19 Incorporation by Reference of Representations and Certifications. Dec 2014
- 52.204-21 Basic Safeguarding of Covered Contractor Information Systems. Jun 2016
- 52.204-23 Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities. Jul 2018
- 52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment. Aug 2020
- 52.209-6 Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. Jun 2020
- 52.209-9 Updates of Publicly Available Information Regarding Responsibility Matters. Oct 2018
- 52.209-10 Prohibition on Contracting with Inverted Domestic Corporations. Nov 2015
- 52.209-14 Reserve Officer Training Corps and Military Recruiting on Campus. Nov 2020
- 52.215-8 Order of Precedence-Uniform Contract Format. Oct 1997
- 52.215-23 Limitations on Pass-Through Charges. - (Alternate I) Jun 2020
- 52.219-33 Nonmanufacturer Rule (DEVIATION 2020-O0008)(Revision 1) Mar 2020
- 52.222-3 Convict Labor. Jun 2003
- 52.222-21 Prohibition of Segregated Facilities. Apr 2015
- 52.222-37 Employment Reports on Veterans. Jun 2020
- 52.222-50 Combating Trafficking in Persons. Oct 2020
- 52.222-54 Employment Eligibility Verification. Oct 2015
- 52.223-18 Encouraging Contractor Policies to Ban Text Messaging While Driving. Jun 2020
- 52.225-13 Restrictions on Certain Foreign Purchases. Feb 2021
- 52.227-1 Authorization and Consent. - (Alternate I) Jun 2020
- 52.227-2 Notice and Assistance Regarding Patent and Copyright Infringement. Jun 2020
- 52.230-6 Administration of Cost Accounting Standards. Jun 2010
- 52.232-17 Interest. May 2014
- 52.232-23 Assignment of Claims. May 2014
- 52.232-33 Payment by Electronic Funds Transfer-System for Award Management. Oct 2018
- 52.232-39 Unenforceability of Unauthorized Obligations. Jun 2013
- 52.232-40 Providing Accelerated Payments to Small Business Subcontractors. Dec 2013
- 52.233-1 Disputes. May 2014



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52.233-3 Protest after Award. - (Alternate I) Aug 1996
52.233-4 Applicable Law for Breach of Contract Claim. Oct 2004
52.242-1 Notice of Intent to Disallow Costs. Apr 1984
52.242-3 Penalties for Unallowable Costs. May 2014
52.242-5 Payments to Small Business Subcontractors. Jan 2017
52.242-13 Bankruptcy. Jul 1995
52.243-2 Changes-Cost-Reimbursement. - (Alternate I) Aug 1987
52.244-5 Competition in Subcontracting. Dec 1996
52.244-6 Subcontracts for Commercial Items. Jul 2021
52.245-1 Government Property. Jan 2017
52.245-9 Use and Charges. Apr 2012
52.246-25 Limitation of Liability-Services. Feb 1997
52.249-6 Termination (Cost-Reimbursement). May 2004

DFARS Clauses Incorporated by Reference
Number Title Effective Date

252.203-7000 Requirements Relating to Compensation of Former DoD Officials. Sep 2011
252.203-7001 Prohibition on Persons Convicted of Fraud or Other Defense-Contract-Related Felonies. Dec 2008
252.203-7002 Requirement to Inform Employees of Whistleblower Rights. Sep 2013
252.204-7000 Disclosure of Information. Oct 2016
252.204-7003 Control of Government Personnel Work Product. Apr 1992
252.204-7012 Safeguarding Covered Defense Information and Cyber Incident Reporting. Dec 2019
252.204-7015 Notice of Authorized Disclosure of Information for Litigation Support. May 2016
252.204-7018 Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services. Jan 2021
252.204-7022 Expediting Contract Closeout. May 2021
252.209-7004 Subcontracting with Firms that are Owned or Controlled by the Government of a Country that is a State Sponsor of Terrorism. May 2019
252.211-7007 Reporting of Government-Furnished Property. Aug 2012
252.225-7048 Export-Controlled Items. Jun 2013
252.225-7972 Prohibition on the Procurement of Foreign-Made Unmanned Aircraft Systems. (DEVIATION 2020-O0015) May 2020
252.226-7001 Utilization of Indian Organizations, Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns. Apr 2019
252.227-7015 Technical Data--Commercial Items. Feb 2014
252.227-7016 Rights in Bid or Proposal Information. Jan 2011
252.227-7019 Validation of Asserted Restrictions--Computer Software. Sep 2016
252.227-7025 Limitations on the Use or Disclosure of Government-Furnished Information Marked with Restrictive Legends. May 2013
252.227-7027 Deferred Ordering of Technical Data or Computer Software. Apr 1988
252.227-7030 Technical Data--Withholding of Payment. Mar 2000
252.227-7037 Validation of Restrictive Markings on Technical Data. Sep 2016
252.232-7010 Levies on Contract Payments. Dec 2006
252.232-7017 Accelerating Payments to Small Business Subcontractors-Prohibition on Fees and Consideration. Apr 2020
252.237-7010 Prohibition on Interrogation of Detainees by Contractor Personnel. Jun 2013
252.237-7999 Requirement for Accounting Firms Used to Support Department of Defense Audits (DEVIATION 2019-O0007) Mar 2019
252.242-7006 Accounting System Administration. Feb 2012
252.243-7002 Requests for Equitable Adjustment. Dec 2012
252.244-7000 Subcontracts for Commercial Items. Oct 2020
252.244-7001 Contractor Purchasing System Administration. May 2014
252.245-7002 Reporting Loss of Government Property Jan 2021
252.245-7003 Contractor Property Management System Administration Apr 2012



FAR Clauses Incorporated by Full Text

52.222-26 Equal Opportunity. Sep 2016

As prescribed in 22.810(e), insert the following clause:
EQUAL OPPORTUNITY (SEPT 2016)

(a) Definition. As used in this clause.

Compensation means any payments made to, or on behalf of, an employee or offered to an applicant as remuneration for employment, including but not limited to salary, wages, overtime pay, shift differentials, bonuses, commissions, vacation and holiday pay, allowances, insurance and other benefits, stock options and awards, profit sharing, and retirement.

Compensation information means the amount and type of compensation provided to employees or offered to applicants, including, but not limited to, the desire of the Contractor to attract and retain a particular employee for the value the employee is perceived to add to the Contractor's profit or productivity; the availability of employees with like skills in the marketplace; market research about the worth of similar jobs in the relevant marketplace; job analysis, descriptions, and evaluations; salary and pay structures; salary surveys; labor union agreements; and Contractor decisions, statements and policies related to setting or altering employee compensation.

Essential job functions means the fundamental job duties of the employment position an individual holds. A job function may be considered essential if-

- (1) The access to compensation information is necessary in order to perform that function or another routinely assigned business task; or
- (2) The function or duties of the position include protecting and maintaining the privacy of employee personnel records, including compensation information.

Gender identity has the meaning given by the Department of Labor's Office of Federal Contract Compliance Programs, and is found at http://www.dol.gov/ofccp/LGBT/LGBT_FAQs.html.

Sexual orientation has the meaning given by the Department of Labor's Office of Federal Contract Compliance Programs, and is found at http://www.dol.gov/ofccp/LGBT/LGBT_FAQs.html.

United States, means the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, and Wake Island.

(b) (1) If, during any 12-month period (including the 12 months preceding the award of this contract), the Contractor has been or is awarded nonexempt Federal contracts and/or subcontracts that have an aggregate value in excess of \$10,000, the Contractor shall comply with this clause, except for work performed outside the United States by employees who were not recruited within the United States. Upon request, the Contractor shall provide information necessary to determine the applicability of this clause.

(2) If the Contractor is a religious corporation, association, educational institution, or society, the requirements of this clause do not apply with respect to the employment of individuals of a particular religion to perform work connected with the carrying on of the Contractor's activities (41 CFR 60-1.5).

(c) (1) The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. However, it shall not be a violation of this clause for the Contractor to extend a publicly announced preference



in employment to Indians living on or near an Indian reservation, in connection with employment opportunities on or near an Indian reservation, as permitted by 41 CFR 60-1.5.

(2) The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. This shall include, but not be limited to-

- (i) Employment;
- (ii) Upgrading;
- (iii) Demotion;
- (iv) Transfer;
- (v) Recruitment or recruitment advertising;
- (vi) Layoff or termination;
- (vii) Rates of pay or other forms of compensation; and
- (viii) Selection for training, including apprenticeship.

(3) The Contractor shall post in conspicuous places available to employees and applicants for employment the notices to be provided by the Contracting Officer that explain this clause.

(4) The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(5) (i) The Contractor shall not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This prohibition against discrimination does not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Contractor's legal duty to furnish information.

(ii) The Contractor shall disseminate the prohibition on discrimination in paragraph (c)(5)(i) of this clause, using language prescribed by the Director of the Office of Federal Contract Compliance Programs (OFCCP), to employees and applicants by-

(A) Incorporation into existing employee manuals or handbooks; and

(B) Electronic posting or by posting a copy of the provision in conspicuous places available to employees and applicants for employment.

(6) The Contractor shall send, to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, the notice to be provided by the Contracting Officer advising the labor union or workers' representative of the Contractor's



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commitments under this clause, and post copies of the notice in conspicuous places available to employees and applicants for employment.

(7) The Contractor shall comply with Executive Order 11246, as amended, and the rules, regulations, and orders of the Secretary of Labor.

(8) The Contractor shall furnish to the contracting agency all information required by Executive Order 11246, as amended, and by the rules, regulations, and orders of the Secretary of Labor. The Contractor shall also file Standard Form 100 (EEO-1), or any successor form, as prescribed in 41 CFR Part 60-1. Unless the Contractor has filed within the 12 months preceding the date of contract award, the Contractor shall, within 30 days after contract award, apply to either the regional Office of Federal Contract Compliance Programs (OFCCP) or the local office of the Equal Employment Opportunity Commission for the necessary forms.

(9) The Contractor shall permit access to its premises, during normal business hours, by the contracting agency or the OFCCP for the purpose of conducting on-site compliance evaluations and complaint investigations. The Contractor shall permit the Government to inspect and copy any books, accounts, records (including computerized records), and other material that may be relevant to the matter under investigation and pertinent to compliance with Executive Order 11246, as amended, and rules and regulations that implement the Executive Order.

(10) If the OFCCP determines that the Contractor is not in compliance with this clause or any rule, regulation, or order of the Secretary of Labor, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts, under the procedures authorized in Executive Order 11246, as amended. In addition, sanctions may be imposed and remedies invoked against the Contractor as provided in Executive Order 11246, as amended; in the rules, regulations, and orders of the Secretary of Labor; or as otherwise provided by law.

(11) The Contractor shall include the terms and conditions of this clause in every subcontract or purchase order that is not exempted by the rules, regulations, or orders of the Secretary of Labor issued under Executive Order 11246, as amended, so that these terms and conditions will be binding upon each subcontractor or vendor.

(12) The Contractor shall take such action with respect to any subcontract or purchase order as the Director of OFCCP may direct as a means of enforcing these terms and conditions, including sanctions for noncompliance, provided, that if the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of any direction, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

(d) Notwithstanding any other clause in this contract, disputes relative to this clause will be governed by the procedures in 41 CFR 60-1.

(End of clause)

52.222-35 Equal Opportunity for Veterans. Jun 2020

As prescribed in 22.1310(a)(1), insert the following clause:

EQUAL OPPORTUNITY FOR VETERANS (JUN 2020)

(a) Definitions. As used in this clause-

"Active duty wartime or campaign badge veteran," "Armed Forces service medal veteran," "disabled veteran," "protected veteran," "qualified disabled veteran," and "recently separated veteran" have the meanings given at Federal Acquisition Regulation (FAR) 22.1301.



(b) Equal opportunity clause. The Contractor shall abide by the requirements of the equal opportunity clause at 41 CFR 60-300.5(a), as of March 24, 2014. This clause prohibits discrimination against qualified protected veterans, and requires affirmative action by the Contractor to employ and advance in employment qualified protected veterans.

(c) Subcontracts. The Contractor shall insert the terms of this clause in subcontracts valued at or above the threshold specified in FAR 22.1303(a) on the date of subcontract award, unless exempted by rules, regulations, or orders of the Secretary of Labor. The Contractor shall act as specified by the Director, Office of Federal Contract Compliance Programs, to enforce the terms, including action for noncompliance. Such necessary changes in language may be made as shall be appropriate to identify properly the parties and their undertakings.
(End of clause)

52.222-36 Equal Opportunity for Workers with Disabilities. Jun 2020

As prescribed in 22.1408(a), insert the following clause:

EQUAL OPPORTUNITY FOR WORKERS WITH DISABILITIES (JUN 2020)

(a) Equal opportunity clause. The Contractor shall abide by the requirements of the equal opportunity clause at 41 CFR 60-741.5(a), as of March 24, 2014. This clause prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by the Contractor to employ and advance in employment qualified individuals with disabilities.

(b) Subcontracts. The Contractor shall include the terms of this clause in every subcontract or purchase order in excess of the threshold specified in Federal Acquisition Regulation (FAR) 22.1408(a) on the date of subcontract award, unless exempted by rules, regulations, or orders of the Secretary, so that such provisions will be binding upon each subcontractor or vendor. The Contractor shall act as specified by the Director, Office of Federal Contract Compliance Programs of the U.S. Department of Labor, to enforce the terms, including action for noncompliance. Such necessary changes in language may be made as shall be appropriate to identify properly the parties and their undertakings.
(End of clause)

52.222-40 Notification of Employee Rights Under the National Labor Relations Act. Dec 2010

As prescribed in 22.1605, insert the following clause:

**NOTIFICATION OF EMPLOYEE RIGHTS UNDER THE NATIONAL LABOR RELATIONS ACT
(DEC 2010)**

(a) During the term of this contract, the Contractor shall post an employee notice, of such size and in such form, and containing such content as prescribed by the Secretary of Labor, in conspicuous places in and about its plants and offices where employees covered by the National Labor Relations Act engage in activities relating to the performance of the contract, including all places where notices to employees are customarily posted both physically and electronically, in the languages employees speak, in accordance with 29 CFR 471.2 (d) and (f).

(1) Physical posting of the employee notice shall be in conspicuous places in and about the Contractor's plants and offices so that the notice is prominent and readily seen by employees who are covered by the National Labor Relations Act and engage in activities related to the performance of the contract.

(2) If the Contractor customarily posts notices to employees electronically, then the Contractor shall also post the required notice electronically by displaying prominently, on any website that is maintained by the Contractor and is customarily used for notices to employees about terms and conditions of employment, a link to the Department of Labor's website that contains the full text of the poster. The link to the Department's website, as referenced in (b)(3) of this section,



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must read, "Important Notice about Employee Rights to Organize and Bargain Collectively with Their Employers."

(b) This required employee notice, printed by the Department of Labor, may be-

(1) Obtained from the Division of Interpretations and Standards, Office of Labor-Management Standards, U.S. Department of Labor, 200 Constitution Avenue, NW., Room N-5609, Washington, DC 20210, (202) 693-0123, or from any field office of the Office of Labor-Management Standards or Office of Federal Contract Compliance Programs;

(2) Provided by the Federal contracting agency if requested;

(3) Downloaded from the Office of Labor-Management Standards Web site at <http://www.dol.gov/olms/regs/compliance/EO13496.htm>; or

(4) Reproduced and used as exact duplicate copies of the Department of Labor's official poster.

(c) The required text of the employee notice referred to in this clause is located at Appendix A, Subpart A, 29 CFR Part 471.

(d) The Contractor shall comply with all provisions of the employee notice and related rules, regulations, and orders of the Secretary of Labor.

(e) In the event that the Contractor does not comply with the requirements set forth in paragraphs (a) through (d) of this clause, this contract may be terminated or suspended in whole or in part, and the Contractor may be suspended or debarred in accordance with 29 CFR 471.14 and subpart 9.4. Such other sanctions or remedies may be imposed as are provided by 29 CFR part 471, which implements Executive Order 13496 or as otherwise provided by law.

(f) Subcontracts.

(1) The Contractor shall include the substance of this clause, including this paragraph (f), in every subcontract that exceeds \$10,000 and will be performed wholly or partially in the United States, unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to section 3 of Executive Order 13496 of January 30, 2009, so that such provisions will be binding upon each subcontractor.

(2) The Contractor shall not procure supplies or services in a way designed to avoid the applicability of Executive Order 13496 or this clause.

(3) The Contractor shall take such action with respect to any such subcontract as may be directed by the Secretary of Labor as a means of enforcing such provisions, including the imposition of sanctions for noncompliance.

(4) However, if the Contractor becomes involved in litigation with a subcontractor, or is threatened with such involvement, as a result of such direction, the Contractor may request the United States, through the Secretary of Labor, to enter into such litigation to protect the interests of the United States.

(End of clause)

52.227-11 Patent Rights-Ownership by the Contractor. May 2014

As prescribed in 27.303(b)(1), insert the following clause:

Patent Rights-Ownership by the Contractor (May 2014)

(a) As used in this clause-



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Invention means any invention or discovery that is or may be patentable or otherwise protectable under title 35 of the U.S. Code, or any variety of plant that is or may be protectable under the Plant Variety Protection Act (7 U.S.C. 2321, et seq.)

Made means-

(1) When used in relation to any invention other than a plant variety, the conception or first actual reduction to practice of the invention; or

(2) When used in relation to a plant variety, that the Contractor has at least tentatively determined that the variety has been reproduced with recognized characteristics.

Nonprofit organization means a university or other institution of higher education or an organization of the type described in section 501(c)(3) of the Internal Revenue Code of 1954 (26 U.S.C. 501(c)) and exempt from taxation under section 501(a) of the Internal Revenue Code (26 U.S.C. 501(a)), or any nonprofit scientific or educational organization qualified under a State nonprofit organization statute.

"Practical application" means to manufacture, in the case of a composition of product; to practice, in the case of a process or method; or to operate, in the case of a machine or system; and, in each case, under such conditions as to establish that the invention is being utilized and that its benefits are, to the extent permitted by law or Government regulations, available to the public on reasonable terms.

Subject invention means any invention of the Contractor made in the performance of work under this contract.

(b) Contractor's rights.

(1) Ownership. The Contractor may retain ownership of each subject invention throughout the world in accordance with the provisions of this clause.

(2) License.

(i) The Contractor shall retain a nonexclusive royalty-free license throughout the world in each subject invention to which the Government obtains title, unless the Contractor fails to disclose the invention within the times specified in paragraph (c) of this clause. The Contractor's license extends to any domestic subsidiaries and affiliates within the corporate structure of which the Contractor is a part, and includes the right to grant sublicenses to the extent the Contractor was legally obligated to do so at contract award. The license is transferable only with the written approval of the agency, except when transferred to the successor of that part of the Contractor's business to which the invention pertains.

(ii) The Contractor's license may be revoked or modified by the agency to the extent necessary to achieve expeditious practical application of the subject invention in a particular country in accordance with the procedures in FAR 27.302(i)(2) and 27.304-1(f).

(c) Contractor's obligations.

(1) The Contractor shall disclose in writing each subject invention to the Contracting Officer within 2 months after the inventor discloses it in writing to Contractor personnel responsible for patent matters. The disclosure shall identify the inventor(s) and this contract under which the subject invention was made. It shall be sufficiently complete in technical detail to convey a clear understanding of the subject invention. The disclosure shall also



identify any publication, on sale (i.e., sale or offer for sale), or public use of the subject invention, or whether a manuscript describing the subject invention has been submitted for publication and, if so, whether it has been accepted for publication. In addition, after disclosure to the agency, the Contractor shall promptly notify the Contracting Officer of the acceptance of any manuscript describing the subject invention for publication and any on sale or public use.

(2) The Contractor shall elect in writing whether or not to retain ownership of any subject invention by notifying the Contracting Officer within 2 years of disclosure to the agency. However, in any case where publication, on sale, or public use has initiated the 1-year statutory period during which valid patent protection can be obtained in the United States, the period for election of title may be shortened by the agency to a date that is no more than 60 days prior to the end of the statutory period.

(3) The Contractor shall file either a provisional or a nonprovisional patent application or a Plant Variety Protection Application on an elected subject invention within 1 year after election. However, in any case where a publication, on sale, or public use has initiated the 1-year statutory period during which valid patent protection can be obtained in the United States, the Contractor shall file the application prior to the end of that statutory period. If the Contractor files a provisional application, it shall file a nonprovisional application within 10 months of the filing of the provisional application. The Contractor shall file patent applications in additional countries or international patent offices within either 10 months of the first filed patent application (whether provisional or nonprovisional) or 6 months from the date permission is granted by the Commissioner of Patents to file foreign patent applications where such filing has been prohibited by a Secrecy Order.

(4) The Contractor may request extensions of time for disclosure, election, or filing under paragraphs (c)(1), (c)(2), and (c)(3) of this clause.

(d) Government's rights-

(1) Ownership. The Contractor shall assign to the agency, on written request, title to any subject invention-

(i) If the Contractor fails to disclose or elect ownership to the subject invention within the times specified in paragraph (c) of this clause, or elects not to retain ownership; provided, that the agency may request title only within 60 days after learning of the Contractor's failure to disclose or elect within the specified times.

(ii) In those countries in which the Contractor fails to file patent applications within the times specified in paragraph (c) of this clause; provided, however, that if the Contractor has filed a patent application in a country after the times specified in paragraph (c) of this clause, but prior to its receipt of the written request of the agency, the Contractor shall continue to retain ownership in that country.

(iii) In any country in which the Contractor decides not to continue the prosecution of any application for, to pay the maintenance fees on, or defend in reexamination or opposition proceeding on, a patent on a subject invention.

(2) License. If the Contractor retains ownership of any subject invention, the Government shall have a nonexclusive, nontransferable, irrevocable, paid-up license to practice, or have practiced for or on its behalf, the subject invention throughout the world.

(e) Contractor action to protect the Government's interest.



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(1) The Contractor shall execute or have executed and promptly deliver to the agency all instruments necessary to-

(i) Establish or confirm the rights the Government has throughout the world in those subject inventions in which the Contractor elects to retain ownership; and

(ii) Assign title to the agency when requested under paragraph (d) of this clause and to enable the Government to obtain patent protection and plant variety protection for that subject invention in any country.

(2) The Contractor shall require, by written agreement, its employees, other than clerical and nontechnical employees, to disclose promptly in writing to personnel identified as responsible for the administration of patent matters and in the Contractor's format, each subject invention in order that the Contractor can comply with the disclosure provisions of paragraph (c) of this clause, and to execute all papers necessary to file patent applications on subject inventions and to establish the Government's rights in the subject inventions. The disclosure format should require, as a minimum, the information required by paragraph (c)(1) of this clause. The Contractor shall instruct such employees, through employee agreements or other suitable educational programs, as to the importance of reporting inventions in sufficient time to permit the filing of patent applications prior to U.S. or foreign statutory bars.

(3) The Contractor shall notify the Contracting Officer of any decisions not to file a nonprovisional patent application, continue the prosecution of a patent application, pay maintenance fees, or defend in a reexamination or opposition proceeding on a patent, in any country, not less than 30 days before the expiration of the response or filing period required by the relevant patent office.

(4) The Contractor shall include, within the specification of any United States nonprovisional patent or plant variety protection application and any patent or plant variety protection certificate issuing thereon covering a subject invention, the following statement, "This invention was made with Government support under (identify the contract) awarded by (identify the agency). The Government has certain rights in the invention."

(f) Reporting on utilization of subject inventions. The Contractor shall submit, on request, periodic reports no more frequently than annually on the utilization of a subject invention or on efforts at obtaining utilization of the subject invention that are being made by the Contractor or its licensees or assignees. The reports shall include information regarding the status of development, date of first commercial sale or use, gross royalties received by the Contractor, and other data and information as the agency may reasonably specify. The Contractor also shall provide additional reports as may be requested by the agency in connection with any march-in proceeding undertaken by the agency in accordance with paragraph (h) of this clause. The Contractor also shall mark any utilization report as confidential/proprietary to help prevent inadvertent release outside the Government. As required by 35 U.S.C. 202(c)(5), the agency will not disclose that information to persons outside the Government without the Contractor's permission.

(g) Preference for United States industry. Notwithstanding any other provision of this clause, neither the Contractor nor any assignee shall grant to any person the exclusive right to use or sell any subject invention in the United States unless the person agrees that any products embodying the subject invention or produced through the use of the subject invention will be manufactured substantially in the United States. However, in individual cases, the requirement for an agreement may be waived by the agency upon a showing by the Contractor or its assignee that reasonable but unsuccessful efforts have been made to grant licenses on similar terms to potential licensees that would be likely to manufacture substantially in the United States, or that under the circumstances domestic manufacture is not commercially feasible.



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(h) **March-in rights.** The Contractor acknowledges that, with respect to any subject invention in which it has retained ownership, the agency has the right to require licensing pursuant to 35 U.S.C. 203 and 210(c), and in accordance with the procedures in 37 CFR 401.6 and any supplemental regulations of the agency in effect on the date of contract award.

(i) **Special provisions for contracts with nonprofit organizations.** If the Contractor is a nonprofit organization, it shall-

(1) Not assign rights to a subject invention in the United States without the written approval of the agency, except where an assignment is made to an organization that has as one of its primary functions the management of inventions, provided, that the assignee shall be subject to the same provisions as the Contractor;

(2) Share royalties collected on a subject invention with the inventor, including Federal employee co-inventors (but through their agency if the agency deems it appropriate) when the subject invention is assigned in accordance with 35U.S.C.202(e) and 37 CFR 401.10;

(3) Use the balance of any royalties or income earned by the Contractor with respect to subject inventions, after payment of expenses (including payments to inventors) incidental to the administration of subject inventions for the support of scientific research or education; and

(4) Make efforts that are reasonable under the circumstances to attract licensees of subject inventions that are small business concerns, and give a preference to a small business concern when licensing a subject invention if the Contractor determines that the small business concern has a plan or proposal for marketing the invention which, if executed, is equally as likely to bring the invention to practical application as any plans or proposals from applicants that are not small business concerns; provided, that the Contractor is also satisfied that the small business concern has the capability and resources to carry out its plan or proposal. The decision whether to give a preference in any specific case will be at the discretion of the Contractor.

(5) Allow the Secretary of Commerce to review the Contractor's licensing program and decisions regarding small business applicants, and negotiate changes to its licensing policies, procedures, or practices with the Secretary of Commerce when the Secretary's review discloses that the Contractor could take reasonable steps to more effectively implement the requirements of paragraph (i)(4) of this clause.

(j) **Communications.** Let the Contracting Officer know.[Complete according to agency instructions.]

(k) **Subcontracts.**

(1) The Contractor shall include the substance of this clause, including this paragraph (k), in all subcontracts for experimental, developmental, or research work to be performed by a small business concern or nonprofit organization.

(2) The Contractor shall include in all other subcontracts for experimental, developmental, or research work the substance of the patent rights clause required by FAR subpart 27.3.

(3) At all tiers, the patent rights clause must be modified to identify the parties as follows: references to the Government are not changed, and the subcontractor has all rights and obligations of the Contractor in the clause. The Contractor shall not, as part of the consideration for awarding the subcontract, obtain rights in the subcontractor's subject inventions.

(4) In subcontracts, at any tier, the agency, the subcontractor, and the Contractor agree that the mutual obligations of the parties created by this clause constitute a contract between the



subcontractor and the agency with respect to the matters covered by the clause; provided, however, that nothing in this paragraph is intended to confer any jurisdiction under the Contract Disputes statute in connection with proceedings under paragraph (h) of this clause.
(End of clause)

52.244-2 Subcontracts. Jun 2020

As prescribed in 44.204(a)(1), insert the following clause:

Subcontracts (Jun 2020)

(a) Definitions. As used in this clause-

"Approved purchasing system" means a Contractor's purchasing system that has been reviewed and approved in accordance with part 44 of the Federal Acquisition Regulation (FAR).

"Consent to subcontract" means the Contracting Officer's written consent for the Contractor to enter into a particular subcontract.

Subcontract means any contract, as defined in FAR subpart 2.1, entered into by a subcontractor to furnish supplies or services for performance of the prime contract or a subcontract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.

- (b) When this clause is included in a fixed-price type contract, consent to subcontract is required only on unpriced contract actions (including unpriced modifications or unpriced delivery orders), and only if required in accordance with paragraph (c) or (d) of this clause.
- (c) If the Contractor does not have an approved purchasing system, consent to subcontract is required for any subcontract that-

(1) Is of the costreimbursement, time-and-materials, or labor-hour type; or

(2) Is fixed-price and exceeds- (i) For a contract awarded by the Department of Defense, the Coast Guard, or the National Aeronautics and Space Administration, the greater of the simplified acquisition threshold, as defined in FAR 2.101 on the date of subcontract award, or 5 percent of the total estimated cost of the contract; or (ii) For a contract awarded by a civilian agency other than the Coast Guard and the National Aeronautics and Space Administration, either the simplified acquisition threshold, as defined in FAR 2.101 on the date of subcontract award, or 5 percent of the total estimated cost of the contract.

(d) If the Contractor has an approved purchasing system, the Contractor nevertheless shall obtain the Contracting Officer's written consent before placing the following subcontracts: TBD

(e) (1) The Contractor shall notify the Contracting Officer reasonably in advance of placing any subcontract or modification thereof for which consent is required under paragraph (b), (c), or (d) of this clause, including the following information:

(i) A description of the supplies or services to be subcontracted.

(ii) Identification of the type of subcontract to be used.

(iii) Identification of the proposed subcontractor.

(iv) The proposed subcontract price.



- (v) The subcontractor's current, complete, and accurate certified cost or pricing data and Certificate of Current Cost or Pricing Data, if required by other contract provisions.
- (vi) The subcontractor's Disclosure Statement or Certificate relating to Cost Accounting Standards when such data are required by other provisions of this contract.
- (vii) A negotiation memorandum reflecting-
 - (A) The principal elements of the subcontract price negotiations;
 - (B) The most significant considerations controlling establishment of initial or revised prices;
 - (C) The reason certified cost or pricing data were or were not required;
 - (D) The extent, if any, to which the Contractor did not rely on the subcontractor's certified cost or pricing data in determining the price objective and in negotiating the final price;
 - (E) The extent to which it was recognized in the negotiation that the subcontractor's certified cost or pricing data were not accurate, complete, or current; the action taken by the Contractor and the subcontractor; and the effect of any such defective data on the total price negotiated;
 - (F) The reasons for any significant difference between the Contractor's price objective and the price negotiated; and
 - (G) A complete explanation of the incentive fee or profit plan when incentives are used. The explanation shall identify each critical performance element, management decisions used to quantify each incentive element, reasons for the incentives, and a summary of all trade-off possibilities considered.
- (2) The Contractor is not required to notify the Contracting Officer in advance of entering into any subcontract for which consent is not required under paragraph (b), (c), or (d) of this clause.
 - (f) Unless the consent or approval specifically provides otherwise, neither consent by the Contracting Officer to any subcontract nor approval of the Contractor's purchasing system shall constitute a determination-
 - (1) Of the acceptability of any subcontract terms or conditions;
 - (2) Of the allowability of any cost under this contract; or
 - (3) To relieve the Contractor of any responsibility for performing this contract.
 - (g) No subcontract or modification thereof placed under this contract shall provide for payment on a cost-plus-a-percentage-of-cost basis, and any fee payable under cost-reimbursement type subcontracts shall not exceed the fee limitations in FAR 15.404-4(c)(4)(i).
 - (h) The Contractor shall give the Contracting Officer immediate written notice of any action or suit filed and prompt notice of any claim made against the Contractor by any subcontractor or vendor that, in the opinion of the Contractor, may result in litigation related in any way to this contract, with respect to which the Contractor may be entitled to reimbursement from the Government.



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(i) The Government reserves the right to review the Contractor's purchasing system as set forth in FAR subpart 44.3.

(j) Paragraphs (c) and (e) of this clause do not apply to the following subcontracts, which were evaluated during negotiations: **Southern University - \$594,934.89**. University of District of Columbia - TBD .

(End of clause)

52.252-2 Clauses Incorporated by Reference. Feb 1998

As prescribed in 52.107(b), insert the following clause:
Clauses Incorporated By Reference (Feb 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<https://www.acquisition.gov>

(End of clause)

DFARS Clauses Incorporated by Full Text

252.227-7013 Rights in Technical Data--Noncommercial Items. Feb 2014

As prescribed in 227.7103-6(a), use the following clause:

RIGHTS IN TECHNICAL DATA--NONCOMMERCIAL ITEMS (FEB 2014)

(a) Definitions. As used in this clause-

(1) "Computer data base" means a collection of data recorded in a form capable of being processed by a computer. The term does not include computer software.

(2) "Computer program" means a set of instructions, rules, or routines recorded in a form that is capable of causing a computer to perform a specific operation or series of operations.

(3) "Computer software" means computer programs, source code, source code listings, object code listings, design details, algorithms, processes, flow charts, formulae and related material that would enable the software to be reproduced, recreated, or recompiled. Computer software does not include computer data bases or computer software documentation.

(4) "Computer software documentation" means owner's manuals, user's manuals, installation instructions, operating instructions, and other similar items, regardless of storage medium, that explain the capabilities of the computer software or provide instructions for using the software.

(5) "Covered Government support contractor" means a contractor (other than a litigation support contractor covered by 252.204-7014) under a contract, the primary purpose of which is to furnish independent and impartial advice or technical assistance directly to the Government in support of the Government's management and oversight of a program or effort (rather than to directly furnish an end item or service to accomplish a program or effort), provided that the contractor-

(i) Is not affiliated with the prime contractor or a first-tier subcontractor on the program or effort, or with any direct competitor of such prime contractor or any such first-tier subcontractor in furnishing end items or services of the type developed or produced on the program or effort; and



(ii) Receives access to technical data or computer software for performance of a Government contract that contains the clause at 252.227-7025, Limitations on the Use or Disclosure of Government-Furnished Information Marked with Restrictive Legends.

(6) "Detailed manufacturing or process data" means technical data that describe the steps, sequences, and conditions of manufacturing, processing or assembly used by the manufacturer to produce an item or component or to perform a process.

(7) "Developed" means that an item, component, or process exists and is workable. Thus, the item or component must have been constructed or the process practiced. Workability is generally established when the item, component, or process has been analyzed or tested sufficiently to demonstrate to reasonable people skilled in the applicable art that there is a high probability that it will operate as intended. Whether, how much, and what type of analysis or testing is required to establish workability depends on the nature of the item, component, or process, and the state of the art. To be considered "developed," the item, component, or process need not be at the stage where it could be offered for sale or sold on the commercial market, nor must the item, component, or process be actually reduced to practice within the meaning of Title 35 of the United States Code.

(8) "Developed exclusively at private expense" means development was accomplished entirely with costs charged to indirect cost pools, costs not allocated to a government contract, or any combination thereof.

(i) Private expense determinations should be made at the lowest practicable level.

(ii) Under fixed-price contracts, when total costs are greater than the firm-fixed-price or ceiling price of the contract, the additional development costs necessary to complete development shall not be considered when determining whether development was at government, private, or mixed expense.

(9) "Developed exclusively with government funds" means development was not accomplished exclusively or partially at private expense.

(10) "Developed with mixed funding" means development was accomplished partially with costs charged to indirect cost pools and/or costs not allocated to a government contract, and partially with costs charged directly to a government contract.

(11) "Form, fit, and function data" means technical data that describes the required overall physical, functional, and performance characteristics (along with the qualification requirements, if applicable) of an item, component, or process to the extent necessary to permit identification of physically and functionally interchangeable items.

(12) "Government purpose" means any activity in which the United States Government is a party, including cooperative agreements with international or multi-national defense organizations, or sales or transfers by the United States Government to foreign governments or international organizations. Government purposes include competitive procurement, but do not include the rights to use, modify, reproduce, release, perform, display, or disclose technical data for commercial purposes or authorize others to do so.

(13) "Government purpose rights" means the rights to-

(i) Use, modify, reproduce, release, perform, display, or disclose technical data within the Government without restriction; and

(ii) Release or disclose technical data outside the Government and authorize persons to whom release or disclosure has been made to use, modify, reproduce, release, perform, display, or disclose that data for United States government purposes.



(14) "Limited rights" means the rights to use, modify, reproduce, release, perform, display, or disclose technical data, in whole or in part, within the Government. The Government may not, without the written permission of the party asserting limited rights, release or disclose the technical data outside the Government, use the technical data for manufacture, or authorize the technical data to be used by another party, except that the Government may reproduce, release, or disclose such data or authorize the use or reproduction of the data by persons outside the Government if-

(i) The reproduction, release, disclosure, or use is-

(A) Necessary for emergency repair and overhaul; or

(B) A release or disclosure to-

(1) A covered Government support contractor in performance of its covered Government support contract for use, modification, reproduction, performance, display, or release or disclosure to a person authorized to receive limited rights technical data; or

(2) A foreign government, of technical data other than detailed manufacturing or process data, when use of such data by the foreign government is in the interest of the Government and is required for evaluational or informational purposes;

(ii) The recipient of the technical data is subject to a prohibition on the further reproduction, release, disclosure, or use of the technical data; and

(iii) The contractor or subcontractor asserting the restriction is notified of such reproduction, release, disclosure, or use.

(15) "Technical data" means recorded information, regardless of the form or method of the recording, of a scientific or technical nature (including computer software documentation). The term does not include computer software or data incidental to contract administration, such as financial and/or management information.

(16) "Unlimited rights" means rights to use, modify, reproduce, perform, display, release, or disclose technical data in whole or in part, in any manner, and for any purpose whatsoever, and to have or authorize others to do so.

(b) Rights in technical data. The Contractor grants or shall obtain for the Government the following royalty free, world-wide, nonexclusive, irrevocable license rights in technical data other than computer software documentation (see the Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation clause of this contract for rights in computer software documentation):

(1) Unlimited rights. The Government shall have unlimited rights in technical data that are-

(i) Data pertaining to an item, component, or process which has been or will be developed exclusively with Government funds;

(ii) Studies, analyses, test data, or similar data produced for this contract, when the study, analysis, test, or similar work was specified as an element of performance;

(iii) Created exclusively with Government funds in the performance of a contract that does not require the development, manufacture, construction, or production of items, components, or processes;



- (iv) Form, fit, and function data;
- (v) Necessary for installation, operation, maintenance, or training purposes (other than detailed manufacturing or process data);
- (vi) Corrections or changes to technical data furnished to the Contractor by the Government;
- (vii) Otherwise publicly available or have been released or disclosed by the Contractor or subcontractor without restrictions on further use, release or disclosure, other than a release or disclosure resulting from the sale, transfer, or other assignment of interest in the technical data to another party or the sale or transfer of some or all of a business entity or its assets to another party;
- (viii) Data in which the Government has obtained unlimited rights under another Government contract or as a result of negotiations; or
- (ix) Data furnished to the Government, under this or any other Government contract or subcontract thereunder, with-
 - (A) Government purpose license rights or limited rights and the restrictive condition(s) has/have expired; or
 - (B) Government purpose rights and the Contractor's exclusive right to use such data for commercial purposes has expired.
- (2) Government purpose rights.
 - (i) The Government shall have government purpose rights for a five-year period, or such other period as may be negotiated, in technical data-
 - (A) That pertain to items, components, or processes developed with mixed funding except when the Government is entitled to unlimited rights in such data as provided in paragraphs (b)(1)(ii) and (b)(1)(iv) through (b)(1)(ix) of this clause; or
 - (B) Created with mixed funding in the performance of a contract that does not require the development, manufacture, construction, or production of items, components, or processes.
 - (ii) The five-year period, or such other period as may have been negotiated, shall commence upon execution of the contract, subcontract, letter contract (or similar contractual instrument), contract modification, or option exercise that required development of the items, components, or processes or creation of the data described in paragraph (b)(2)(i)(B) of this clause. Upon expiration of the five-year or other negotiated period, the Government shall have unlimited rights in the technical data.
 - (iii) The Government shall not release or disclose technical data in which it has government purpose rights unless-
 - (A) Prior to release or disclosure, the intended recipient is subject to the non-disclosure agreement at 227.7103-7 of the Defense Federal Acquisition Regulation Supplement (DFARS); or
 - (B) The recipient is a Government contractor receiving access to the data for performance of a Government contract that contains the clause at DFARS 252.227-7025, Limitations on the Use or Disclosure of Government-Furnished Information Marked with Restrictive Legends.



(iv) The Contractor has the exclusive right, including the right to license others, to use technical data in which the Government has obtained government purpose rights under this contract for any commercial purpose during the time period specified in the government purpose rights legend prescribed in paragraph (f)(2) of this clause.

(3) Limited rights.

(i) Except as provided in paragraphs (b)(1)(ii) and (b)(1)(iv) through (b)(1)(ix) of this clause, the Government shall have limited rights in technical data-

(A) Pertaining to items, components, or processes developed exclusively at private expense and marked with the limited rights legend prescribed in paragraph (f) of this clause; or

(B) Created exclusively at private expense in the performance of a contract that does not require the development, manufacture, construction, or production of items, components, or processes.

(ii) The Government shall require a recipient of limited rights data for emergency repair or overhaul to destroy the data and all copies in its possession promptly following completion of the emergency repair/overhaul and to notify the Contractor that the data have been destroyed.

(iii) The Contractor, its subcontractors, and suppliers are not required to provide the Government additional rights to use, modify, reproduce, release, perform, display, or disclose technical data furnished to the Government with limited rights. However, if the Government desires to obtain additional rights in technical data in which it has limited rights, the Contractor agrees to promptly enter into negotiations with the Contracting Officer to determine whether there are acceptable terms for transferring such rights. All technical data in which the Contractor has granted the Government additional rights shall be listed or described in a license agreement made part of the contract. The license shall enumerate the additional rights granted the Government in such data.

(iv) The Contractor acknowledges that-

(A) Limited rights data are authorized to be released or disclosed to covered Government support contractors;

(B) The Contractor will be notified of such release or disclosure;

(C) The Contractor (or the party asserting restrictions as identified in the limited rights legend) may require each such covered Government support contractor to enter into a non-disclosure agreement directly with the Contractor (or the party asserting restrictions) regarding the covered Government support contractor's use of such data, or alternatively, that the Contractor (or party asserting restrictions) may waive in writing the requirement for a non-disclosure agreement; and

(D) Any such non-disclosure agreement shall address the restrictions on the covered Government support contractor's use of the limited rights data as set forth in the clause at 252.227-7025, Limitations on the Use or Disclosure of Government- Furnished Information Marked with Restrictive Legends. The non-disclosure agreement shall not include any additional terms and conditions unless mutually agreed to by the parties to the non-disclosure agreement.

(4) Specifically negotiated license rights. The standard license rights granted to the Government under paragraphs (b)(1) through (b)(3) of this clause, including the period during which the Government shall have government purpose rights in technical data, may be modified by mutual agreement to provide such rights as the parties consider appropriate but shall not provide the



Government lesser rights than are enumerated in paragraph (a)(14) of this clause. Any rights so negotiated shall be identified in a license agreement made part of this contract.

(5) Prior government rights. Technical data that will be delivered, furnished, or otherwise provided to the Government under this contract, in which the Government has previously obtained rights shall be delivered, furnished, or provided with the pre-existing rights, unless-

(i) The parties have agreed otherwise; or

(ii) Any restrictions on the Government's rights to use, modify, reproduce, release, perform, display, or disclose the data have expired or no longer apply.

(6) Release from liability. The Contractor agrees to release the Government from liability for any release or disclosure of technical data made in accordance with paragraph (a)(14) or (b)(2)(iii) of this clause, in accordance with the terms of a license negotiated under paragraph (b)(4) of this clause, or by others to whom the recipient has released or disclosed the data and to seek relief solely from the party who has improperly used, modified, reproduced, released, performed, displayed, or disclosed Contractor data marked with restrictive legends.

(c) Contractor rights in technical data. All rights not granted to the Government are retained by the Contractor.

(d) Third party copyrighted data. The Contractor shall not, without the written approval of the Contracting Officer, incorporate any copyrighted data in the technical data to be delivered under this contract unless the Contractor is the copyright owner or has obtained for the Government the license rights necessary to perfect a license or licenses in the deliverable data of the appropriate scope set forth in paragraph (b) of this clause, and has affixed a statement of the license or licenses obtained on behalf of the Government and other persons to the data transmittal document.

(e) Identification and delivery of data to be furnished with restrictions on use, release, or disclosure.

(1) This paragraph does not apply to restrictions based solely on copyright.

(2) Except as provided in paragraph (e)(3) of this clause, technical data that the Contractor asserts should be furnished to the Government with restrictions on use, release, or disclosure are identified in an attachment to this contract (the Attachment). The Contractor shall not deliver any data with restrictive markings unless the data are listed on the Attachment.

(3) In addition to the assertions made in the Attachment, other assertions may be identified after award when based on new information or inadvertent omissions unless the inadvertent omissions would have materially affected the source selection decision. Such identification and assertion shall be submitted to the Contracting Officer as soon as practicable prior to the scheduled date for delivery of the data, in the following format, and signed by an official authorized to contractually obligate the Contractor:
Identification and Assertion of Restrictions on the Government's Use, Release, or Disclosure of Technical Data. The Contractor asserts for itself, or the persons identified below, that the Government's rights to use, release, or disclose the following technical data should be restricted-

Technical Data Name of Person to be Furnished Basis for Asserted Rights Asserting
With Restrictions* Assertion** Category*** Restrictions****
Incorporate(LIST) By Reference(LIST) ____ (LIST) ____ (LIST)



*If the assertion is applicable to items, components, or processes developed at private expense, identify both the data and each such item, component, or process.

**Generally, the development of an item, component, or process at private expense, either exclusively or partially, is the only basis for asserting restrictions on the Government's rights to use, release, or disclose technical data pertaining to such items, components, or processes. Indicate whether development was exclusively or partially at private expense. If development was not at private expense, enter the specific reason for asserting that the Government's rights should be restricted.

***Enter asserted rights category (e.g., government purpose license rights from a prior contract, rights in SBIR data generated under another contract, limited or government purpose rights under this or a prior contract, or specifically negotiated licenses).

****Corporation, individual, or other person, as appropriate.

Date _____
Printed Name and Title _____

Signature _____
(End of identification and assertion)

(4) When requested by the Contracting Officer, the Contractor shall provide sufficient information to enable the Contracting Officer to evaluate the Contractor's assertions. The Contracting Officer reserves the right to add the Contractor's assertions to the Attachment and validate any listed assertion, at a later date, in accordance with the procedures of the Validation of Restrictive Markings on Technical Data clause of this contract.

(f) Marking requirements. The Contractor, and its subcontractors or suppliers, may only assert restrictions on the Government's rights to use, modify, reproduce, release, perform, display, or disclose technical data to be delivered under this contract by marking the deliverable data subject to restriction. Except as provided in paragraph (f)(5) of this clause, only the following legends are authorized under this contract: the government purpose rights legend at paragraph (f)(2) of this clause; the limited rights legend at paragraph (f)(3) of this clause; or the special license rights legend at paragraph (f)(4) of this clause; and/or a notice of copyright as prescribed under 17 U.S.C. 401 or 402.

(1) General marking instructions. The Contractor, or its subcontractors or suppliers, shall conspicuously and legibly mark the appropriate legend on all technical data that qualify for such markings. The authorized legends shall be placed on the transmittal document or storage container and, for printed material, each page of the printed material containing technical data for which restrictions are asserted. When only portions of a page of printed material are subject to the asserted restrictions, such portions shall be identified by circling, underscoring, with a note, or other appropriate identifier. Technical data transmitted directly from one computer or computer terminal to another shall contain a notice of asserted restrictions. Reproductions of technical data or any portions thereof subject to asserted restrictions shall also reproduce the asserted restrictions.

(2) Government purpose rights markings. Data delivered or otherwise furnished to the Government with government purpose rights shall be marked as follows:



Subcontractor: **Southern University at New Orleans**
Subcontract No: **SA-2022-2174-SUNO**

GOVERNMENT PURPOSE RIGHTS

Contract No. ____
Contractor Name ____
Contractor Address ____

Expiration Date ____

The Government's rights to use, modify, reproduce, release, perform, display, or disclose these technical data are restricted by paragraph (b)(2) of the Rights in Technical Data-Noncommercial Items clause contained in the above identified contract. No restrictions apply after the expiration date shown above. Any reproduction of technical data or portions thereof marked with this legend must also reproduce the markings.
(End of legend)

(3) Limited rights markings. Data delivered or otherwise furnished to the Government with limited rights shall be marked with the following legend:

LIMITED RIGHTS

Contract No. ____
Contractor Name ____
Contractor Address ____

The Government's rights to use, modify, reproduce, release, perform, display, or disclose these technical data are restricted by paragraph (b)(3) of the Rights in Technical Data--Noncommercial Items clause contained in the above identified contract. Any reproduction of technical data or portions thereof marked with this legend must also reproduce the markings. Any person, other than the Government, who has been provided access to such data must promptly notify the above named Contractor.

(End of legend)

(4) Special license rights markings.

(i) Data in which the Government's rights stem from a specifically negotiated license shall be marked with the following legend:

SPECIAL LICENSE RIGHTS

The Government's rights to use, modify, reproduce, release, perform, display, or disclose these data are restricted by Contract No. ____ (Insert contract number) ____, License No. ____ (Insert license identifier) ____. Any reproduction of technical data or portions thereof marked with this legend must also reproduce the markings.

(End of legend)

(ii) For purposes of this clause, special licenses do not include government purpose license rights acquired under a prior contract (see paragraph (b)(5) of this clause).

(5) Pre-existing data markings. If the terms of a prior contract or license permitted the Contractor to restrict the Government's rights to use, modify, reproduce, release, perform, display, or disclose technical data deliverable under this contract, and those restrictions are still applicable, the Contractor



may mark such data with the appropriate restrictive legend for which the data qualified under the prior contract or license. The marking procedures in paragraph (f)(1) of this clause shall be followed.

(g) Contractor procedures and records. Throughout performance of this contract, the Contractor and its subcontractors or suppliers that will deliver technical data with other than unlimited rights, shall-

(1) Have, maintain, and follow written procedures sufficient to assure that restrictive markings are used only when authorized by the terms of this clause; and

(2) Maintain records sufficient to justify the validity of any restrictive markings on technical data delivered under this contract.

(h) Removal of unjustified and nonconforming markings.

(1) Unjustified technical data markings. The rights and obligations of the parties regarding the validation of restrictive markings on technical data furnished or to be furnished under this contract are contained in the Validation of Restrictive Markings on Technical Data clause of this contract. Notwithstanding any provision of this contract concerning inspection and acceptance, the Government may ignore or, at the Contractor's expense, correct or strike a marking if, in accordance with the procedures in the Validation of Restrictive Markings on Technical Data clause of this contract, a restrictive marking is determined to be unjustified.

(2) Nonconforming technical data markings. A nonconforming marking is a marking placed on technical data delivered or otherwise furnished to the Government under this contract that is not in the format authorized by this contract. Correction of nonconforming markings is not subject to the Validation of Restrictive Markings on Technical Data clause of this contract. If the Contracting Officer notifies the Contractor of a nonconforming marking and the Contractor fails to remove or correct such marking within sixty (60) days, the Government may ignore or, at the Contractor's expense, remove or correct any nonconforming marking.

(i) Relation to patents. Nothing contained in this clause shall imply a license to the Government under any patent or be construed as affecting the scope of any license or other right otherwise granted to the Government under any patent.

(j) Limitation on charges for rights in technical data.

(1) The Contractor shall not charge to this contract any cost, including, but not limited to, license fees, royalties, or similar charges, for rights in technical data to be delivered under this contract when-

(i) The Government has acquired, by any means, the same or greater rights in the data; or

(ii) The data are available to the public without restrictions.

(2) The limitation in paragraph (j)(1) of this clause-

(i) Includes costs charged by a subcontractor or supplier, at any tier, or costs incurred by the Contractor to acquire rights in subcontractor or supplier technical data, if the subcontractor or supplier has been paid for such rights under any other Government contract or under a license conveying the rights to the Government; and



(ii) Does not include the reasonable costs of reproducing, handling, or mailing the documents or other media in which the technical data will be delivered.

(k) Applicability to subcontractors or suppliers.

(1) The Contractor shall ensure that the rights afforded its subcontractors and suppliers under 10 U.S.C. 2320, 10 U.S.C. 2321, and the identification, assertion, and delivery processes of paragraph (e) of this clause are recognized and protected.

(2) Whenever any technical data for noncommercial items, or for commercial items developed in any part at Government expense, is to be obtained from a subcontractor or supplier for delivery to the Government under this contract, the Contractor shall use this same clause in the subcontract or other contractual instrument, including subcontracts or other contractual instruments for commercial items, and require its subcontractors or suppliers to do so, without alteration, except to identify the parties. This clause will govern the technical data pertaining to noncommercial items or to any portion of a commercial item that was developed in any part at Government expense, and the clause at 252.227-7015 will govern the technical data pertaining to any portion of a commercial item that was developed exclusively at private expense. No other clause shall be used to enlarge or diminish the Government's, the Contractor's, or a higher-tier subcontractor's or supplier's rights in a subcontractor's or supplier's technical data.

(3) Technical data required to be delivered by a subcontractor or supplier shall normally be delivered to the next higher-tier contractor, subcontractor, or supplier. However, when there is a requirement in the prime contract for data which may be submitted with other than unlimited rights by a subcontractor or supplier, then said subcontractor or supplier may fulfill its requirement by submitting such data directly to the Government, rather than through a higher-tier contractor, subcontractor, or supplier.

(4) The Contractor and higher-tier subcontractors or suppliers shall not use their power to award contracts as economic leverage to obtain rights in technical data from their subcontractors or suppliers.

(5) In no event shall the Contractor use its obligation to recognize and protect subcontractor or supplier rights in technical data as an excuse for failing to satisfy its contractual obligation to the Government.

(End of clause)



Dr. Donald R. Andrews, Dean
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President-Chancellor Dennis Shields
Southern University and A&M College System
4th Floor – J. S. Clark Administration Building
Baton Rouge, La. 70813

SUBJECT: Business Executive Exchange Program (BEEP) Memorandum of Understanding

President Shields,

The Southern University College of Business and the National Urban League (NUL) have worked together in years past offering student services through the Business Executive Exchange Program (BEEP). The services included internships, career fairs, corporate executive exchange and mentoring services inside and outside of the classroom. The program was discontinued, but is now being relaunched. Southern University was one of the initial program participants and would like to be part of the new cohort relaunching in the fall of 2022.

The attached Memorandum of Understanding (MOU) formally re-establishes the partnership and offers students within the College of Business career readiness opportunities including, but not limited to:

- On campus career seminars & networking events led by corporations and their C-Suite Executives
- Virtual Career Readiness events and corporate career fairs
- Leadership development opportunities and internships for students

This will be provided at no cost to our institution and will also provide a \$10,000 stipend to support any on campus activity costs associated with the program. The College of Business will also make the program accessible to all university colleges. Review by both the National Urban League (NUL) and Southern University has occurred with positive agreement. We seek the support of Dr. Bijoy Sahoo and you in moving forward with this very important student initiative.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Donald R. Andrews'.

Donald Andrews, Ph.D.

cc: Bijoy Sahoo, Ph.D.
Derrick V. Warren, D.B.A.



National
Urban League

MEMORANDUM OF UNDERSTANDING

[THIS IS A FORM DOCUMENT. PLEASE DO NOT LEAVE BLANKS OR BRACKETS IN THIS DOCUMENT]

This Memorandum of Understanding (this "MOU") is by and between the National Urban League, Inc. ("NUL") a New York 501(3)(c) corporation, and Southern University and Agricultural & Mechanical College ("PARTNER"):

RECITALS

WHEREAS, NUL and Partner (collectively the "Parties") have agreed to bring together their respective resources in order to achieve and manage the Initiative (as defined below);

WHEREAS, Partner is desirous of serving as a corporate sponsor of the Initiative under the terms and conditions set forth in this MOU;

WHEREAS, the Parties have agreed to their respective responsibilities and deliverables to accomplish the objectives of the Initiative, as set forth in the Statement of Work attached hereto as Exhibit A (the "Statement of Work"); and

WHEREAS, each Party will devote their individual skilled personnel, capital, facilities and/or other resources to satisfactorily support the Initiative.

NOW, THEREFORE, in consideration of the foregoing, and in reliance on the mutual promises and obligations contained herein, the Parties hereby agree as follows:

ARTICLE I. PURPOSE AND INTENT

Section 1. As appropriate, the Parties agree to exercise their best efforts to accomplish the following objectives for NUL's Business Executive Exchange Program ("BEEP" or the "Initiative"):

- a. Plan and execute workshops;
- b. Manage overall logistics for the Initiative; and
- c. All actions necessary and incident to the foregoing.

ARTICLE II. SCOPE OF ACTIVITIES/RESPONSIBILITIES

Section 1. In order to achieve the Initiative, each party will exercise its best efforts to perform the Tasks listed in **Schedule A**.

Section 2. The Parties will collaborate and effectively leverage each other's capabilities, resources and nationwide networks to develop creative and innovative approaches for promoting the Initiative.

Section 3. The Parties will promote each other's mission and services, as well as the goals and objectives of this strategic partnership, among its respective partners and stakeholders. The Parties will meet periodically to discuss the implementation of this

MOU, as well as to discuss potential collaboration and co-branding of programs and initiatives targeted to the NUL community.

Section 4. NUL retains complete control of and right of approval over all content related to the Initiative.

ARTICLE III. FUNDING

Section 1. NUL agrees to provide Partner with \$10,000 in support of the Initiative to be paid upon execution of this MOU. The Initiative shall be funded as follows:

- a. \$5,000 payable on the effective date of this MOU, and
- b. \$5,000 payable on or before December 31, 2022.

Section 2. Partner may only expend funds for the purposes outlined in Section 1 and shall return to NUL promptly any unused funds.

ARTICLE IV. RELATIONSHIP OF THE PARTIES

Section 1. This MOU does not create a legal partnership between the Parties. No party has the authority to bind the others to any agreement, contract or understanding with any third party or to act in any way as the representative or agent of the other, except as may be expressly set forth herein.

Section 2. This MOU does not represent the National Urban League's express or implied endorsement of the positions, opinions, products or services of Partner or its employees, or partners or other business concerns in which it has a material financial ownership. Partner expressly acknowledges and agrees that the National Urban League has not, by virtue of entering this MOU, granted to Partner, in whole or in part, any rights to influence, control, direct or veto, in any manner, express or implied, the editorial, financial (except as may pertain to Partner's funds), policy or advocacy stance undertaken by the National Urban League.

Section 3. PARTNER acknowledges and agrees that NUL material or jointly developed material may include disclosures regarding the nature of the pecuniary relationship between PARTNER and NUL.

Section 4. NUL is not liable in any circumstances for the services and products provided by PARTNER.

Section 5. The Parties may engage in other businesses or act in a similar capacity for any other person provided such activities do not directly interfere with or impede any project undertaken by the Parties under this MOU.

Section 6. Each party represents and warrants that it has the right, title, interest and authority to enter into this MOU and to fully perform its obligations hereunder, and that the rights granted hereunder shall not violate the rights of any third party. Each party represents and warrants that its conduct hereunder shall conform to all applicable federal, state and local law and regulation.

ARTICLE V. TERM & TERMINATION

Section 1. *Term.*

a. The term (the "Term") of this MOU is for one (1) year from the date of its execution.

b. Either party may terminate this MOU by providing [thirty (30) days'] prior written notice to the other party.

c. This MOU shall immediately terminate upon the occurrence of a material breach which is not cured within fifteen (15) Business Days of receipt of notice thereof from the non-breaching party.

Section 2. Following termination of this MOU, the Initiative will continue to receive any Funding or compensation then accrued but not yet paid through the date of termination.

Section 3. *Transition.* The obligations provided under **Schedule A** will survive any termination of this MOU with respect to any portion of the Initiative implemented prior to the date of Termination.

ARTICLE VI. MODIFICATIONS TO MOU

Any modifications or amendments to this MOU must be in writing and signed by authorized officers of both Parties.

ARTICLE VII. COSTS AND EXPENSES

Except as otherwise expressly stated in this MOU, each Party will be solely responsible for its own legal, accounting, consulting and other professional fees and expenses incurred in connection with implementing this MOU, including travel and accommodations, provided, that any funding of costs associated with carrying out the Initiative will be as set forth in ARTICLE III.

ARTICLE VIII. NOTICE

Communications and notifications issued under this MOU will be valid only when addressed by mail, electronic mail or fax to the Representatives at the address provided in the signature page to this MOU. When communications are by electronic mail they will be valid only when sent directly from the electronic address of the Representative of either Party to the electronic address of the Representative of the other Party.

ARTICLE IX. INDEMNIFICATION / LIMITATION OF LIABILITY

Each party (the Indemnifying Party) agrees to indemnify the other party (the Indemnified Party) for any and all losses, liabilities, obligations, damages, penalties, judgments, suits, costs, expenses or disbursements of any kind (including, without limitation, reasonable attorneys' fees and expenses) arising out of, or incurred by the Indemnified Party, as a result of the Indemnifying Party's breach of this MOU, negligence, or willful misconduct, or arising out of the products and services provided by the Indemnifying Party in the course of its business.

ARTICLE X. CONFIDENTIALITY/INTELLECTUAL PROPERTY

Section 1. The Parties acknowledge that, in rendering services hereunder, a Party may have access to confidential, proprietary and/or sensitive information and/or materials relating to the other Party and its business (collectively, "Confidential Information"). Each Party agrees to hold all Confidential Information in confidence, and will not to disclose any Confidential Information to any person or entity other than (a) professional advisors to the Parties (e.g., attorneys), (b) any of the members, principals, trustees and/or employees of the Parties; and (c) any additional Parties entering into this MOU, in each case without the other Party's prior approval or (d) pursuant to a subpoena or order issued by a court, arbitrator or governmental body, agency or official. For the avoidance of doubt, no information and/or materials of a Party will be deemed to be "Confidential Information" if such information has become publicly available other than by an act of, or failure to act by the other Party.

Section 2. Any disclosures, materials or statements offered to inform the public of the nature of this MOU, or the subject matter of this MOU or to disclose or promote the existence of the partnership shall only be released to the public upon the mutual written agreement of the Parties.

Section 3. Each party agrees to use the other party's intellectual property (trademark, trade name, etc.) only with the other party's written authorization and for purposes of advancing the Initiative.

Section 4. Additional provisions regarding the Parties' rights and obligations concerning intellectual property, joint marketing, branding, promotion and publicity, if any, are as set forth in Schedule A.

ARTICLE XI. FORCE MAJEURE

Neither party will be liable for, or will be considered to be in breach of or default under this MOU on account of, any delay or failure to perform as required by this MOU as a result of any causes or conditions that are beyond such Party's reasonable control and that such Party is unable to overcome through the exercise of commercially reasonable diligence. If any force majeure event occurs, the affected Party will give prompt written notice to the other Party and will use commercially reasonable efforts to minimize the impact of the event.

ARTICLE XII. MISCELLANEOUS

Section 1. *Counterparts.* This MOU may be executed in any number of separate counterparts and by each of the Parties in separate counterparts, each counterpart constituting an original, and all such counterparts constituting but one and the same agreement.

Section 2. *Assignment.* A party may not assign or transfer this MOU without the express consent of the other party.

Section 3. *Governing Law.* This MOU will be governed by and construed according to the laws of New York. However, Southern University and Agricultural & Mechanical College does not waive any of its rights, privileges, and immunities under

the Louisiana Governmental Claims Act (La. R.S. 13:501, et seq.), including but not limited to, those relating to jurisdiction and venue. If there are any conflicts between the laws of New York and the Louisiana Governmental Claims Act, the Louisiana Governmental Claims Act shall supersede.

Section 4. *Compliance with State and Federal Law.* NUL's responsibilities under this MOU remain at all times subject to State and Federal Law, including Section 501(c)(3) of the Internal Revenue Code. This MOU will only be enforced to the extent that it is consistent with the laws of the State of New York and the United States. If any provision of this MOU is held by a court of law to be in conflict with state or federal law, applicable law will prevail over the terms of this MOU, and the conflicting provisions of this MOU will not be enforceable.

[Signature Page Follows]



National
Urban League

ARTICLE XIII. SIGNATORIES

Each undersigned representative of NUL and the Partner, hereby certifying that he or she is authorized to enter into this MOU on behalf of such Party, executes this MOU as of the date set forth below and each Party thereby commits to its principles and its responsibilities.

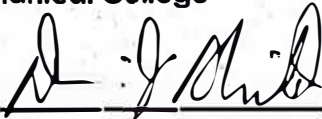
Date: _____

THE NATIONAL URBAN LEAGUE, INC.

By: _____
Name: Marc Morial
Title: President and CEO

Address:
80 Pine Street
9th Floor
New York, NY 10005
Tel: 212-470-1260
Fax: 866-637 9404
with a copy to:
[wjackson@nul.org and
kmonk@nul.org]

**Southern University and Agricultural &
Mechanical College**

By: 
Name: Dennis J. Shields *(new)*
Title: President-Chancellor

Address:
J.S. Clark Administration Bldg.
Fourth Floor
Baton Rouge, LA 70807
Tel: (225) 771 4680
with a copy to:
[donald_andrews@subr.edu]

SCHEDULE A

Month	Deliverables
June 2022 – July 2022	<ul style="list-style-type: none"> ▪ Identify faculty member to serve as university liaison to participate in orientation/ kick off call and participate in monthly planning meetings as needed to schedule campus visit. ▪ University will schedule BEEP campus visit for the fall and/or spring semester including but not limited to classroom lectures, networking sessions and career awareness planning sessions. ▪ University will invite student government organization to participate in one planning meeting to inform student engagement opportunities during the campus visit. ▪ University will share logo to be featured on our webpage.
August 2022- May 2023	<ul style="list-style-type: none"> ▪ University will promote program activities to students on campus, digitally online and on social media. ▪ University will allow corporate partners of the program to participate in career recruitment efforts coordinated by the institution. ▪ University will be responsible for coordinating all logistics necessary for a BEEP campus visit such as securing space needed for program activities, accounting for student attendance and participation, assisting with set up for catering, special events, online sessions, and live streaming. ▪ University will be responsible for inviting university leadership, professors, faculty, and students to scheduled events accordingly. ▪ University liaison will complete a feedback report at the end of each campus visit regarding the program. ▪ University will provide a short video testimony of their participation in the program to be featured on our webpage. ▪ University grants NUL all permissions and licenses in and to any photos, videos, and other materials created, used, or provided by NUL and/or Partner during the Initiative (collectively, the “Materials”). NUL will provide participants with media consent forms as appropriate and agreed upon by both Parties.